GENERAL INFORMATION

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About Inver Hills

Founded in 1970, Inver Hills Community College is a member of the Minnesota State Colleges and Universities system (MnSCU) and offers more than 50 degree and certificate options, including liberal education courses and career-related degrees in leading occupational areas. For more information, visit inverhills.edu.

College Mission

Dedicated to the power and promise of education, we inspire students, build careers and strengthen communities.

College Vision

We will be an innovator in education, creating a vigorous intellectual environment for emerging leaders, scholars and professionals. Providing an affordable gateway into the Minnesota State Colleges and Universities System, we will enrich individual lives and support our diverse communities, locally and globally.

College Values

At Inver Hills Community College, we value:
• Student success and excellence in education
• Integrity, reflection and innovation
• Caring responsibly for our environmental, human and financial resources
• Our diverse community
• Relationships with our partners and stakeholders

Fast Facts

Inver Hills enrolled 8,537 credit students in fiscal year 2014 and is large enough to provide varied opportunities, but small enough to ensure personalized attention. Approximately 62 percent of credit students attend Inver Hills part time, and the student body is evenly split between those seeking a two-year degree and those planning to continue their education at a four-year college or university. Inver Hills students live throughout the Twin Cities metropolitan area, including western Wisconsin. Most students also work at least part time. The average age of the student body is 26 years. Students may choose to live adjacent to campus in the Granite Bluffs Apartments, which provides housing for single students, as well as students with dependents.

Location

Inver Hills is located on 90 acres of gentle slopes just east of the intersection of Highway 52 and 80th Street in Inver Grove Heights, Minn. Handsome brick and cedar buildings, designed for comfort and accessibility, contribute to a high-quality learning experience. Neighboring ponds and oak groves are as much a part of the college as the up-to-date classrooms and laboratories, recreational sports facilities and fields. The campus is just 10 minutes from the cultural and educational resources of downtown St. Paul.

Accreditation

Inver Hills is fully accredited by the North Central Association of Colleges and Secondary Schools, Higher Learning Commission, and is certified as eligible for federal funds and programs. Other accredited institutions throughout the United States will accept satisfactorily completed credits from Inver Hills that are college-level and appropriate to the student's baccalaureate objectives.

The college also holds program-specific accreditation by the National League for Nursing Accrediting Commission, the Commission on Accreditation of Allied Health Education Programs, and the Accreditation Council for Business Schools and Programs, and program approval from the American Bar Association.

NCA/Higher Learning Commission
230 S. LaSalle St., Suite 7-500
Chicago, IL 60604
(800) 621-7440
ncahlc.org

American Bar Association
321 N. Clark St.
Chicago, IL 60654-7598
(800) 285-2221
americanbar.org/aba

National League for Nursing Accrediting Commission
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
nlnac.org/home

Commission on Accreditation of Allied Health Education Programs
1361 Park St.
Clearwater FL 33756
(727) 210-2350
caahep.org

Accreditation Council for Business Schools and Programs (ACBSP)
11520 W. 119th St.
Overland Park, KS 66213
(913) 339-9356
acbsp.org

Equal Opportunity Institution

Inver Hills acknowledges its legal and moral responsibility to ensure equal employment and educational opportunities with no discrimination regarding race, creed, disability, color, religion, national origin, sex, sexual orientation, age, marital status, or inclusion in any group or class protected by state or federal law.

Inver Hills is committed to compliance with Title IX, Section 504, the Americans with Disabilities Act, and all state statutes and regulations relating to removing barriers to equal employment and educational opportunity.

Inver Hills is an affirmative action and equal opportunity institution. Inver Hills abides by all applicable statutes and regulations relating to equal access and employment. This catalog is available in alternate formats. Contact Disability Services at 651-450-3508.

Non discrimination coordinators:
Title IX Coordinator
Matt Traxler
College Center Room 229, 651-450-3885, mtraxle@inverhills.edu

Complainst of acts of discrimination or harassment by employees
Suzanne Brusoe
Liberal Arts Room 217, 651-450-3672, sbrusoe@inverhills.edu
Complaints of acts of discrimination or harassment by students:
Gina Sevick
Library Room 212, 651-450-3295, gsevick@inverhills.edu

Accommodations for disability:
Anne Swanberg
College Center Room 211, 651-450-3508, aswanbe@inverhills.edu

This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Academic Calendar

Fall semester 2016
Semester begins ........................................ Aug. 22, 2016
Final exams ............................................. Dec. 12-16, 2016

Spring semester 2017
Semester begins ........................................ Jan. 9, 2017
Spring break ........................................... March 6-11, 2017
Final exams ............................................. May 8-11, 2017

Summer session 2017
Session one begins ................................. May 30, 2017
Session one ends ..................................... Aug. 3, 2017
Session two begins ................................. May 30, 2017
Session two ends ..................................... June 29, 2017
Session three begins ................................. May 30, 2017
Session three ends ..................................... July 20, 2017
Session four begins ................................. July 5, 2017
Session four ends ..................................... Aug. 3, 2017
Transfer Credit Policy

Students wishing to transfer to Inver Hills from another postsecondary institution should follow the college’s admission procedures detailed on the college’s website.

General Transfer Policies

Transfer credit will be evaluated based on sufficient academic quality when compared with curricula and standards used to meet degree requirements at Inver Hills. Transfer credit evaluations are completed by the Enrollment Center. New students who want an official evaluation of their transcripts must enroll under the Regular Admission process (see application and admission procedures). After an applicant has completed each of the requirements for regular admission, official transcripts will be evaluated to determine which credits are applicable to the degree listed on the application form.

Courses approved for transfer must be comparable in nature, content and level, and match at least 75 percent of the content and goals of the course for which the student is seeking equivalent credit.

The number of credits transferred to Inver Hills is dependent upon the specific requirements of each program or degree offered at Inver Hills. Transfer credit grades will not be used in computing a student’s Inver Hills grade-point average.

Inver Hills will accept courses from other institutions with grades of D or higher. While grades of D will be accepted by the college, they may not be accepted by individual departments due to varying departmental policies regarding acceptable grades for graduation. Furthermore, students wishing to transfer to a four-year institution should consult that institution’s policies regarding transfer and use of D grades.

Please see the descriptions that follow for the college’s academic policy on how these credits will be accepted and applied.

Transfer of MnTC and other courses

Individual courses from other MnSCU colleges and from the University of Minnesota transfer to Inver Hills into the Minnesota Transfer Curriculum. Such courses transfer according to the MnTC goal areas designated for them by the institution where the student originally took the course. Completion of the entire goal at another MnSCU institution completes the goal at Inver Hills. However, there is no guarantee that courses from private and non-Minnesota colleges will satisfy MnTC goals, even if the courses may be transferable as electives. Such courses are evaluated on an individual basis. Courses with a grade of D or higher (including transfer) can be included in the MnTC. A 2.0 GPA is required for recognition of completion of the entire MnTC.

Credits from other institutions

Transfer credit will be evaluated based on academic content and quality when compared with curricula and standards used to meet degree requirements at Inver Hills. Inver Hills will accept transfer credit from institutions with whom a written and approved articulation agreement exists between both institutions. Inver Hills also will accept transfer credits from regionally or nationally accredited institutions. Institution accreditation can be viewed on the U.S. Department of Education website.

Up to 16 credits from nationally accredited institutions will be automatically accepted by the college as elective credit. Students may complete a Course Substitution/Waiver Request form if they desire more than 16 credits in transfer. While credits from nationally accredited institutions will be accepted by the college, individual departments may decide not to accept these credits toward degree or certificate requirements. Students desiring to have credits from nationally accredited institutions accepted by an individual department to be used toward degree or certificate requirements must complete a Course Substitution/Waiver Request form. In addition, students should attach copies of the transcript, course descriptions and course syllabi.

Students wishing to transfer to a four-year institution should consult that institution’s policies regarding transfer of credits from nationally accredited institutions. Depending on that institution’s policies, credits earned from nationally accredited institutions may not be accepted at that institution.

Technical college credits

A maximum of 16 semester technical credits will be accepted as elective credits in transfer from vocational or technical colleges having appropriate regional or national accreditation. General education credits satisfying the MnTC may be accepted beyond the 16 semester credit maximum. Students may petition for an evaluation of technical credits believed to be equivalent to a specific program.

International credits

In order to have international or foreign credits potentially apply toward a degree program at Inver Hills, students are required to have prior
international credits evaluated by a NACES approved professional agency. A list of these agencies may be found online at naces.org. An official copy of NACES approved agency evaluation is required for a transfer evaluation at Inver Hills.

**Appealing the Original Transfer Evaluation**

New or continuing students unsatisfied with the transfer award may appeal to the director of enrollment services. New or continuing students interested in appealing should complete the Course Substitution/Waiver Request Form and attach the following documentation:

- Institution description
- Course description
- Course syllabus
- Instruction credentials

**Appealing the Decision of the Original Transfer Credit Appeal**

Students unsatisfied with the outcome of their transfer credit appeal have the right to final appeal that decision to the vice president of academic affairs. The steps for final appeals are as follows:

- Student completes the Student Appeal form and attaches supplemental information such as a syllabus, course description and faculty credentials
- The vice president will review
- The student receives a decision in writing

**Appealing the College’s Decision**

- If the student is not satisfied with the college transfer final appeal decision, the student may submit a request to the senior vice chancellor of academic and student affairs for a system-level appeal of the college transfer appeal decision.
- A student shall appeal a transfer decision at the college level prior to appeal at the system level.
- The system-level appeal request shall include a copy of the college transfer appeal decision with supporting rationale, transcript and other documentation.
- To be considered, the student appeal for a decision that involves credits from MnSCU colleges and universities must have the support of the chief academic officer or designee of the sending college or university. When a transfer decision involves credit earned at an institution outside MnSCU, the support of a chief academic officer or designee is not required.
- Upon receipt of the MnSCU system-level appeal, there shall be a review by system office transfer staff. The review shall be based on course descriptions, outlines, objectives, learning outcomes and/or other relevant information. The transfer staff shall submit a recommendation to the senior vice chancellor for academic and student affairs.
- The senior vice chancellor of academic and student affairs shall make a final determination regarding disposition of the appeal. The decision of the senior vice chancellor shall be binding on all system, college and university parties.

**Credit for Prior Learning**

Inver Hills may accept the following as credit for prior learning:

- College Level Examination Program (CLEP)
- Advanced Placement (AP)
- International Baccalaureate (IB)
- Examinations covered in the American Council on Education's Guide to Educational Credit by Examination
- Prior Learning Assessment Program (PLA)
- Advanced Standing Credit (Tech Prep)
- Military Education Experience
- Credit by Examination (administered by Inver Hills faculty)
- Credit by Examination (nationally recognized)
- Credit for IT Certification Exams

Please refer to the sections below and online at inverhills.edu/transferring for more information about how credit for prior learning will be accepted and applied.

**Alternative Credit**

**College Level Exam Program (CLEP)**

CLEP examinations are designed to assess student mastery of introductory college course material in particular subject areas. A student who earns a score of 50 or higher on a non-language CLEP examination will receive college credit. In order to receive college credit for level two foreign language examinations, a student must earn a minimum score of 60 for German language, 59 for French language and 63 for Spanish language. These scores are consistent with recommendations made by the American Council of Education.

Equivalent course credits shall be granted when a CLEP examination covers material that is substantially similar to an existing college course. Elective course credits shall be granted when a CLEP examination covers material that is deemed to be college-level but is not substantially similar to an existing course.

A college or university shall not limit the total number of credits a student may earn through CLEP examination. However, credits earned through CLEP examinations are not resident credits and may not be used to satisfy resident credit requirements for graduation. A student must provide the college with an official report of CLEP examination scores in order to receive credit. For an up-to-date list of CLEP credits and their equivalents, see the CLEP chart below or the college website at inverhills.edu/transferring.

<table>
<thead>
<tr>
<th>CLEP Exam</th>
<th>Score</th>
<th>Equivalent Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Law, Introductory</td>
<td>50</td>
<td>BUS 1132</td>
<td>3</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>50</td>
<td>ACCT 2101</td>
<td>4</td>
</tr>
<tr>
<td>Information Systems and Computer Applications</td>
<td>50</td>
<td>CS elective</td>
<td>3</td>
</tr>
<tr>
<td>Management, Principles of</td>
<td>50</td>
<td>BUS 1121</td>
<td>3</td>
</tr>
<tr>
<td>Marketing, Principles of</td>
<td>50</td>
<td>BUS 1104</td>
<td>3</td>
</tr>
</tbody>
</table>
### Composition and Literature

- **American Literature**
  - 50
  - Goal 6b
  - 3

### Analyzing & Interpreting Literature

- **ENG 1140**
  - 3

### College Composition

- **ENG 1108 and 1111 or 1114**
  - 6

### College Composition Modular

- **ENG 1108**
  - 4

### English Literature

- **Goal 6b**
  - 3

### Humanities

- **HUM 1110, 1111**
  - 3

### Foreign Languages

- **French Language, Level 1**
  - 50
  - FREN 1101, 1102
  - 6

- **French Language, Level 2**
  - 59
  - FREN 1101, 1102, 2201, 2202
  - 9

- **German Language, Level 1**
  - 50
  - Goal 8 elective
  - 6

- **German Language, Level 2**
  - 60
  - Goal 8 elective
  - 9

- **Spanish Language, Level 1**
  - 50
  - SPAN 1101, 1102
  - 6

- **Spanish Language, Level 2**
  - 63
  - SPAN 1101, 1102, 2201, 2202
  - 9

### History and Social Sciences

- **American Government**
  - 50
  - POLS 1111
  - 3

- **Educational Psychology, Introduction**
  - 50
  - Elective
  - 3

- **History of the United States I: Early Colonization to 1877**
  - 50
  - HIST 1114
  - 4

- **History of the United States II: 1865 to Present**
  - 50
  - HIST 1115
  - 4

- **Human Growth and Development**
  - 50
  - Elective
  - 3

- **Macroeconomics, Principles of**
  - 50
  - ECON 1105
  - 3

- **Microeconomics, Principles of**
  - 50
  - ECON 1106
  - 3

- **Psychology, Introductory**
  - 50
  - PSYC 1101
  - 4

- **Social Sciences and History**
  - 50
  - SOC 1100 or HIST elective
  - 3-4

- **Sociology, Introductory**
  - 50
  - SOC 1100
  - 4

- **Western Civilization I: Ancient Near East to 1648**
  - 50
  - History elective, Goals 5 & 8
  - 4

- **Western Civilization II: 1648 to Present**
  - 50
  - History elective, Goals 5 & 8
  - 4

### Science and Mathematics

- **Biology**
  - 50
  - Biology elective-no lab, Goal 3a
  - 3

- **Calculus**
  - 50
  - MATH 1133
  - 5

- **Chemistry**
  - 50
  - Chemistry elective-no lab, Goal 3b
  - 8

- **College Algebra**
  - 50
  - MATH 1118
  - 4

- **College Mathematics**
  - 50
  - Math elective, Goal 4
  - 3

- **Natural Sciences**
  - 50
  - Elective
  - 4

- **Precalculus**
  - 50
  - MATH 1127
  - 5

### Advanced Placement (AP) exams

College credit will be granted to students who earn a three or higher in an Advanced Placement examination. College credit shall be granted for a specific college course for each AP examination that covers substantially similar material. Elective credits shall be granted when an AP examination covers material that is deemed to be college-level but is not substantially similar to an existing course. AP credit that overlaps completed coursework for which college credit has already been earned will count as liberal art elective credit.

A college or university shall not limit the total number of credits a student may earn through AP examinations. However, credits earned through AP examinations are not resident credits and may not be used to satisfy resident credit requirements for graduation. A student must provide the college with an official report of AP examination scores in order to receive credit. For an up-to-date list of Advanced Placement credits and their equivalents, see the chart below or visit the college website at inverhills.edu/transferring.

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Score</th>
<th>Equivalent Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History (f)</td>
<td>3</td>
<td>ART 1106 or 1107</td>
<td>3</td>
</tr>
<tr>
<td>Studio Drawing (f)</td>
<td>3</td>
<td>ART 1114</td>
<td>3</td>
</tr>
<tr>
<td>Studio 2-D Design (f)</td>
<td>3</td>
<td>ART 1120</td>
<td>3</td>
</tr>
<tr>
<td>Studio 3-D Design (f)</td>
<td>3</td>
<td>ART 1196</td>
<td>3</td>
</tr>
<tr>
<td>Biology (f)</td>
<td>3</td>
<td>BIOL 1120</td>
<td>4</td>
</tr>
<tr>
<td>Calculus AB (f)</td>
<td>3</td>
<td>MATH 1120</td>
<td>3</td>
</tr>
<tr>
<td>Calculus AB (f)</td>
<td>4-5</td>
<td>MATH 1133</td>
<td>5</td>
</tr>
<tr>
<td>Calculus BC (f)</td>
<td>3</td>
<td>MATH 1133</td>
<td>5</td>
</tr>
<tr>
<td>Calculus BC (f)</td>
<td>4-5</td>
<td>MATH 1133, 1134</td>
<td>10</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>CHEM 1061</td>
<td>5</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5</td>
<td>CHEM 1061, 1062</td>
<td>10</td>
</tr>
<tr>
<td>Computer Science A (s)</td>
<td>3</td>
<td>CS 1119</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science AB (f)</td>
<td>3</td>
<td>CS elective</td>
<td>4</td>
</tr>
<tr>
<td>Macroeconomics (s)</td>
<td>3</td>
<td>ECON 1105</td>
<td>3</td>
</tr>
<tr>
<td>Microeconomics (s)</td>
<td>3</td>
<td>ECON 1106</td>
<td>3</td>
</tr>
<tr>
<td>English Language, Composition (f)</td>
<td>3</td>
<td>ENG 1108</td>
<td>4</td>
</tr>
<tr>
<td>English Literature, Composition (f)</td>
<td>3</td>
<td>ENG 1140</td>
<td>4</td>
</tr>
<tr>
<td>Environmental Science (s)</td>
<td>3</td>
<td>General elective</td>
<td>3</td>
</tr>
<tr>
<td>Chinese Language (f)</td>
<td>3</td>
<td>Goals 6b, 8</td>
<td>5</td>
</tr>
<tr>
<td>French Language (f)</td>
<td>3</td>
<td>FREN 1101</td>
<td>5</td>
</tr>
<tr>
<td>French Literature (f)</td>
<td>3</td>
<td>Humanities elective</td>
<td>5</td>
</tr>
<tr>
<td>German Language (f)</td>
<td>3</td>
<td>GERM 1101</td>
<td>5</td>
</tr>
<tr>
<td>Comparative Government (s)</td>
<td>3</td>
<td>POLS 1101</td>
<td>3</td>
</tr>
<tr>
<td>U.S. Government, Politics (s)</td>
<td>3</td>
<td>POLS 1111</td>
<td>3</td>
</tr>
<tr>
<td>European History (f)</td>
<td>3</td>
<td>History elective</td>
<td>8</td>
</tr>
<tr>
<td>United States History (f)</td>
<td>3</td>
<td>HIST 1114, 1115</td>
<td>8</td>
</tr>
<tr>
<td>World History (f)</td>
<td>3</td>
<td>HIST 1106, 1107</td>
<td>8</td>
</tr>
<tr>
<td>Human Geography (s)</td>
<td>3</td>
<td>GEOG 1115</td>
<td>3</td>
</tr>
<tr>
<td>Latin Vergil or Literature (f)</td>
<td>3</td>
<td>Humanities elective (MnTC 6b)</td>
<td>5</td>
</tr>
</tbody>
</table>
International Baccalaureate (IB) credit
Students who attain an IB diploma with a score of 24 or higher shall be granted credit as follows:

a. Eight semester credits each for four higher-level examinations, plus two semester credits each for two standard-level examinations, for a total of 36 semester credits.

or

b. Eight semester credits each for three higher-level examinations, plus two semester credits each for three standard-level examinations, for a total of 30 semester credits.

A student may receive credits for individual higher level IB examination scores of four or higher. Course credits shall be granted when an IB examination covers material that is substantially similar to an existing college course. Elective credits shall be granted when an IB examination covers material that is deemed to be college-level but is not substantially similar to an existing course. IB credit that overlaps completed coursework for which college credit has already been earned will count as liberal art elective credit.

A college or university shall not limit the total number of credits a student may earn through IB examination. However, credits earned through IB examinations are not resident credits and may not be used to satisfy resident credit requirements for graduation. A student must provide the college with an official report of IB examination scores in order to receive credit.

See the equivalency chart below or check online at inverhills.edu/transferring for the most current version. Inver Hills will use the American Council on Education’s National Guide to Educational Credit for Training Programs to determine whether students who participate in formal training will be awarded transfer credit. An official transcript of completed training is required for the evaluation.

<table>
<thead>
<tr>
<th>IB Exam</th>
<th>Score</th>
<th>Equivalent Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology (HL)</td>
<td>4-7</td>
<td>BIOL 1120</td>
<td>4</td>
</tr>
<tr>
<td>Business and Management (HL)</td>
<td>4-7</td>
<td>BUS 1101</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry (HL)</td>
<td>4-7</td>
<td>CHEM 1061</td>
<td>5</td>
</tr>
<tr>
<td>Chemistry (SL)</td>
<td>4-7</td>
<td>Goal 3b with lab</td>
<td>3</td>
</tr>
<tr>
<td>Classical Languages (HL)</td>
<td>4-7</td>
<td>General elective</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science (HL)</td>
<td>4-7</td>
<td>CS 1118</td>
<td>4</td>
</tr>
<tr>
<td>Dance (HL)</td>
<td>4-7</td>
<td>Goal 6a elective</td>
<td>8</td>
</tr>
<tr>
<td>Design Technology (HL)</td>
<td>4-7</td>
<td>General elective</td>
<td>8</td>
</tr>
<tr>
<td>Economics (HL)</td>
<td>4-7</td>
<td>ECON 1105 and 1106</td>
<td>8</td>
</tr>
</tbody>
</table>

Environmental Systems (HL) | 4-7 | BIOL 1116 | 2 |

Geography (HL) | 4-7 | Goal 5; counts toward two requirements | 8 |

History of Africa (HL) | 4-7 | Goals 5 and 8 | 8 |

History of the Americas (HL) | 4-7 | Goals 5 and 8; counts toward two requirements | 8 |

History of Asia, Near East (HL) | 4-7 | Goals 5 and 8 | 8 |

History of Europe (HL) | 4-7 | Goals 5 and 8; counts toward two requirements | 8 |

History of the Islamic World (HL) | 4-7 | General elective | 8 |

Info Tech in Global Soc (HL) | 4-7 | General elective | 8 |

Language A

English A1 (HL) | 4-7 | ENG 1108 & ENG 1111 or ENG 1114 | 8 |

Language B

French (HL) | 4-7 | FREN 1101 & 1102 | 10 |

German (HL) | 4-7 | GERM 1101 & 1102 | 10 |

Japanese (HL) | 4-7 | General elective | 8 |

Chinese (HL) | 4-7 | CHIN 1101 | 5 |

Russian (HL) | 4-7 | General elective | 8 |

Spanish (HL) | 4-7 | SPAN 1101 & 1102 | 10 |

Mathematics (HL) | 4-7 | MATH 1118 | 4 |

Mathematics (SL) | 4-7 | MATH 1101 | 3 |

Further Mathematics (SL) | 4-7 | Goal 4 | 3 |

Mathematics Studies (SL) | 4-7 | MATH 1101 | 3 |

Music (HL) | 4-7 | MUSC 1110 and MUSC elective | 8 |

Music Composition (SL) | 4-7 | MUSC 1145 | 3 |

Philosophy (HL) | 4-7 | PHIL 1110 and PHIL elective | 8 |

Physics (HL) | 4-7 | PHYS 1030 (36) | 4 |

Psychology (HL) | 4-7 | Goal 5; counts for two requirements | 8 |

Social Anthropology (HL) | 4-7 | SOC 1100 and ANTH elective | 8 |

Theatre Arts (HL) | 4-7 | Goal 6a; counts for two requirements | 8 |

Visual Arts (HL) | 4-7 | ART 1100, ART elective | 8 |

Educational credit for training (ACE/PONSI)
Inver Hills uses the American Council on Education’s National Guide to Educational Credit for Training Programs to determine whether students who participate in formal training will be awarded transfer credit. An official transcript of completed training is required for the evaluation.

Military education and experience
The American Council on Education’s Guide to the Evaluation of Educational Experience in the Armed Forces will be used to evaluate military education and experience. A copy of the student’s Report of
Transfer or Discharge (Form DD-214) and an official SMART or AARTS transcript are required for evaluation.

A maximum of 16 semester technical credits will be accepted as elective credits in transfer from military transcripts. General education credits satisfying the MnTC will be accepted beyond the 16-semester-credit maximum. Students may appeal for an evaluation of military credits believed to be equivalent to a specific program.

Inver Hills has an agreement with the University of St. Thomas allowing students enrolled full time at Inver Hills to take ROTC classes at the University of St. Thomas.

**Prior Learning Assessment Program (PLA)**

Students with a variety of work and life experiences have the opportunity to earn college credit for knowledge and skills they have gained outside of a formal classroom. A one-credit course (INTS 1011) is required prior to completing prior learning assessments. This course helps students reflect on their knowledge and skills and learn the processes for completing prior learning assessments.

Prior learning assessments can be evaluated in a variety of ways, such as testing, demonstration, written documentation, performance, and/or evaluator-student discussions.

Prior learning assessments are based on individual course outcomes and the credits earned are counted as meeting the 20-credit residency and college graduation requirements. Courses completed through PLA are recorded on the student transcript the semester in which the student registers. An official grade of Pass or No Credit will be reflected on the transcript, and the student will receive other documentation that denotes grade equivalencies. Costs are listed on the Inver Hills website.

Inver Hills adheres to MnSCU policies and procedures on credit for prior learning and the Council for Adult and Experiential Learning (CAEL) national standards for awarding college credit for previous learning outside the classroom. Interested students should contact the Adult Success through Accelerated Programs (ASAP) office at (651) 450-3367 or asap@inverhills.edu.

**Advanced Standing Credit**

Agreements may exist between Inver Hills and area high schools that allow students to take college-level classes at the high school. Students who complete an approved course in high school may receive college credit for the course(s) by earning at least a grade of B- in each course for which they wish to receive college credit. Contact the Enrollment Center at enrollment@inverhills.edu or (651) 450-3503.

**Credit by Examination (administered by Inver Hills faculty)**

Students who have acquired knowledge and skills comparable to those obtained by completing a course may take an examination in some courses and, if passed, receive academic credit for that course. The Credit by Examination form and instructions for completing the process are available from administration in the Liberal Arts building. Before completing the form, students should consult with the appropriate instructor and academic dean to determine whether credit for a particular course can be earned through credit by examination. The instructor and academic dean will sign the form approving the credit by examination. This form is taken to the enrollment center along with the fee of $30 per credit. When the student has completed and passed the examination, the instructor will sign the Credit by Exam form and turn it into the Enrollment Center. Enrollment Center staff will process the form and record completion of the course on the student’s transcript. Courses completed by examination have a notation on the transcript with a grade of P (pass).

**Credit by Examination (nationally recognized)**

Inver Hills also will consider the Thomas Edison College Examination Program (TECEP), Excelsior examinations, New York University Foreign Language Proficiency (NYUFLP) examinations, National Occupational Competency Testing Institute (NOCTI) assessments, Defense Activity for Non-Traditional Education (DANTES), and DANTES Subject Standardized Tests (DSST). Official score reports for each of the above exam programs are required for transfer evaluation.

**Credit Equivalency for IT Certification Exams**

Inver Hills will grant credit equivalencies to the information technology courses listed based on certification exam results that meet the following criteria:

1. Exam is administered by Pearson VUE, Thomson/Prometric, Certiport or a future authorized industry certification testing company. Certification results are confirmed directly from certifying agent (e.g., Cisco, Microsoft, CompTIA) through mail, secure website or other means initiated by the certifying agent. The student is responsible for making arrangements to provide this documentation.

2. The certification exam is based on outcomes and objectives that correspond substantially to the content being taught in current courses. In cases where the current course content is based on technology that is substantially different from the certification exam taken by the student, credit will not be granted. Students may retake exams to qualify for credit equivalency.

3. In the case of certifications with expiration dates, the certification is not expired. In the case of individual exams or certifications without expiration dates, the exam taken is the most current version.

Due to constantly evolving industry certifications, specific exams no longer are listed in the course catalog with course equivalencies. A faculty member from the ETC department will review all credit equivalencies for ETC courses and determine whether the exam taken or certification obtained substantially corresponds to the course. A general guideline of common course equivalencies can be found on the ETC department website or by contacting one of the ETC instructors. Examples of certifications commonly accepted for course credit include the CompTIA A+, Cisco CCNA, CCNP and Microsoft MCITP and Microsoft Office Specialist tracks.

**Registration**

Students are responsible for correct and accurate registration. Students are liable for tuition and fees for all registered courses. Students must withdraw or drop their registration online or in writing at the Enrollment Center if they do not plan to attend Inver Hills or wish to withdraw once the term begins. Please note that course registrations will not be dropped for students who have applied for financial aid. Course registrations will not be dropped even if a student is not approved for financial aid. Deadlines and restrictions apply.

Registration will not be permitted for returning students with financial, library or academic holds on their records. Additionally, registration will not be permitted for students with financial holds at other MnSCU colleges or universities. It is the student’s responsibility to satisfy any
obligation to the college before registering or requesting transcripts. To register for more than 18 credits in a semester or more than 12 credits in a summer session, students must obtain authorization from an academic advisor or counselor. A student’s total number of enrolled credits at all MnSCU system college and universities shall not exceed 22 in any semester. Non-degree seeking students may register for a maximum of 8 credits per semester.

For complete registration information, including registration dates and hours, see the online class schedule. New students will register online when they attend a new student advising and registration session. New students not wishing to apply to the college may register through non-degree seeking status.

Non-degree Seeking Students

This option is designed for students who are not seeking a degree or certificate, do not want financial aid and know the specific classes they want to take. Students wishing to enroll as non-degree seeking should select an educational intent of “complete courses” but not a degree, when applying online.

Non-degree seeking students:
- Are not eligible for financial aid or veterans benefits
- May not register for English or mathematics or courses without taking the assessment tests
- Are not provided with transfer evaluations
- Register without the assistance of an academic advisor or counselor
- May not complete an Inver Hills degree or certificate
- Must register during the open registration period and are not eligible for priority registration
- May register for a maximum of 8 credits per semester

Changing from non-degree seeking to admitted status

To change from non-degree seeking to admitted status, students should complete the steps for regular admission. Contact the Enrollment Center for additional information.

Senior Citizen Registration Policy

Senior citizens who are Minnesota residents and 62 years of age or older may register for credit courses on a space-available basis, beginning the second day of the term. The cost to senior citizens is $20 per credit. All fees are applicable to senior citizens except the student activity fee. Minnesota senior citizens may audit a course at no charge on a space-available basis, beginning the second day of the term. The cost to senior citizens is $20 per credit. Senior citizens who register for a maximum of 8 credits per semester are required to pay full tuition and fees.

Criminal Background Study

A background study involves a review of specific records of the person being studied by the Department of Human Services. Routine background studies include a review of criminal history information maintained by the Bureau of Criminal Apprehension and records of substantiated maltreatment of vulnerable adults and minors from investigations completed by counties’ adult protection and child protection staff and by the Minnesota Department of Human Services and the Minnesota Department of Health. Additional records are also reviewed in some cases.

Students enrolled in some educational programs and courses will be required to complete a background study and receive background study clearance in order to complete the course.

- MN law requires that students who are placed in licensed facilities to provide direct contact services by educational programs must complete the MN Department of Human Services criminal background study and receive clearance.
- Some of the educational programs have specific courses that require that a student receive the background study clearance in order to be able to meet course or clinical agency requirements. In some instances the administrator may notify the student that further progression in the educational program is not feasible due to the background check status.
- Students who enroll in classes that require a background clearance and subsequently do not receive that clearance will not have the opportunity to pass the class and they will not qualify for a refund.
- Information related to criminal background studies can be found on the MN Department of Human Services website: mn.gov/dhs. Look for information on licensing and then background studies.
- Students that participate in Service Learning may need to complete a criminal background study. While the Service Learning department at Inver Hills Community College does not require background studies many of the Community Partners with which students work require background studies prior to students serving at their organizations. Students can determine whether or not a Community Partner requires a background study by going to inverhills.edu/LearningSupport/ExperientialLearning/CommunityBased/index.aspx. If you have further questions or need clarification about background studies and the Service-Learning program, please contact ServiceLearning@inverhills.edu.

Immunization Policy

All students who are registered for more than one class must show proof of current immunizations by the 45th day of the semester in order to register for the next semester. Minnesota Statute, Section 135A.14, requires that students enrolled in postsecondary schools provide documentation of immunization. However, students who were born in 1956 or earlier or have graduated from a Minnesota high school since 1997 are exempt. Home-schooled and students with a GED certificate must show proof of immunization.

Change of Registration (Adds and Drops)

Students have five business days from the first day of the term to add or drop individual classes. All adds or drops must be processed online and must be completed by the end of the fifth business day by 11:59 p.m., Central Time. This five-day period is called the “no-obligation period,” when students are able to drop classes with a full refund and without a W grade recorded on their transcript. Students beginning after the first week of the semester, students have one (1) business day from the start of the class to add or drop from individual classes.

Adds

An add is any registration that adds a class to the student’s schedule. Adding includes initial registration, additional registration or substituting one class for another.

Drops

A drop refers to removing a class from the student’s schedule during the no-obligation period with a full refund and without notation on the student’s transcript.
Withdrawals
Withdrawals from classes any time after the no-obligation period results in a W grade on a student’s transcript. Refunds only are given if students withdraw from all classes; there are no refunds for partial withdrawals. Refunds are prorated after the end of the no-obligation period; there are no refunds after the 20th business day of the term for regular classes. Additional restrictions and deadlines apply to classes that do not follow the full-semester schedule; see the college website and the current Registration Guide for withdrawal/refund information. All withdrawals after the fifth business day of the semester can be completed online, submitted in writing, sent via e-mail or fax, or completed in person at the Enrollment Center. A signature is required. The effective date for refund purposes is the date the withdrawal request is received by the Enrollment Center. Withdrawal from a class or classes after the fifth business day of the semester results in a W grade on the student’s transcript. Students who simply stop attending classes remain registered for the class, may receive a grade of F or FN, and are fully responsible for any tuition, late fees or collection fees associated with that course. The last day to withdraw from a course is calculated as the day on which 80% of the course has elapsed. To view the last day to withdraw for a specific course, visit Courses and Registration in your E-Services account.

Withdrawal by military personnel
Inver Hills is in full compliance with MnSCU procedure 5.12.1, Active Duty with the Armed Forces. It is the policy of Inver Hills to provide assistance to members of any branch of the U.S. military who are unable to complete a semester due to having been called to active duty. The college will assist students to successfully complete their coursework whenever feasible and also provide other forms of assistance to students unable to complete their coursework.

Grades
Grades will be available on the web approximately three business days after the last day of final examinations. Students can access their grades on E-services at inverhills.edu. They also may obtain and print an unofficial transcript online. Students who need proof of successful completion of a course should contact the Enrollment Center.

Official transcripts
Inver Hills Community College has authorized the National Student Clearinghouse to provide transcript ordering via the web. You can order transcripts using any major credit card. Your card will only be charged after your order has been completed.

To order an official transcript(s), log into the National Student Clearinghouse secure website. A link to this secure site is available on the Inver Hills Community College website.

- The site will walk you through placing your order, including delivery options and fees.
- You can order as many transcripts as you like in a single session. A processing fee will be charged per recipient.
- Order updates will be e-mailed to you. You can also track your order online.

To request an official transcript in person, visit the Enrollment Center on the upper level of the College Center building. The fee for an official transcript is $7. A transcript request will be processed within two to three business days of the receipt of the request with payment included/authorized. If no holds exist on the student record, Inver Hills will automatically send official transcripts to other MnSCU colleges and universities where the student is enrolled or has applied for admission.

Tuition & Fees
Rates
Tuition and fees for each term are based upon the number of credits for which a student is enrolled. At the time this catalog was published, the 2015-16 general tuition and fees rate was $176.27 per semester credit. Tuition and fees are set by the Board of Trustees of the Minnesota State Colleges and Universities system and are subject to change without notice. Some courses or academic programs have differential tuition rates because of the increased cost of offering the courses or academic programs. Please refer to inverhills.edu for up-to-date tuition and fees rates.

Fees Included with Tuition
The following fees are set annually and may be found in the Registration Guide. They are charged on a per-credit basis and included in the tuition/fees rate.

Student life/activity fee: This fee helps offset the costs of non-instructional student services and activities such as student clubs and organizations, student activities and recreational activities.

Health Service fee: This fee helps provide high-quality, free or low-cost confidential health care and counseling for Inver Hills students and community members.

Technology fee: This fee ensures that students have access to the technology critical to their academic and career success.

Parking fee: The parking fee is assessed to all classes.

Student association fee: A Minnesota State College Student Association fee is assessed for student-initiated programs.

Other fees
Personal property and service charges: Some courses have special fees that are indicated in the current class schedule.

NSF fee: When a check is returned to the college by the bank for non-sufficient funds, account closed or stop payment, an NSF fee will be assessed for each check. This applies to all checks written to the college.

Late fee: A late fee is assessed if students pay tuition after specified payment deadlines. See the Registration Guide for current deadlines and information.

Drop for Non-Payment Policy
Students must pay or make payment arrangements for their tuition and fees by the due dates published on the college website and in the semester Registration Guide. Failure to pay or make arrangements to pay tuition and fees may result in courses being dropped for non-payment. Please note that course registrations will not be dropped for students who have applied for financial aid. Course registrations will not be dropped even if a student is not approved for financial aid. Students who do not intend to take courses during a given semester must officially drop their courses on their own before the start of the term.
Tuition Refund Policy
Students who drop or withdraw from their courses within the defined drop/withdraw periods may be eligible for a refund of tuition. The tuition refund policy can be found online at inverhills.edu/Registration/Refunds.aspx. Refunds for tuition paid online by credit card will be refunded according to the student’s IHCC Access Card refund preference. Processing of course drops and withdrawals may take up to three weeks to process.

The effective date of a drop or withdrawal is the date the course is dropped or withdrawn online or the date the request is received by the Enrollment Center. Refund requests must be made within one year of the date the course(s) is dropped or withdrawn. The refund schedule is based on the policy adopted by the Minnesota State Colleges and Universities Board of Trustees. This policy can be found online at mnsuc.edu/board/policy/512.html.

Tuition Waiver Policy
Students with extraordinary circumstances may appeal for a waiver of tuition. The student must complete the Student Appeal form as well as provide documentation of their circumstance. The president or designee may waive amounts due to the college for the following reasons:

- Employee benefit provided by a bargaining agreement
- Death of a student
- Medical reasons
- College error
- Employment-related condition
- Significant personal circumstances
- Military enlistment or deployment

Appeals received without proper documentation will be returned to the student or denied. Students seeking a tuition waiver are advised to meet with an academic advisor or counselor for assistance with the Student Appeal form and documentation. Waiver requests must be made within one year of the date the course(s) is dropped or withdrawn.

State Residency Requirements
The director of enrollment services/registrar will determine residency based on the residency policy in effect at the time the student applies to the college. See MnSCU board policy 2.2 on State Residency at mnsuc.edu/board/policy/202.html for a complete listing of exceptions that may qualify a student for the resident tuition rate. Students who have been classified as non-residents may appeal eligibility for the resident tuition rate by demonstrating domicile in Minnesota before the beginning of any semester. It is the student’s responsibility to prove domicile for the purpose of receiving the resident tuition rate. Students who are interested in appealing for the resident tuition rate must complete the Resident Classification Request form and provide all necessary documentation. The Resident Classification Request form can be obtained online or from the Enrollment Center. The director of enrollment services/registrar will make a determination on the appealer’s request within 14 days of receiving the form and supporting documentation.

Financial Aid
Availability of Financial Aid
The financial aid program at Inver Hills provides financial assistance to eligible students whose personal and family resources are insufficient to meet the minimum expense of attending college. Whenever possible, the college will attempt to meet a part of each student’s financial need through a combination of grants, scholarships, loans and/or employment. Program descriptions and applications are available from the Financial Aid office. Students must have a high school diploma or GED certificate in order to receive financial aid at Inver Hills. Students may not receive financial aid at two colleges at the same time.

Aid based on financial need (full- and half-time students)
Financial need is determined from a student’s own income and assets and those of their family. Students can apply online at fafsa.ed.gov. If a student is eligible for need-based aid, Inver Hills will help the student create a financial aid package that may include:

- Grants (do not usually have to be repaid)
- Loans (must be repaid)
- Work-study (part-time jobs on campus)

Financial aid for students with fewer than six credits
Financial aid may be available for students who plan to take fewer than six credits per term. Contact the Financial Aid office for more information and an application.

Non-need-based aid
Several loan programs are available to students at almost any income level. Students must apply for need-based financial aid before applying for these special programs.

Campus employment
A number of employment opportunities are available on campus. Contact the Financial Aid office for current openings.

Financial Aid office
Phone: (651) 450-3518
E-mail: finaid@inverhills.edu
Student Financial Aid Programs

Grants

Federal Pell Grants
Federal Pell Grants are awards of $598 to $5,815 per year based on financial need. Students apply through the Free Application for Federal Student Aid (FAFSA). Eligibility is based on financial need and enrollment.

Federal Supplemental Educational Opportunity Grant (FSEOG)
Allocation of funds is at the discretion of Inver Hills, and the awarding of funds is based on need and application date. Award amounts vary up to $800. Students apply through the FAFSA. Students must be Pell-eligible to receive an FSEOG.

Minnesota State Grant/Minnesota Dream Act
This is a state program based on financial need. Students apply for this grant by using the FAFSA. This grant is available for fall and spring semesters. Students must apply 14 days prior to the term to receive the grant.

Minnesota Post-Secondary Child Care Grant Program
This state program was established to provide child care assistance to Minnesota residents wishing to attend an institution of higher education. To be eligible, students may not be receiving TANF/ MFIP. For students who meet eligibility guidelines, the maximum grant is $2,800 per child for each academic year. Eligibility is based on household size and income, and students must submit a FAFSA. Applications are available in the Financial Aid office.

Student Loans

Federal Stafford Loan (subsidized)
The Federal Stafford Loan is a federal loan that offers freshman students (under 30 semester credits earned) up to $3,500, and sophomores (30 semester credits or more earned) up to $4,500. The interest rate on this loan varies annually, but is capped at 8.25 percent. Eligibility for the Subsidized Stafford Loan is based on financial need; therefore, some students may not qualify. In order to determine eligibility, students must apply for financial aid by submitting a FAFSA. First-time Stafford Loan recipients must attend a loan counseling session prior to having the loan proceeds disbursed. Funds received from the Subsidized Stafford Loan must be repaid. However, interest is paid by the federal government and no repayment of interest or principal is required as long as the student is enrolled in college on at least a half-time basis.

Federal Stafford Loan (unsubsidized)
Students who do not qualify for a maximum Subsidized Stafford Loan may borrow funds through the Unsubsidized Stafford Loan program. Eligibility for this loan is not based on financial need. The interest rate is the same as that of the subsidized Stafford Loan, but interest accrues and must be paid while the student is in college and during the grace period and repayment periods. These funds must be repaid.

Federal Parent Loan for Undergraduate Students (PLUS)
With a federal Parent Loan for Undergraduate Students (PLUS), parents of a dependent student may borrow funds to pay for the student’s educational expenses. Family income is not taken into consideration; therefore, the program is open to almost any family who qualifies based on credit. Parents can borrow up to the cost of education, less other financial aid received. The interest rate is variable, not to exceed 9 percent. Repayment begins immediately. To determine eligibility, the student must apply for federal financial aid using the FAFSA. Funds are made in multiple disbursements and given to parents after tuition and fees have been paid. These funds must be repaid.

Student Educational Loan Fund (SELF)
The state of Minnesota provides the Student Educational Loan Fund (SELF) through the Minnesota Higher Education Services Office. The loan is a variable interest rate loan. The interest is subject to change throughout the life of the loan. Students have a maximum eligibility of $6,000 each year for their first and second years of college. This loan requires a credit-worthy co-signer. Students must have their eligibility for federal and state financial aid determined before they can be considered for a SELF loan. These funds must be repaid.

Work-Study Programs

Federal Work-Study (FWS)
The Financial Aid office awards Federal Work-Study (FWS) funds to students interested in working to help meet their financial need through on-campus work-study jobs. Students are paid an hourly wage and provided the number of hours that they work. Students receive only that portion of the award they earn. If a student earns more than he/she has been awarded, other aid will be reduced. Students must apply for federal financial aid in order to be considered for FWS and must be enrolled for a minimum of six credits each term.

State Work-Study (SWS)
The Financial Aid office awards State Work-Study (SWS) funds to students interested in working to help meet their financial need through on-campus work-study jobs. Students are paid an hourly wage and provided the number of hours that they work. Students receive only that portion of the award they earn. If a student earns more than they have been awarded, other aid will be reduced. Students must apply for federal financial aid in order to be considered for SWS and must be enrolled for a minimum of six credits each term.

Institutional Work-Study (IWS)
Institutional Work-Study (IWS) funds are Inver Hills funds used to employ students. These funds are very limited and must be approved by an administrator. Students must have applied for federal financial aid to be considered.

Scholarships

For information on Inver Hills scholarships, visit the Career Development Center or the Foundation office.

Refund/Earned Aid Policy

The federal formula requires a return of Title IV aid if the student received federal financial aid and withdrew or stopped attending all classes on or before completing 60% of the semester. The percentage of Title IV aid to be returned (that which is unearned) is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded.

The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess. The institution’s share is allocated among the Title IV programs, before
the student’s share, in the following order: Federal and Federal Direct Unsubsidized Stafford Loan, Federal and Federal Direct Subsidized Stafford Loan, Federal and Federal Direct PLUS Loan, Federal Pell Grant and Federal SEOG. Any remaining unearned aid is the responsibility of the student, must be collected from the student, and then allocated among the Title IV programs in the order indicated above.

IHCC will calculate and return its share of unearned Title IV funds and notify the student no later than 30 days after it determines that the student withdrew and return the funds within 45 days. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note. IHCC may allow the student to repay unearned aid attributable to a grant under a payment arrangement satisfactory to IHCC. However, the student is not responsible for returning funds to any grant program to which they owe $50 or less.

If the student who totally withdrew (officially or unofficially) from classes received State financial aid funding (including State Grant, Child Care Grant, SELF Loan, Safety Officer’s Survivor’s Grant, Indian Scholarship, ACHIEVE Scholarship, and Learn and Earn), a portion of the unearned funds must be returned if the total withdrawal took place within the first 20 business days of the semester (full semester classes).

**Satisfactory Academic Progress**

In accordance with the U.S. Department of Education Regulations [Public Law 94-482] and MnSCU Board Policy 2.9, the Financial Aid office at Inver Hills has established the minimum standards of progress for financial aid recipients of federal and state financial aid programs. The purpose of the Satisfactory Academic Progress policy is to ensure that financial aid recipients are attending Inver Hills to receive an education and not only to secure financial aid funding. To view the current policy, visit inverhills.edu/Policies/pdfs/Academic/2.9SAP.pdf.

**Applying for Financial Aid**

Students should complete the following steps to apply for financial aid from Inver Hills:

1. Apply for admission and declare an eligible program of study. This enables Inver Hills to establish a computer file for each student.
2. Fill out the FAFSA. Students may access the application on the web at fafsa.ed.gov. This form will be used to award federal and state aid. Students may also obtain and complete the paper version, but filing online is faster for students. The college code for Inver Hills is 006935.
3. Students will receive a Student Aid Report (SAR) approximately six weeks after filing the FAFSA. Students should review the SAR and notify the Financial Aid office immediately if the report contains errors.
4. Students should respond quickly to any request(s) for additional information from the Financial Aid office.
5. The student will receive notification by e-mail when their award letter is ready to be viewed online using their e-services account. The online award letter will indicate the amount and types of aid he/she is eligible to receive. The student will be provided with all necessary information regarding applying for a student loan in the award letter.
Inver Hills provides students with a wide range of services that are intended to supplement, reinforce and extend learning that occurs within the curriculum. The college is committed to providing opportunities for intellectual and social growth both inside and outside the classroom.

**Assessment Center**  
* (651) 450-3687; College Center – second floor  
Inver Hills uses a computerized assessment inventory developed by the College Board to provide information about students’ skills in reading, writing and mathematics. These assessments are required and are used to place students into appropriate mathematics, English and reading-based courses. Some students are exempt from taking the assessments and should inquire about potential exemptions prior to course registration. All items on the assessments are multiple choice. There is no fee for students taking the assessments, and results are valid for two years.

**Bookstore**  
* (651) 450-3533; College Center – lower level  
The Inver Hills Bookstore is the source for required and recommended course materials and supplies both in the store and online at [ihccsbookstore.com](http://ihccsbookstore.com). There are designated dates for textbook returns. At the end of each term, the bookstore conducts a book buy-back. Students may be able to sell their used books, depending on projected need for those texts in the future. Contact bookstore staff for information on hours of operation, return policy dates, and book buy-back dates and times. Additional items available for purchase in the bookstore include reference and general books, Inver Hills apparel, backpacks, greeting cards and stationery, gift items, computer software, health and beauty items, stamps, bus cards, candy, soda, snacks, prepaid phone cards, and UPS and fax services.

**Career Services**  
The CEL staff helps students explore careers and industries to determine the right major for them by providing opportunities through connections with professionals, tours, industry networking events, and speakers to gain exposure and develop student career and professional self. Students can also prepare for employment and internship experiences related to their major through resume and interviewing preparation, portfolio development, networking and our online job posting system College Central Network ([collegecentral.com/inverhills](http://collegecentral.com/inverhills)). Setting up an account will give students access to jobs, internships, and volunteer opportunities.

**Campus security**  
* (651) 450-3711; Escorts  
The college is deeply committed to ensuring the personal safety and well-being of the entire college community. Personnel have been employed to accomplish this objective, including an evening escort service for students and staff. Students can request an escort by calling 651-450-3711. Campus crimes and emergencies should be reported immediately to the campus Public Safety Department by calling 651-450-3711.

**Career Services**  
The CEL staff helps students explore careers and industries to determine the right major for them by providing opportunities through connections with professionals, tours, industry networking events, and speakers to gain exposure and develop student career and professional self. Students can also prepare for employment and internship experiences related to their major through resume and interviewing preparation, portfolio development, networking and our online job posting system College Central Network ([collegecentral.com/inverhills](http://collegecentral.com/inverhills)). Setting up an account will give students access to jobs, internships, and volunteer opportunities.

**Community-based Learning**  
Students will apply what they are learning in the classroom to a real-world setting. Through work in and with the community, students are able to see how the skills they’ve learned apply to real-life situation and work to create real change in schools, cities, government and non-profit agencies in the area.

**Counseling, Advising and Career Planning**  
* (651) 450-3508; College Center – second floor  
The Counseling and Advising Center offers access to an expanded range of academic and career services in one convenient location in the north section of the College Center’s second floor.

**Counseling**  
Counselors provide confidential assistance to students with the many important personal issues they may face during college. Counseling services include individual appointments, crisis interventions and referrals. In addition to personal support and encouragement, IHCC counselors also provide academic advising, career counseling, Mobile Pantry intake as well as teach student success courses. To schedule an appointment with an Inver Hills counselor, students can call 651-450-3508 or stop by the Counseling and Advising Center. You may also access a counselor by emailing counseling@inverhills.edu.

**Academic advising**  
Academic advisors and counselors assist students in establishing and achieving academic plans that include associate degree, career certificate and specific transfer program completion. Academic advising is available to assure that courses fulfill each student’s...
academic goal. Advisors & Counselors also assist students with academic performance issues and problems. The Counseling and Advising Center has extensive print academic advising materials. Students also are encouraged to utilize the resources on Counseling and Advising website. To schedule an appointment with an Inver Hills counselor or advisor, students can call 651-450-3508 or stop by the Counseling and Advising Center. You may also access an academic advisor at advising@inverhills.edu and counselors at counseling@inverhills.edu.

Career planning
Counselors provide career exploration and planning assistance to all Inver Hills students. Services include individual appointments, programming through the Counseling and Advising Center, a one-credit Career Exploration & Planning course (CRDV 1100), interest assessments and non-credit workshops. The Counseling and Advising website has links to several career planning online resources. To schedule an appointment with an Inver Hills counselor, students can call 651-450-3508 or stop by the Counseling and Advising Center. You may also access a counselor by emailing counseling@inverhills.edu.

Transfer Services
Located within the Counseling and Advising Center, the Transfer Center provides a variety of resources and services for students intending to transfer from Inver Hills to another college or university. Students can obtain transfer guides, attend workshops and create an academic transfer plan with a counselor or advisor. Transfer Representatives are frequently on campus and students are encouraged to meet with them several semesters prior to transferring. The Counseling and Advising Center has extensive print academic advising materials. In addition, students are strongly encouraged to access the resources on the Transfer Resources page on the Counseling and Advising website. Students are also encouraged to frequently view the Transfer bulletin board for postings, located in the Counseling and Advising Center.

Disability Services
(651) 450-3508; College Center – second floor
The Disability Services Office is dedicated to providing access to our diverse student body. We recognize disability as a social identity that is a vital element of our campus community. Furthermore, we are committed to providing equal access and opportunity to all qualified students with disabilities. The Disability Services Office supports students with disabilities by insuring that they:
- Have equal access to educational programs and college courses
- Can obtain materials and publications in alternate formats
- Can utilize academic support and other services
- Can fully participate in college sponsored events and activities

Diversity and Equity Resources
(651) 450-3754; College Center – lower level
Inver Hills is strongly committed to excellence by including and integrating individuals who represent different race, ethnicity, gender, sexual orientation, socioeconomic background, age, disability, national origin and religion. The Center for Diversity and Equity provides cultural programming and functions as a campus-wide resource on diversity and equity issues. The office also serves as a support and resource for students from culturally and ethnically diverse backgrounds. Services include:
- Space for students to interact, do homework and check out a wide selection of resources pertaining to various social identities
- Social and cultural events
- Support to multicultural student clubs and organizations
- Connecting students to multicultural resources on campus and in the community
- Student advocacy
- Title IX coordination for student-related gender-based complaints

Enrollment Center
(651) 450-3503; enrollment@inverhills.edu;
College Center – second floor
The Enrollment Center is responsible for admissions, tuition payment, maintaining academic records, and assisting students with registration, transfer evaluations and graduation. In addition, the office processes drop/add requests, course withdrawals, pass/fail options forms, transcript requests and other related student requests.

Fresh Stop Café
(651) 450-3535; College Center – lower level
The Fresh Stop Café provides both hot and cold menu choices from Monday through Friday during fall and spring semesters. Some choices include soups, salad bar, wrap sandwiches, pizza, hot entrees, grill items, fruit and beverages. Check with the food service staff for current hours of service.

Health Service
(651) 450-3524; College Center – lower level
The Health Service clinic is staffed by a registered nurse Monday through Thursday. Physicians are available on campus one afternoon each week. The cost is minimal. Students may use the service for first aid, treatment of illnesses, throat cultures, TB tests, immunizations, physical exams, STD testing with treatment and pregnancy testing. A rest area is available. Health and wellness programs are offered, as well as support groups.

Housing
Numerous housing complexes exist near the college. The privately owned and operated Granite Bluffs Apartments are adjacent to the college and provide rental units for single students and those with dependents. For more information, write: Granite Bluffs Apartments, 8213 College Trail, Inver Grove Heights, MN 55076.

Insurance
(651) 450-3524
Students are encouraged to provide for the coverage of their medical and dental care costs. Inver Hills offers a student illness and injury policy that is endorsed by MnSCU. Enrollment materials are available at the Health Service. International students attending IHCC must purchase the MnSCU-approved policy.

I. T. Service Desk
(651) 450-3444; I.T. Center
Audio-visual equipment and services are available for students to use on
Learning Center
(651) 450-3629; Library building – second floor
Hundreds of individuals participate each semester in the free services offered through the Learning Center including Peer Tutoring, the Math and Writing Centers. As a result, the academic success of Inver Hills students is enhanced as they pursue their educational, workforce training and lifetime goals. Please call the Learning Center for updated hours of operation and additional information on the programs and services offered.

Library
(651) 450-3625; Library building – lower level
The Inver Hills Community College Library offers a variety of services to students. Materials for checkout include books, eBooks, periodicals and media. Course reserve materials may be used in the library; photocopiers are available. Currently enrolled Inver Hills students may request materials from other libraries through interlibrary loan at no charge. Students have access to a variety of electronic article, eBook reference, and streaming video databases; a valid StarID or library barcode is needed for off-campus use of electronic resources. Reference and research services are available in person, by telephone, via email or IM chat, accessible from the library website at https://www.inverhills.edu/library/.

Lost and Found
(651) 450-3500; College Center – second floor
Lost and found items should be turned in and claimed at the Welcome Center. At the end of the semester, remaining items are donated to charity.

Math Center
(651) 450-3895; Library building – second floor
The Math Center provides assistance in all levels of mathematics. One of the goals of the Math Center staff is to reduce the anxiety associated with mathematics by offering students an inviting and comfortable place to do their math homework. Math faculty and paraprofessional staff are available to answer questions and provide appropriate assistance to students experiencing difficulties with math.

Outdoor Rental Center
(651) 450-3529; Activities building – lower level
The Outdoor Rental Center offers outdoor recreation and camping equipment at reasonable rates. Student and staff ID and payment are required to reserve equipment. Community members are required to pay a deposit fee, a community member rental rate, and must provide a driver’s license and credit card.

Parking
Ample parking is available on campus for students, staff members and visitors. Well-defined parking regulations are in effect and are enforced by the Inver Grove Heights Police Department. Reserved parking is available in the Liberal Arts and Fine Arts parking lots; a permit is required. Those with state of Minnesota handicapped parking certificates may park in the College Center, Fine Arts or South parking lots.

Peer Tutoring
(651) 450-3693; Library building – second floor
Peer tutoring provides free scheduled, weekly tutorial assistance for Inver Hills students. Peer tutors are available for a wide variety of courses, including but not limited to math, English, sciences, social sciences, humanities and foreign languages. Peer tutors focus on assisting students to become more independent learners.

Student Bulletin
Students are encouraged to read each week’s edition of the Student Bulletin, the college’s official source for academic reminders, notices and announcements of activities on campus. The Student Bulletin is placed in racks at the entrances of all campus buildings, posted online at studentbulletin.inverhills.edu and is sent to all students via email.

Transportation
(651) 450-3542
The use of ride share and public transportation is available to Inver Hills students. An MTC bus information center is located on the second floor of the Liberal Arts building and in the College Center building at the Information Center. Bus passes are sold in the bookstore. Inver Hills will assist students in organizing ride share groups. Car pool information is posted on a bulletin board in the lower level of College Center.

Veteran Services
(651) 450-3862; College Center – second floor
Inver Hills acts as a liaison with the Veterans Administration for individuals who wish to use their veteran benefits to attend college. The college also has a Veteran Resource Center, which provides information and resources for current military members and veterans, as well as military families, friends and community members. The Center can help with the readjustment to civilian life through peer support, networking and camaraderie. Contact the Veteran Services office for more information.

Work-Study Program
Working up to 20 hours per week in a department on campus is an option chosen by many students. For eligible students, work-study combines convenience, flexible scheduling and the opportunity to gain valuable paid work experience in a business setting. See the Financial Aid section of this catalog for more information on work-study.

Writing Center
(651) 450-3598; Library building – second floor
The Writing Center provides assistance in all phases of the writing process to students in any class. Writing Center tutors help students with prewriting, drafting, editing, proofreading, and reading and study skills on a walk-in basis or by appointment.
Campus Life

Inver Hills provides students with a wide range of activities designed to enrich the educational experience. The college is committed to presenting opportunities for intellectual and social growth both inside and outside of the classroom. Being involved in campus activities is a great way to meet friends, develop leadership skills and to have fun while attending classes. Inver Hills offers a variety of student activities, clubs, organizations, performing arts activities and intramural sports for the student body. To learn more, visit inverhills.edu/StudentLife, call (651) 450-3530 or stop by CC-116.

Clubs and Organizations
(651) 450-3530; College Center 116
Find your voice and serve the student body. Join a multicultural student organization to build community, and find your individual voice at the same time. Try a new activity to quench your curiosity and stretch your abilities. With a full slate of student life activities available, there are a variety of ways for you to be involved and to take your education beyond the classroom. Visit the Inver Hills Student Life website at inverhills.edu/StudentLife.

Cultural Arts
(651) 450-3582

Music
Students have several music performance opportunities at Inver Hills, through the choir and African Drum Ensemble. Contact the Music Department or Student Life office for current offerings, both for-credit and not-for-credit.

Theatre
Major theatre productions are staged by the Theatre department and located in the Fine Arts Theater — one in fall semester and two in spring semester. Open auditions are held prior to rehearsals for anyone interested; no experience is necessary. Students may participate in all aspects of the theatre, including acting, stage management, box office and technical work.

Recreational Sports and Activities
(651) 450-3529; Activities building, lower level
The Recreational Sports and Activities department offers a comprehensive program of quality recreation and wellness activities. Activities include intramural, extramural and club sports competition, such as basketball, volleyball, softball, tennis, flag football, golf, soccer, weight lifting and ice hockey. The campus fitness center houses weight machines, stationary bikes, Stairmasters, treadmills and a weight room. The Outdoor Rental Center has equipment to rent for your outdoor recreation needs, camping, hiking, watercraft (canoes & kayaks) and winter cross country ski packages, snow shoes and winter sleeping bags.

Student Senate
(651) 450-3652; College Center 136
Student Senate represents the student body at Inver Hills, providing a cohesive and unified voice for students to interact with the college administration and local, state and federal governments. Meetings typically are 1 hour in length. Attend as much as you can; all students are welcome. Take advantage of your chance to shape the future of your educational experience and find out what Student Senate does for you.
**Student Rights and Responsibilities**

**Student Code of Conduct**
Inver Hills expects all students to exemplify the behavior of responsible members of a civil and educated community. The college sets high expectations for scholarship and conduct through the Student Code of Conduct, Academic Integrity Policy, Acceptable Use of Technology and related policies. The standards of behavior are consistent with the educational mission of the college.

Rules for student conduct are consistently enforced in order to maintain an environment that is conducive to learning and personal well-being. The guiding principle of college policies is student responsibility and accountability for their actions.

The full Student Code of Conduct, including conduct rules, possible sanctions, and investigation procedures, can be obtained from the dean of students and found on the college policy web page at inverhills.edu/policies.

**Sexual Violence and Harassment Policy**
Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities. MnSCU is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other board policies that may require separate proceedings. To further its commitment against sexual violence, MnSCU provides reporting options, internal mechanisms for dispute resolution and prevention training or other related services as appropriate. To view the full policy, visit inverhills.edu/policies.

**Acceptable Use of Technology**
**Provision of services**
Inver Hills provides IT resources in support of its mission to continuously improve student understanding and capabilities that lead to purposeful lives, contribute to a vital community and pursue lifelong learning. As an institution of higher education, the college intends to provide the community with open and unrestricted avenues of communication as long as such use is in compliance with state and federal laws, other Inver Hills policies and MnSCU policies. The college reserves the right to summarily limit or suspend access to facilities, equipment and services, as necessary, to comply with applicable laws, to protect the interests of Inver Hills and other members of the community, and to preserve the integrity and performance of IT systems.

**Priority of use**
While the college does not strictly limit the use of IT services, activities related to the college’s educational mission take precedence. Use of IT resources for personal or recreational activities may be limited by the college.

**Rights and obligations**
All users are responsible for using Inver Hills IT resources in an appropriate manner. All applicable laws, statutes and policies related to personal behavior apply to electronic communications. Such laws and policies prohibit, among other things, lewd or indecent conduct, threat of physical harm, stalking, forgery, disruption of college services, damaging or destroying property, discrimination and sexual harassment. All users are expected to respect the integrity of all security controls and abide by all security measures that have been implemented, as well as adhere to all end-user license and contractual agreements associated with Inver Hills IT resources.

All users of IT resources are expected to abide by the full current version of this policy. The full current version of this policy statement is available on the college’s Policy web page at inverhills.edu/policies.

**Drug & Alcohol-Free Campus**
Inver Hills’ Student Code of Conduct, as well as federal law, prohibits the unlawful possession, use or distribution of drugs and alcohol by any member of the college community on college premises or during any college-sponsored activity, either on or off campus. Failure to comply with these laws may make Inver Hills and its students ineligible to receive federal funds or financial assistance. Education programs in the areas of alcohol and drug abuse are available on campus. Referrals to counseling and health agencies will be made for anyone needing rehabilitation or treatment. Measures of rehabilitation may be required for continued association with the college. All employees and students are expected to abide by the conditions outlined in the college’s Drug & Alcohol-Free Campus policy. Inver Hills will take disciplinary action against any person associated with the college who transgresses this policy. Complete copies of the student code of conduct can be found on the college policy web page at inverhills.edu/policies.

**Tobacco Policy**
Inver Hills is committed to creating a clean, safe and healthy learning and working environment, and recognizes its responsibility to promote the health, welfare and safety of students, staff and others on college property.

Effective Aug. 17, 2011, Inver Hills became tobacco-free. Therefore, Inver Hills adopts the following policy and procedures: tobacco use will be limited to private vehicles and designated college parking lots. The full Tobacco Policy can be found on the college policy web page at inverhills.edu/policies.
**Firearms Policy**
No person is permitted to carry or possess a firearm on Inver Hills property except as permitted in the Firearms Policy, found at [inverhills.edu/policies](http://inverhills.edu/policies). This restriction does not apply to licensed peace officers when assigned by the college or university to public safety duties.

**Parking Policy**
Paid parking is available to all Inver Hills students, staff, administration and faculty. Parking is generally prohibited on college property between 11 a.m. and 5:30 p.m. Full parking and traffic regulations and penalties are listed at [inverhills.edu/policies](http://inverhills.edu/policies).

**Visitors and Animals on Campus**
Visitors (including children) are not allowed to accompany students to classes or work-study assignments unless their presence is part of a scheduled activity. Children may not be present on campus unless they are under direct adult supervision. If a child’s behavior becomes disruptive to the learning environment, the adult will be asked to remove the child from the premises. With the exception of service animals required to assist individuals with disabilities, animals are not allowed on campus or at college-sponsored events. Failure to comply with this request may result in administrative sanctions.

**Access for Individuals with Disabilities**
Inver Hills is in compliance with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), the Americans with Disabilities Act (ADA) and MnSCU Board Policy 1B4 ([mns cu.edu/board/policy/1bo4.html](http://mns cu.edu/board/policy/1bo4.html)).

Section 504 prohibits discrimination on the basis of a disability and requires that persons with disabilities are afforded the ability to participate fully in educational programming and related activities. The ADA ensures that college courses, educational materials and activities sponsored by the college are accessible to individuals with disabilities. It is the policy of the college to respond promptly to a request for reasonable accommodations, and if the accommodation is denied, to provide an opportunity for appeal.

The Disability Services Office serves as the first contact for students who are requesting reasonable accommodations. The office is located on the second floor of the College Center. To contact this office, call (651) 450-3508. Calls also can be routed through the Minnesota Relay Service, (800) 627-3529.

A student who has been denied accommodation may appeal to the dean of students in writing. The dean of students shall issue his/her decision, in writing, within 10 working days of receipt of the appeal, and mail copies of his/her decision to the student, and the Disability Services Office. The college will make efforts to expedite the appeals process in cases where a more timely response is important.

**Religious Observances and Beliefs**
In accordance with federal and state laws, Inver Hills is committed to a policy of free expression and respect for the diversity of beliefs, including religious observances, among our academic community. It is the policy of the college to provide reasonable accommodations for students when religious beliefs and/or observances conflict with classroom activities or course requirements.

It is the responsibility of students to notify instructors of the need for accommodation at the beginning of the course or as soon as a situation arises. If a mutually agreed accommodation is not made, a student may initiate a complaint. The procedure for filing a complaint is described in the catalog and on the Inver Hills website. The complaint must be filed within 15 days of a denied accommodation request.

**Nondiscrimination in Employment and Education Opportunity**
Inver Hills Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law or familial status is prohibited.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression or familial status is prohibited. Sexual violence has no place in a learning or work environment. Further, Inver Hills Community College shall work to eliminate violence in all its forms.

The Title IX Gender Equity Coordinator is Matt Traxler, Dean of Students, College Center - second floor. Telephone: (651) 450-3885. Address: Inver Hills Community College, 2500 80th St. E., Inver Grove Heights, MN 55076.

Complaints of acts of discrimination or harassment by employees should be directed to: Suzie Brusoe, Room 217, Liberal Arts, 651.450.3672, sbrusoe@inverhills.edu.

Complaints of acts of discrimination or harassment by students should be directed to: Gina Sevick, Room 212, Library, 651.450.3508, gsevick@inverhills.edu.

If you require an accommodation for a disability, please contact: Anne Swanberg, Room 211, College Center, 651.450.3508, aswanbe@inverhills.edu.

**Appeals**

**Appeal process**
Appeals are requests for an exception to a college policy or procedure when extenuating circumstances have occurred. Documentation is required. It is highly recommended that students meet with a counselor or academic advisor before completing any appeal. After one year, appeals for refunds are not considered. A list of types of appeals and who reviews them is below. The forms can be found at [inverhills.edu/CollegeForms](http://inverhills.edu/CollegeForms). All completed appeals and documentation should be turned in to the Enrollment Center in the College Center building or faxed to (651) 450-3677.
I want... | Person reviewing request
--- | ---
A degree requirement waived | Academic deans
A transcript review | Director of enrollment services
An exception to registration timelines | Director of enrollment services
Financial aid | Director of financial aid
To be admitted to the college | Director of enrollment services
To be admitted to a program (Nursing, EHS, CNT) | Academic deans
To be readmitted because I was suspended | Director of enrollment services
To drop or withdraw from a course after the deadline | Director of enrollment services
To graduate, but do not qualify | Director of enrollment services
To receive financial aid after being suspended | Director of financial aid
To substitute one course with another | Academic deans
Transfer credit that was denied | Director of enrollment services

Final appeals
Students may appeal the decision to deny a previous appeal if they believe the decision was unfair or based on incomplete information. The final appeal must be filed within 10 business days of denial of the original petition. The final appeal will then be forwarded to the appeals committee, which consists of three members. The appeals committee will render its decision within three weeks. The committee's decision is final. Obtain the Final Appeal form from the Enrollment Center and attach a copy of the original appeal and additional documentation or evidence in support of the appeal. Once the form is completed and documentation is attached, return it to the Enrollment Center.

Student Complaint and Grievance
In accordance with MnSCU Board Policy 3.8, a student has the right to seek remedy for a dispute or disagreement through the Inver Hills complaint and grievance procedures. These procedures shall not:
• Substitute for other complaint/grievance procedures specified in MnSCU Board or Inver Hills policies or procedures, regulations or negotiated agreements.
• Apply to academic grade disputes. Grade appeals must be handled under college policy 3.85 (Grade Appeal Policy).
• Apply to Student Code of Conduct violations. Code of Conduct violations will be handled under college policy 3.6 (Student Code of Conduct).

The full complaint and grievance policy and procedures can be found on the college policy web page at inverhills.edu/policies.

Student Data Practices
MnSCU complies with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, 34 CFR 99; the Minnesota Government Data Practices Act, (MGDPA) Minn. Stat. Ch 13, Minn. Rules Ch 1205; and other applicable laws and regulations concerning the handling of educational data. Accordingly, Inver Hills has adopted Student Data Practices policy and procedures consistent with federal, state and MnSCU policy. The full Student Data Practices policy and procedures can be found on the college policy web page at inverhills.edu/policies.

Electronic Signature Policy
Inver Hills recognizes an electronic signature as a valid signature from faculty, staff and students. Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, etc. Faculty and staff use electronic signatures for submitting grades, completing administrative forms, logging on to campus computers, accessing protected data through custom web applications provided by the college, etc.

The full Electronic Signature Policy can be found on the college policy web page at inverhills.edu/policies.

Use of E-mail for Official Communication
Inver Hills has designated e-mail as the official means of communication with students, faculty and staff regarding topics of an academic or administrative nature. The student provided email address on file with Inver Hills will be the only address used when sending official communication via e-mail. Students are responsible for all information sent to their email account on file with Inver Hills Community College.

Students are also responsible for maintaining an accurate and active e-mail address on file through their student eServices account.

Course and Assignment Grades
Course and assignment grades and transcripts are an essential element of student records, and the following supplemental policies shall govern these records at Inver Hills:
• Instructors will take care not to reveal individual student grades. If grades are posted at a location accessible to all students, no personal identification — including name, Student ID, social security number or any part of those identifiers — may be used in conjunction with posted grades.
• Student grades will not be revealed over the phone or by e-mail.
• All requests for transcripts must be submitted via the National Student Clearinghouse.
**Grading Symbols and Descriptors**

A ........ 4.00 Denotes superior achievement  
B ........ 3.00 Denotes above-average achievement  
C ........ 2.00 Denotes average achievement  
D ........ 1.00 Denotes below-average achievement  
F ........ 0.00 Denotes failure for lack of attendance  
FN .......... 0.00 Denotes failure due to non-attendance  
U ........ 0.00 Denotes a college-initiated withdrawal  
I ........ Denotes incomplete work  
W .......... Denotes withdrawal from class after the fifth class day of the semester through the published withdrawal deadline. Withdrawal dates for courses with beginning and ending dates that differ from the regular semester calendar will be specified in the class schedule.  
P ........ Denotes achievement in a course at the level of “C” or higher. Credits with a grade of P will count toward graduation but will not be used in computing grade-point average.  
NC ....... Denotes no credit granted.  
AU ....... Denotes audit or registration for a class without the intention of earning credit.  
Z .......... Denotes in-progress course  
CC .......... In Progress; denotes in-progress concurrent enrollment.  

Grades of NC, I, W, P, AU, and CC are not considered in determining grade-point average. All developmental courses — courses numbered below 1000 — are graded on a scale of A-B-C-D-NC.

**Grade Point Average (GPA)**

Grade point average (GPA) is the quotient of the student's grade-point total divided by the number of grade-point credits attempted. Four grade points are awarded for each credit of A, three points for each credit of B, two points for each credit of C and one point for each credit of D. No points are awarded for F, FN or U. To compute grade-point average, add up the total number of grade points earned and divide by the number of credits attempted. For example:

- 3-credit course, A grade = 12 grade points (3 cr X 4 grade points for each credit of A)  
- 3-credit course, B grade = 9 grade points (3 cr X 3 grade points for each credit of B)  
- 3-credit course, C grade = 6 grade points (3 cr X 2 grade points for each credit of C)  
- Total of 27 grade points; divided by 9 credits attempted; GPA is 3.00

**Grading Options and Grade Changes**

Pass/fail grade  
A student may elect to take a course with this approved option on a pass/fail (P/F) grading option. Some special topics courses, workshops and seminars are offered only on a P/F basis. Thepass will be indicated in the course schedule and/or course syllabus.

**Auditing classes**

Students interested in auditing a class should contact the instructor before the fifth business day of the semester. If the instructor approves, s/he will submit approval to the Enrollment Center. Due to the nature of some classes, instructors may choose not to allow auditors in their classes. Students auditing a class are not required to take tests and/or examinations or to prepare other written assignments. However, students are expected to conform to regular classroom rules including attendance and discussion. Auditors pay full tuition, but no credits are earned for the audited class. Students may not change to credit registration after completing the course.

**Pass - no credit grade**

Pass - no-credit (P/NC) is designated for Prior Learning Assessments through Adult Success through Accelerated Programs (ASAP) and for locally administered Credit by Examination. The college determines which courses may be graded P/NC.

**Incomplete grade**

An incomplete grade may be given only at the student’s request and with the instructor’s approval. A student may request a grade of incomplete (I) when coursework has been satisfactory, but the student is unable to complete all course requirements before the end of the course. If the instructor approves of an incomplete, he or she will submit approval to the Enrollment Center. Coursework must be completed and a grade submitted to the Enrollment Center by a mutually agreed-upon date, not to exceed the end of the following semester. A grade of F will be recorded if this deadline is not met.

**Grade changes**

The original grade (other than an incomplete) will remain on the student’s record unless a Change of Grade Form is submitted to the Enrollment Center by the instructor. Grade changes — other than those precipitated by technical recording errors — will not be considered more than six weeks after the scheduled completion date of the course.

**Early Alert Notifications**

Instructors are encouraged to issue early alert notifications midway through the semester. These reports are intended to notify students who are doing less than C work and/or are not attending class regularly. Students who receive an early alert are encouraged to seek out appropriate campus resources for assistance.

**Grade Appeal Policy**

Students have the right to ask instructors for an explanation of any grade received. Students may submit a formal grade appeal when they believe that a final grade is unfair, arbitrary or capricious. However, the student bears the burden of proving that there are sufficient grounds for changing a grade. The grade appeal process will meet the usual criteria of due process for both students and faculty. These procedures shall not substitute for other grievance procedures specific in board, college or university policies or procedures; regulations; or negotiated agreements, including the faculty member’s right to grieve the outcome. A student may appeal a final course grade on the grounds that:
The methods or criteria for evaluating academic performance as stated in the course syllabus or assignment sheet or communicated by the instructor at the beginning of the course were not actually applied in determining the final grade, and/or

The instructor applied grading criteria unfairly, i.e. the evaluation of academic performance so exceeded the reasonable limits of the instructor’s discretion as not to be acceptable to the instructor’s peers. No retaliation of any kind shall be taken against a student for participation in or refusal to participate in a complaint or grievance. These procedures are subject to the laws protecting data privacy rights.

The full Grade Appeal Policy is available from the receptionist in LA214, from The Link, and on the college's policy web page at inverhills.edu/policies.

Repeating Courses Policy
If a student decides to repeat a course, both the original and repeated grade and credits will appear on the student record and transcript. The Enrollment Center will automatically process repeat grades within one month of the end of a semester. Those courses identified as repeated result in a recalculated GPA. Students enrolled in a course for the third time (or more) may remain in the course only with the consent of the instructor.

College-Initiated Withdrawal Policy
A student may be required to withdraw from one or more courses at any time when it is in the best interest of the student or the college. A grade of U will be awarded for college-initiated withdrawals.

Academic Renewal Policy
The academic renewal policy acknowledges that some students’ previous coursework at Inver Hills was adversely affected by difficult circumstances. The policy recognizes that, for various reasons, some students have not met the scholastic requirements of their previous educational programs. Instead of needing to enroll at another college to get a fresh start, academic renewal provides the opportunity for students to pursue their educational goals at Inver Hills. The full academic renewal policy can be found on the college policy web page at inverhills.edu/policies.

Academic Standards

Dean's List
To qualify for the dean's list, students must complete 12 or more college-level credits (courses numbered 1000 or higher) in one semester with a GPA of 3.50 or above. Part-time students may qualify for the dean's list by completing a total of 12 or more college-level credits (courses numbered 1000 or higher) with a 3.50 GPA in consecutive fall and spring semesters. At least 12 of the earned credits must have a letter grade.

Academic Integrity Policy
Academic integrity is one of the most important values in higher education. This principle requires that each student's work represents his or her own personal efforts and that the student acknowledges the intellectual contributions of others. The foundation for this principle is student academic honesty. Inver Hills students are expected to honor the requirements of the academic integrity policy. The full Academic Integrity Policy can be found on the college policy web page at inverhills.edu/policies.

Class Attendance Policy
Students are expected to attend all sessions of each class in which they are enrolled. If an illness or emergency results in an absence, students should meet with their instructors to determine if missed work can be completed. A student may receive a course grade of FN or NC after two consecutive weeks (or equivalent in accelerated courses/terms) of unexcused absence at any time during the semester. Students who receive an FN grade may request to have their grade changed to a W (withdraw) if done so by the course's withdrawal deadline. Class attendance is defined as being physically present in the classroom. Online attendance is defined as having submitted an assignment, taken a quiz, or posted/made a course content-related comment on the discussion/chat board for the course in which the student is registered.

Student Status
Full time: Students enrolled for at least 12 credits
Half time: Students enrolled for at least six credits, but fewer than 12
Part time: Students enrolled in at least one course

Prerequisites
Students may register in any course if they meet the minimum standard of course and skill prerequisites as stated in the catalog and semester schedule. Academic success requires that some courses be taken in a prescribed sequence or that students demonstrate certain knowledge or competencies prior to enrolling in more advanced courses. Current courses and skill prerequisites are listed at the end of the course descriptions in the catalog and in the class schedule. Registration in English and mathematics courses is determined by results of the college's pre-entry assessment. The course instructor must authorize exceptions to course prerequisites.

Skill prerequisite
The skill prerequisite indicates the writing, reading and/or mathematics skill-level expectations of the department and/or instructors. Basic skills proficiency results are obtained through the assessment process when students are admitted to the college. MnSCU policy requires that students demonstrate measured appropriate skills before registering for composition, mathematics and reading-intensive courses. Placement in English, reading and mathematics courses is determined by the assessment inventories. The Inver Hills assessment policy is described elsewhere in this catalog. Each semester schedule will describe the process by which students may appeal their course placement.

Graduation Policy
Part 1. Policy Statement:
A student will earn a certificate or an associate degree upon satisfactorily completing all requirements for graduation and complying with all applicable college policies, including that all Inver Hills financial obligations are met.

Part 2. Policy Procedures:
Subpart A. Graduation requirements.
Students have four years to complete the graduation requirements published in the catalog under which they initially enrolled or in any subsequent catalog published during their enrollment. Students taking more than four years to complete graduation requirements at Inver Hills must follow the curriculum in a catalog under which
they were enrolled during the four-year period preceding their date of graduation. Students must file an Application for Graduation form with a counselor or academic advisor prior to registering for the semester in which they expect to complete their graduation requirements.

Students seeking a technical certificate are not required to meet with a counselor or academic advisor. Certificate students can obtain the Application for Certificate Completion form either online or from the Enrollment Center.

Subpart B. Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of Fine Art degree requirements.

Course and credit requirements for degree programs vary depending on the program. For specific requirements for all programs, please see program pages. General graduation requirements for degree programs include:

1. Earn a minimum of 60 semester credits numbered 1000 or above with a minimum GPA of 2.00. (Some degree programs require more than 60 credits)
2. Complete the career program and liberal arts distribution requirements of the degree program.
3. Complete a minimum of 20 college-level credits at Inver Hills. This requirement will be reduced to 12 college-level credits at Inver Hills for students transferring at least eight college-level credits from another MnSCU institution and/or the University of Minnesota.
4. Earn a minimum grade-point average (GPA) of 2.00 for Minnesota Transfer Curriculum (MnTC) courses if seeking an Associate of Arts degree.

Subpart C. Diploma/Certificate completion requirements.

Course and credit requirements for diploma and certificates vary depending on the program. For specific requirements for all programs, please see program pages.

1. Diplomas: Earn 30 to 48 earned college-level credits; students must earn at least one-third of the credits at Inver Hills.
2. Certificates: Earn nine to 30 college-level credits; students must earn at least one-third of the credits at Inver Hills.
3. Earn an Inver Hills GPA of 2.00 and a MnTC GPA of 2.00 (if applicable).
4. Complete a minimum of 12 semester credits at Inver Hills for the college to certify completion of the MnTC. Students must earn a 2.00 GPA within the MnTC in order to complete it.
5. Meet specific course grade requirements in the specific certificate/diploma program.

Subpart D. Use of credits for multiple degrees and certificates.

In order to be awarded both the certificate and the degree, the student must apply to complete the certificate at least one semester prior to completing the corresponding associate degree. Students who apply for the certificate after earning the associate degree will not be awarded the certificate. Students interested in completing a certificate and its corresponding associate degree should consult with a counselor or academic advisor to create an appropriate educational plan.

Subpart E. Commencement.

A formal commencement ceremony is planned for the end of each spring semester. Invitations will be sent to all graduation applicants. Attendance is encouraged but not mandatory.

Subpart F. Graduation with honors.

Honors medallions are presented annually to graduating students who have attained a minimum of a 3.75 GPA for 20 or more grade-point credits earned while attending Inver Hills. Students who graduate with honors will have “Honors” designated on their final transcript.

Subpart G. Diplomas.

Diplomas are ordered following a final, successful graduation requirement check conducted by the Enrollment Center. Diplomas are ordered at the end of the fall, spring, and summer terms. Graduates should receive their diplomas 10 to 12 weeks from the end of the term.

Satisfactory Academic Progress

Students are expected to maintain satisfactory academic progress (SAP) for each term of attendance. It is the student’s responsibility to achieve this, and students should seek assistance from the college’s many academic support services in a consistent and timely manner. Students are encouraged to keep a file of their grades and transcripts.

The full SAP policy and procedure can be found on the college website at inverhills.edu/policies.
## Types of Degrees

### Associate in Arts (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 emphases 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). Students are strongly encouraged to develop an educational plan in consultation with an Inver Hills counselor or academic advisor to assure that degree requirements are fulfilled. Students may also complete the 2014-15 A.A. planning form to help plan completion of an A.A. degree at Inver Hills.

### Associate in Arts with Emphasis

Each of the emphasis areas of the A.A. degree is designed to provide students with a listing of the core courses needed in preparation for transfer within that major. Earning an A.A. degree with an emphasis allows students to deepen their breadth of knowledge in a particular subject area while more thoroughly preparing them for the major at corresponding baccalaureate programs at several public and private four-year colleges and universities.

To earn the A.A. with Emphasis, students need to complete all requirements for a general A.A. degree, including the specific requirements of their chosen emphasis. Courses within specific emphases may satisfy either elective or MnTC requirements. Students satisfying graduation requirements for the degree will have the A.A. degree and the appropriate emphasis documented on their academic transcript. Careful planning with a counselor or academic advisor is strongly advised to tailor any of the emphasis areas to meet the requirements of the student's chosen four-year college or university.

### A.A. with Emphasis Degree Programs

- Anthropology
- Biology
- Chemistry
- English: Literary Studies (pending MnSCU approval)
- Gender and Women Studies
- History
- Mathematics
- Political Science
- Psychology

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

The 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. Credit and course requirements are unique for each program. Refer to the curriculum requirements listed in the Programs and Majors section of this catalog 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 include career-oriented courses.

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 a counselor or academic advisor.

### A.S. Degree Programs

- Accounting
- Biology
- Chemistry
- Construction Management
- Contemporary Business
- Criminal Justice
- Early Childhood Education
- Education Foundations
- Emergency Medical Services
- Engineering Fundamentals
- Exercise Science
- Human Service Worker
- Individualized Professional Studies
- International Business
- Law Enforcement
- Legal Administrative Assistant
- Nursing
- Paralegal
- Physical Education
Associate in Applied Science (A.A.S.)
The 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.

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 also may transfer to specific majors at selected schools. Students are encouraged to consult with an Inver Hills counselor or academic advisor for information about transferring credits to other colleges and universities.

A.A.S. Degree Programs
- Computer Programmer
- Contemporary Business Practice
- Information Technology Support
- Networking Technology and Security

Associate in Fine Art (A.F.A.)
The A.F.A. is a two-year degree for students who will eventually transfer and pursue a Bachelor of Fine Arts degree and also for students interested in entering the job market. Students take 30 credits in general requirements and 30 credits in fine art. Courses in music, art or theatre may transfer in part or in entirety to baccalaureate institutions. In order to plan a program, students should consult with a counselor or academic advisor.

A.F.A. Degree Programs
- Art
- Music
- Theatre

Certificate
Concentrated programs of study are available in certain areas as certificates. Certificates are awarded to students upon completion of a specific career program with a GPA of at least 2.00. The programs are designed for those students who wish to develop vocational skills for entry-level employment in specific career areas. Certificates are recorded on a student’s transcript. Current students who are pursuing a certificate must apply to graduate. Students should complete the Application for Certificate or Diploma Completion form. Once the application is complete, students should submit the form to the Enrollment Center. Directions for submitting the application are located on the form.

Certificates
- Advanced Emergency Medical Technician (AEMT) (pending MnSCU approval)
- Advanced Network Security
- Advanced Network Technology
- Child Care Teacher
- Community Health Worker
- Community Paramedic
- Construction Management
- Corrections
- Criminal Justice (Pre-CCJLE)
- Customer Service
- eMarketing
- Emergency Medical Technician
- Human Resource Management
- Human Service Assistant
- IP Telephony
- IT Help Desk
- Legal Administrative Assistant
- Marketing & Sales
- Microsoft Certified IT Professional
- Nursing Assistant
- Office Technology
- Paralegal (post-graduate)
- Paramedic
- Project Management
- Small Business Development
- Supervision

Diploma
Diplomas are awarded for successful completion of a program intended to provide students with employment skills. Diplomas vary from 31 to 72 semester credits. Diplomas of 45 or more credits require a minimum of nine semester credits in general education.

Diploma Programs
- Paramedic
Understanding Transfer Credit
Many students attend Inver Hills with the intention of transferring to a bachelor's-level degree. Careful planning and utilizing the proper resources can assist in this process. Generally, college level courses from Inver Hills will transfer, but not everything that transfers will help a student graduate. The key question is: Will the credits fulfill requirements of the degree or transfer program the student has chosen? The receiving college or university decides which credits transfer and whether those credits meet its degree requirements. The accreditation of both the sending and receiving institution can affect the transfer of credits.

Transfer Center
Visit the Counseling and Advising Center located in the upper level of the College Center to work with counselors or advisors to assist with planning for transfer. Print and online transfer guides are available to assist with appropriate course selection and overall transfer planning. See the Transfer Resources page of the Counseling and Advising website for extensive transfer information. Additionally, admission representatives from many local colleges regularly come to campus to meet with prospective students.

Minnesota Transfer Curriculum (MnTC)
The Minnesota Transfer Curriculum is a 40-credit liberal arts core designed to transfer to all the Minnesota state universities and the University of Minnesota. Additionally, the following colleges and universities honor the MnTC when completed as part of the A.A. degree: Augsburg College, Concordia University (St. Paul), St. Mary’s University of Minnesota, St. Catherine University, The College of St. Scholastica, the University of North Dakota and the University of Wisconsin-River Falls.

Inver Hills–University of Minnesota Cooperative Admissions Program (MnCAP)
This is a cooperative arrangement between the University of Minnesota-Twin Cities and Inver Hills to facilitate the transfer of students from the community college to the University of Minnesota. When students enroll in the Minnesota Cooperative Admissions Program, they are guaranteed transfer admission to one of the participating U of M majors when certain conditions are met. Students may work with an Inver Hills counselor or advisor and or staff from the university’s office of admissions to define the specific conditions for transfer.

Program Articulation Agreements with Other Colleges and Universities
Articulation agreements are formal agreements between Inver Hills and another college or university to accept credits in transfer toward a specific academic program. Articulation agreements generally are for specialized professional or technical programs offered at colleges (e.g., Associate in Science (A.S.), Associate in Applied Science (A.A.S.), Associate in Fine Arts (A.F.A.) or certificates) that can be applied to a specific program/major at the receiving university, and the entire associate degree or program needs to be completed before transfer. The associate degree or certificate program is complementary with the baccalaureate degree.

An up-to-date list of joint programs – listed by department of study at Inver Hills or by the cooperating school – is available on the college Transfer Options web page at inverhills.edu/programsandmajors/transfer.

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<th>Receiving program</th>
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<td>A.S.: Construction Management</td>
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PROGRAMS OF STUDY

ASSOCIATE IN ARTS
MINNESOTA TRANSFER CURRICULUM (MnTC)
ACCOUNTING
ANTHROPOLOGY
ART
BIOLOGY
BUSINESS
CHEMISTRY
COMMUNITY HEALTH WORKER
CONSTRUCTION MANAGEMENT
CORRECTIONS
CRIMINAL JUSTICE STUDIES
EARLY CHILDHOOD EDUCATION
EDUCATION
EMERGENCY MEDICAL SERVICES
ENGINEERING
ENGLISH
EXERCISE SCIENCE
GENDER AND WOMEN STUDIES
HISTORY
HUMAN SERVICES
INDIVIDUALIZED PROFESSIONAL STUDIES
INFORMATION TECHNOLOGY CAREERS
INFORMATION TECHNOLOGY SUPPORT
NETWORK TECHNOLOGY AND SECURITY
LAW ENFORCEMENT
LEGAL ADMINISTRATIVE ASSISTANT
MATHEMATICS
MUSIC
NURSING
PARALEGAL
PHYSICAL EDUCATION
POLITICAL SCIENCE
PSYCHOLOGY
THEATRE
ASSOCIATE IN ARTS (A.A.)

A.A., Associate in Arts
(60 CREDITS)

Minnesota Transfer Curriculum (MnTC) 40 cr
Electives 18 cr
Health and Physical Education 2 cr

Purpose:
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 emphases 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). Students are strongly encouraged to develop an educational plan in consultation with an Inver Hills counselor or academic advisor to assure that degree requirements are fulfilled.

Include essential pre-major courses in your AA degree to facilitate Junior level transfer.

Select courses that are required for admission to your chosen major at the baccalaureate level.

Students may earn an A.A. with an Emphasis in various academic disciplines.

Utilize the Degree Audit Report System (DARS) inverhills.edu/LearningSupport/CounselingAdvising

Additional information about transferring at:
www.transferology.com
www.mntransfer.org
inverhills.edu/LearningSupport/CounselingAdvising
admissions.tc.umn.edu/admissioninfo/mncap_intro.html

Minnesota Transfer Curriculum (MnTC distribution)* (40 credits)

Specific courses to fulfill the MnTC Goal areas are outlined in the catalog section titled Minnesota Transfer Curriculum. (found on next page)

Goal 1 Communication, 3 courses. Two courses from English/Composition and one from Communication.

Goal 2 Critical Thinking, 0-1 course

Goal 3 Natural Science, 2 courses. One course from each subcategory. At least one course must include a lab.

Goal 4 Mathematical/Logical Reasoning, 1 course

Goal 5 History/Social Sciences/Behavioral Sciences, 3 courses. Include courses from at least two disciplines

Goal 6 Humanities/Fine Arts/Literature, 3 courses. Minimum of one course in each subcategory

Goal 7 Human Diversity, 1 course

Goal 8 Global Perspective, 1 course

Goal 9 Ethical and Civic Responsibility, 1 course

Goal 10 People and the Environment, 1 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.

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. Include essential pre-major classes to facilitate Junior level transfer.

Health and Physical Education (2 credits)
One credit Physical Education and one credit Health.
Minnesota Transfer Curriculum (MnTC)

The Minnesota Transfer Curriculum (MnTC) is the result of a collaborative effort by all the two- and four-year public colleges and universities in Minnesota to define a common philosophy toward general education. The goal of this effort is to help students transfer their work in general education. Completion of a defined transfer curriculum at one institution enables a student to receive credit for all lower-division general education on admission to any other institution. MnTC courses fall within 10 areas of competency called “goals.” Students who complete transfer curriculum are certified in the 10 goal areas by faculty at the originating institution.

Courses with a grade of D or higher (including transfer) can be included in the MnTC. A 2.0 GPA is required for recognition of completion of the entire MnTC with/without completing an associate degree. Some courses may be applied to more than one goal area resulting in completion of the 10 goals with fewer than 40 credits. Additional credits from the 10 goals listed must be taken to complete a minimum of 40 credits.

The following ten goal areas specify the requirements to complete the Minnesota Transfer curriculum (MnTC), which is a component of the Associate in Arts Degree (A.A.). Students pursuing an A.S., A.A.S. or A.F.A. degree should use the MnTC list to choose courses according to the distribution requirements or A.F.A. degree.

### Goal 1: Communication, 3 courses

**English/Writing (2 courses)**
- ENG 1108 (4) Writing & Research Skills  
- ENG 1109 (4) Research Writing in Disciplines  
- ENG 1110 (1) Human Biology Lab

**Communication (1 course)**
- COMM 1100 (3) Interpersonal Communication

**Goal 2: Critical Thinking, 0-1 course**
- May be fulfilled by courses in Goals 1, 3, 8, & 4. Additional courses listed below may be taken in this area to fulfill the 40-credit curriculum.

**Behavioral Sciences, 3 courses**
- Must include courses from at least two disciplines

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**Legend**
- Layout: Dept; Course #; (credits); Title
- Symbols: * = fulfills additional MnTC Goal; # = lab

---

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

---

**Goal 3: Natural Science, 2 courses**

---

**A. Life Sciences**

---

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

---

**Goal 5: History, Social Sciences, & Behavioral Sciences, 3 courses**

---

**Goal 6: Information Systems, 3 courses**

---

**Goal 7: Minnesota Transfer Curriculum (MnTC)**

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**Legend**

- Layout: Dept; Course #; (credits); Title
- Symbols: * = fulfills additional MnTC Goal; # = lab

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**Goal 1: Communication, 3 courses**

---

**Communication (1 course)**

---

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

---

**Goal 3: Natural Science, 2 courses**

---

**Goal 5: History, Social Sciences, & Behavioral Sciences, 3 courses**

---

**Goal 6: Information Systems, 3 courses**

---

**Goal 7: Minnesota Transfer Curriculum (MnTC)**

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**Legend**

- Layout: Dept; Course #; (credits); Title
- Symbols: * = fulfills additional MnTC Goal; # = lab
HIST 1135 (3) History of Family *7
HIST 2120 (3) Civil War to 1910 *7
HIST 2125 (4) History of World Religions *9
INTS 1140 (3) Human Sexuality *9
INTS 1777 (3) The Journey of Love
INTS 2250 (3) Issues & Perspectives *2
POL S 1101 (3) Introduction to Political Science *9
POL S 1111 (3) American Government & Politics *9
POL S 1121 (3) State/Local Government & Politics *9
POL S 1131 (3) World Politics *8
POL S 1141 (3) Environmental Politics *10
POL S 1161 (3) Constitutional Law *9
POL S 2250 (3) Special Topics
PSYC 1101 (4) General Psychology *2
PSYC 1140 (4) General Psychology with Lab *2
PSYC 1201-L (4) General Psychology *2
PSYC 2250 (3) Abnormal Psychology *7
PSYC 2251 (4) Special Topics in Psychology *2
PSYC 2252 (3) Abnormal Psychology *7
PSYC 2253 (2-4) Special Topics in Psychology *2
PSYC 2300 (3) Psychology of Mind & Health *2
SOC 1100 (4) Introduction to Sociology *9
SOC 1126 (3) Sociology of Deviance *9
SOC 1127 (3) Social Inequalities *7
SOC 1130 (3) Family & Society *7
SOC 1145 (3) Gender in Society *2
SOC 2100 (3) Sociology of Genocide *9
SOC 2120 (3) Sociology of Sport *7
SOC 2120 (3) Environmental Sociology *10
SOC 2140 (3) Religions & Society *7
SOC 2141 (3) Mind, Self, & Society *7
SOC 2250 (3) Special Topics: Civic *9
SOC 2251 (3) Special Topics: Global Perspective *8

Goal 6: Humanities, Fine Arts, & Literature, 3 courses
At least one from each subcategory (A & B).

A. Fine Arts
ART 1103 (4) Introduction to Art *8
ART 1106 (3) Art from Prehistory to 1400 *8
ART 1107 (3) Art from Renaissance to Present *8
ART 1109 (3) World Art *8
ART 1114 (3) Drawing I
ART 1115 (3) Drawing II
ART 1120 (3) Foundations of Art: 2-D Color and Design
ART 1211 (3) Digital Photography I (no/ Lab)
ART 1212 (3) Digital Photography II (no/ Lab)
ART 1311-L (3) Digital Photography I
ART 1312-L (3) Digital Photography II
ART 1511 (3) Digital Art I
ART 1516 (3) Foundations of Art: 3-D Design
ART 2100 (3) Sculpture I
ART 2101 (3) Sculpture II
ART 2200 (3) Ceramics I
ART 2201 (3) Ceramics II
ART 2207 (3) Glass I
ART 2211 (3) Glass II
ART 2250 (3) Special Topics in Art
ART 2251 (3) Painting I
ART 2252 (3) Painting II
ART 2300 (3) Architectural History *8
COMM 2210 (2) Oral Interpretation of Literature
ENG 1112 (3) Creative Writing
ENG 2112 (3) Introduction to Fiction Writing
ENG 2251 (3) Special Topics in Writing *2
JOUR 1130 (3) Writing for Mass Media
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 2235</td>
<td>Mythical Stories</td>
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<tr>
<td>FREN 1101</td>
<td>Beginning French I</td>
<td>6</td>
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<td>FREN 1102</td>
<td>Beginning French II</td>
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<tr>
<td>FREN 1111</td>
<td>French Culture &amp; Civilization</td>
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<tr>
<td>FREN 2211</td>
<td>Intermediate French I</td>
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<td>FREN 2202</td>
<td>Intermediate French II</td>
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<tr>
<td>FS/THTR 1101</td>
<td>Introduction to Film</td>
<td>6</td>
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<tr>
<td>FS/THTR 1103</td>
<td>International Cinema</td>
<td>6</td>
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<tr>
<td>FS/THTR 1107</td>
<td>Film History I</td>
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<tr>
<td>FS/THTR 1108</td>
<td>Film History II</td>
<td>6</td>
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<tr>
<td>FS/HUM 1115</td>
<td>Holocaust &amp; Genocide in Film</td>
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<tr>
<td>GEOG 1000</td>
<td>(4) Earth as the Home for Humans</td>
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<td>GEOG 1100</td>
<td>(4) World Regional Geography</td>
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<td>GEOG 1115</td>
<td>(3) Human Geography</td>
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<tr>
<td>GS 2250</td>
<td>(8) Topics on Global Studies</td>
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<tr>
<td>GS 2290</td>
<td>(3-5) International Experience with Travel</td>
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<tr>
<td>GWS 1200</td>
<td>(3) Women &amp; Global Issues</td>
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<td>HIST 1106</td>
<td>(4) World Civilizations/ Civilization</td>
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<td>HIST 1107</td>
<td>(4) World Civilizations since 1900</td>
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<td>HIST 1108</td>
<td>(4) Intro to Latin American History</td>
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<td>HIST 1114</td>
<td>(4) History of the U.S. 1877-1954</td>
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<td>HIST 1115</td>
<td>(4) History of the U.S since 1865</td>
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<td>HIST 1122</td>
<td>(3) The United States Since 1945</td>
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<td>HUM 1110</td>
<td>(4) Ancient World to Renaissance</td>
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<td>HUM 1111</td>
<td>(4) Baroque to Modern World</td>
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<td>HUM/FNS 1115</td>
<td>Holocaust &amp; Genocide in Film</td>
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<td>HUM 1140</td>
<td>(3) Hispanic Cultures/Civilization</td>
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<tr>
<td>HUM 2290</td>
<td>(1-4) Special Topics in Humanities</td>
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<td>INTS 1125</td>
<td>(3) Creative Problem Solving</td>
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<td>MUSC 1121</td>
<td>(2) IHCC Steel Drum Ensemble</td>
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<td>MUSC 1143</td>
<td>(3) World Music</td>
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<td>MUSC 2128</td>
<td>(3) Western Music: Ancient to 1700</td>
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<td>MUSC 2129</td>
<td>(3) Western Music: 1700 to 1900</td>
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<td>PHIL 1110</td>
<td>(3) Philosophy and World Religions</td>
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<td>PHIL 2120</td>
<td>(3) Philosophy and Scientific Thought</td>
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<td>PHIL 2140</td>
<td>(3) Eastern Philosophy</td>
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<td>POLS 1131</td>
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<td>SOC 2251</td>
<td>(3) Special Topics: Global</td>
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<td>SPAN 1101</td>
<td>(5) Beginning Spanish I</td>
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<td>SPAN 1102</td>
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<td>(5) Intermediate Spanish II</td>
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<td>THTR/FS 1101</td>
<td>(3) Intro to Film</td>
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<td>THTR/FS 1103</td>
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<td>THTR/FS 1108</td>
<td>Film History II</td>
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<tr>
<td>THRT 2109</td>
<td>(3) Theatre History</td>
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<td>Goal 9: Ethical &amp; Civic Responsibility, 1 course</td>
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<td>ANTH 2130</td>
<td>(3) Intro to Medical Anthropology</td>
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<td>BIOL 1141</td>
<td>(3) Critical Issues in Human Biology</td>
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<td>BIOL 1115-L</td>
<td>(4) Critical Issues in Human Biology with Lab</td>
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<td>GWS 1200</td>
<td>(5) Women &amp; Global Issues</td>
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<td>HIST 1118</td>
<td>(3) Great War to the War on Terror</td>
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<td>HIST 2215</td>
<td>(4) History of World Religions</td>
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<td>HUM 1177</td>
<td>(5) Holocaust: Multiple Lenses</td>
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<td>INTS 1125</td>
<td>(3) Creative Problem Solving</td>
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<td>INTS 1140</td>
<td>(5) Human Sexuality</td>
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<td>INTS 1400</td>
<td>(3) Leadership Development</td>
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<td>JOUR 1101</td>
<td>(3) Introduction to Mass Media</td>
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<td>JOUR 1112</td>
<td>(3) Ethics</td>
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<td>PHIL 1125</td>
<td>(3) Thinking Critically About Contemporary Issues</td>
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<td>PHIL 2130</td>
<td>(3) Environmental Philosophy</td>
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<td>PHIL 2220</td>
<td>(3) Special Topics in Philosophy</td>
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<td>POLS 1101</td>
<td>(3) Introduction to Political Science</td>
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<td>POLS 1111</td>
<td>(3) American Government &amp; Politics</td>
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<td>POLS 1121</td>
<td>(3) State &amp; Local Government &amp; Politics</td>
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<td>PSY 1290</td>
<td>(3) Psychology of Death, Dying &amp; Loss</td>
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<td>SOC 2100</td>
<td>(4) Introduction to Sociology</td>
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<td>SOC 2126</td>
<td>(3) Sociology of Deviance</td>
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<td>SOC 2010</td>
<td>(3) Sociology of Genocide</td>
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<td>SOC 2250</td>
<td>(3) Special Topics: Civil</td>
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<td>Goal 10: People &amp; the Environment, 1 course</td>
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<td>ANTH 1130</td>
<td>(3) Intro: Biological Anthropology</td>
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<td>ANTH 1150</td>
<td>(3) Intro: American Indian Cultures</td>
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<td>BIOL 1001-L</td>
<td>(2) Renewable Energy</td>
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<td>BIOL 1002-L</td>
<td>(2) Special Ecosystem</td>
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<td>BIOL 1116</td>
<td>(3) Environmental Science</td>
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<td>BIOL 1117-L</td>
<td>(4) Environmental Science</td>
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<td>GEOG 1000</td>
<td>(4) Earth as the Home for Humans</td>
<td>8</td>
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<td>GEOG 1105</td>
<td>(3) U.S. &amp; Canada</td>
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<td>GEOG 1140-L</td>
<td>(4) Meteorology</td>
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<td>GEOG 1150</td>
<td>(3) Renewable &amp; Non-Renewable Natural Resources</td>
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<td>GEOG 1160-L</td>
<td>(4) Physical Geography</td>
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<tr>
<td>GEOG 1400-L</td>
<td>(4) Energy/Environment/Climate</td>
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<tr>
<td>GEOG 1211-L</td>
<td>(4) Introduction to Geographic Information Systems</td>
<td>3b</td>
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<tr>
<td>GEOL 1101-L</td>
<td>(4) Physical Geology</td>
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<tr>
<td>GEOL 1105-L</td>
<td>(4) Historical Geology</td>
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<td>GEOL 1115</td>
<td>(3) Natural Disasters</td>
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<tr>
<td>HIST 1130</td>
<td>(5) Minnesota History</td>
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<td>(5) Environmental Philosophy</td>
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<td>POLS 1141</td>
<td>(3) Environmental Politics</td>
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<td>SOC 2030-L</td>
<td>(3) Environmental Sociology</td>
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<td>Courses that fulfill Physical Education &amp; Health Requirement (2 credits)</td>
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<td>This requirement is part of the Associate in Arts (A.A.) degree, not a part of the MnTC. Choose Option 1 or Option 2.</td>
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<td>Option 1:</td>
<td>HLTH 1135 (2) Lifetime Fitness (May be used to fulfill both HLTH &amp; PE requirement)</td>
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<td>Option 2:</td>
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</tbody>
</table>

**The Right Direction**

**Inver Hills Community College**

**2016-2017 CATALOG**

651-450-3000 | ADMISSIONS@INVERHILLS.EDU

Inver Hills is a member of the Minnesota State Colleges and Universities System and an Affirmative Action, Equal Opportunity Employer and Educator
ACCOUNTING (A.S.)

A.S., Accounting
(60 CREDITS)

Purpose
This program is designed to prepare students for accounting paraprofessional careers and provide a fully transferable foundation for a four-year accounting degree. Students should consult with an Inver Hills counselor or advisor to confirm specific transferability to four-year accounting programs.

Program Information
The A.S., Accounting degree is fully accredited by the Accreditation Council for Business Schools and Programs. As such, the accounting department has adopted a continuous improvement process centered on offering coursework that meets the demands of today’s accounting and business environments.

Accounting Curriculum  (28-30 credits)
ACCT 2101 Financial Accounting 4 cr
ACCT 2102 Managerial Accounting 4 cr
ACCT 2220 Federal Individual Income Tax 3 cr
ACCT 2241 QuickBooks and Excel 3 cr
ACCT 2900 Applied Accounting Capstone 4 cr
BUS 1131 Legal Environment of Business 3 cr
BUS 1104 Principles of Marketing or
BUS 1121 Principles of Management or
Any 3-credit ACCT 2000 level or higher2 3-4 cr
ITC 1100 Intro to Computers 3 cr
ITC 1130 Introduction to Excel and/or
ICIT 1131 Intermediate Microsoft Excel 1-2 cr

Liberal Arts  (30-32 credits)
ENG 1108 Writing and Research Skills 4 cr
ENG 1130 Writing and Research for the Professions or
ENG 1111 Research Writing in the Disciplines or
ENG 1116 Writing for the Web 2-3 cr
ECON 1105 Macroeconomics 3 cr
ECON 1106 Microeconomics 3 cr
COMM 1100 Interpersonal Communication or
COMM 1110 Public Speaking or
COMM 2230 Small Group Communication or
COMM 2240 Intercultural Communication 3 cr
MATH 1103 Introduction to Statistics 4 cr
MATH 1118 College Algebra 4 cr
Humanities/Fine Arts/Literature (See Goal 6 of MnTC) 3 cr
Liberal Arts Electives (See goals 1-10 MnTC) 4-5 cr

1 ACBSP

2 It is recommended that students consult with a counselor about the courses and selection options. It is recommended that students intending to transfer to Metro State University take ACCT 311 and ACCT 530, from the Metro State University curriculum offered at Inver Hills Community College.
THE Right DIRECTION

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INVER HILLS IS A MEMBER OF THE MINNESOTA STATE COLLEGES AND UNIVERSITIES SYSTEM AND AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR
ANTHROPOLOGY (A.A.)
A.A. with Emphasis, Anthropology
(60 CREDITS)

Minnesota Transfer Curriculum (MnTC) 40 cr
Electives 18 cr
Health and Physical Education 2 cr

Purpose
This program is designed to introduce students to the field of anthropology as a whole, encourage them to find their own anthropological directions and prepare them for more rigorous future education.

Program Information
Anthropology is the study of humanity. This comprehensive field typically is divided into several subfields, including archaeology, biological anthropology, cultural anthropology and linguistics. Connecting these various subfields is a series of approaches that encourage the individual to be comparative in scope, evolutionary in depth and holistic in perspective.

Note: To earn the A.A. with Emphasis in Anthropology, students need to complete all requirements for a general A.A. degree, incorporating the specific requirements of their chosen emphasis. Careful planning with an academic counselor as well as with a member of the anthropology department is strongly advised to tailor the emphasis to meet the requirements of the student’s chosen four-year college or university. Honors within the anthropology emphasis is an option.

Anthropology curriculum
Incorporate the following anthropology coursework into the requirements of an AA degree as part of the MnTC or within the elective category.

Required:
ANTH 1110 Cultural Anthropology 3 cr
(MnTC Goals 5, 8)
ANTH 1130 Introduction to Biological Anthropology 3 cr
(MnTC Goals 3, 10)

Choose two additional courses from:
ANTH 1101 Introduction to American Culture
(MnTC Goals 7, 8) 3 cr
ANTH 1120 Introduction to Archaeology
(MnTC Goals 5, 7) 3 cr
ANTH 1150 Introduction to American Indian Culture
(MnTC Goals 7, 10) 3 cr
ANTH 2100 Visual Anthropology 3 cr
ANTH 2130 Introduction to Medical Anthropology
(MnTC Goals 8, 9) 3 cr

Courses outside of the emphasis program
ANTH 1100 Introduction to Anthropology 3 cr
(MnTC Goals 5, 8)
ANTH 2120 Field Experience in Anthropology 3 cr
(MnTC Goals 5, 7)

Note: ANTH 1100 Introduction to Anthropology is recommended as a first course when pursuing any interest in Anthropology, but it is not required as part of the emphasis.

Minnesota Transfer Curriculum (40 credits)
Courses from the Anthropology curriculum may be applied to the MnTC requirements. The specific requirements for the MnTC are outlined as part of the Associate in Arts degree. See A.A. degree requirements section of the catalog.

Electives (18 credits)
Courses from any department numbered 1000 or higher. Courses from the Anthropology emphasis not applied to the MnTC should be incorporated into the elective category.

Health/Physical Education (2 credits)
The specific requirements for Health/Physical Education are outlined as part of the Associate in Arts degree. See A.A. degree requirements section of the catalog.
ART (A.F.A.)

A.F.A., Art
(60 CREDITS)

Purpose
The AFA is a pre-professional program for students intending to transfer to a four-year program in pursuit of the Bachelor of Fine Arts (BFA)1 degree and for students interested in entering the art job market. Students will take 40 credits in Art and 20 credits in general requirements.

Program Information
The AFA in Art degree will give art students a strong foundation for transfer to a four-year institution. The program focuses on courses in Art History, 2- and 3-dimensional design, introductory Studio Art, and second-year Studio Art. The AFA program concludes with a portfolio class (Art 2295) and AFA exhibition designed to prepare students for their next steps in their education and artistic practice.

Art Core Curriculum (59 credits)
Art 1106 Art from Prehistory to 1400** 3 cr
Art 1107 Art from Renaissance to Present** 3 cr
Art 1109 World Art** 3 cr
or Art 2208 Art in the Twin Cities (3cr)**
or Art 2300 Architectural History (3cr)**
Art 1120 Foundations of Art: 2-D Color and Design* 3 cr
Art 1196 Foundations of Art: 3-D Design* 3 cr
Art 1114 Drawing I* 3 cr
Art 2295 Portfolio Development 1 cr

Choose four courses, 12 cr
Art 2251 Painting I* 3 cr
Art 1131 Digital Photography I* 3 cr
Art 1151 Digital Art I* 3 cr
Art 2200 Ceramics I* 3 cr

Choose three courses (9 credits)
Art 1115 Drawing II* 3 cr
Art 2252 Painting II* 3 cr
Art 1132 Digital Photography II* 3 cr
Art 2201 Ceramics II* 3 cr
Art 2101 Sculpture II* 3 cr
Art 2217 Glass II* 3 cr

*Course also fulfills MnTC Goal 6 in support of MnTC Humanities and Fine Arts requirements

**Course also fulfills MnTC Goal 8 in support of MnTC Goal 7-10 requirement

Liberal Arts (20 credits)
ENG 1108 Writing and Research Skills 4 cr
ENG 1111 Research Writing 2 or 3 cr
or ENG 1114 The Research Paper 3 cr
COMM 1110 Public Speaking 3 cr
Lab Science (See MnTC Goal 3) 3 cr
Mathematical/Logical Reasoning (See MnTC Goal 4) 3 cr
History and the Social/Behavioral Sciences (See MnTC Goal 5) 3 cr

Additional Elective Course (any MnTC Goal area) 1-2 cr

1 A portfolio may need to be submitted for transfer to BFA programs at four-year institutions. See counselor for requirements at transfer institution.

2 In addition to the requirements listed, two world language courses are encouraged. See counselor for requirements at transfer institution.
BIOLOGY (A.S., A.A)

A.S., Biology
(60 CREDITS)

Purpose
This program is designed to prepare students for transfer to a bachelor's degree program in the biological sciences.

Biology Curriculum (28-29 credits)
BIOL 1154 General Biology: Cell to Organism 4 cr
BIOL 1155 General Biology: Organism to Ecosphere 5 cr
CHEM 1061 Principles of Chemistry I 5 cr
CHEM 1062 Principles of Chemistry II 5 cr
Choose one of the following:
CHEM 2061 Organic Chemistry I 5 cr
PHYS 1081 Calculus Based Physics I 5 cr

Choose one of the following:
BIOL 2301 Zoology 4 cr
BIOL 2303 Genetics 5 cr
BIOL 2305 Principles of Microbiology 5 cr
BIOL 2306 General Ecology 4 cr

Liberal Arts (31-32 credits)
ENG 1108 Writing and Research Skills 4 cr
COMM 1100, 1110, 2230 or 2240 3 cr
MATH 1133 Calculus 5 cr
History/Social & Behavioral Science (See Goal 5 of MnTC) 3 cr
Humanities/Fine Arts/Literature (See Goal 6 of MnTC) 3 cr
Goals 7-10 Any course 3 cr
Liberal Arts Electives (Restricted to MnTC courses) 10-11 cr

A.A. with Emphasis, Biology
(60 CREDITS)

Minnesota Transfer Curriculum (MnTC) 40 cr
Electives 18 cr
Health and Physical Education 2 cr

Purpose
This program is designed to introduce students to the field of biology as a whole, encourage them to find their own biological directions and prepare them for more rigorous future education.

Program Information
Biology offerings include specialized and general laboratory courses appropriate to two- and four-year degrees in the life sciences and health science, including nursing, as well as specially focused courses for students interested in science and social issues. Students interested in a major in the biological sciences may wish to pursue either the AS degree in Biology of the AA with emphasis in Biology. Students are encouraged to consult with a counselor when selecting classes.

Note: To earn the A.A. with Emphasis in Biology, students need to complete all requirements for a general A.A. degree incorporating the specific requirements of their chosen emphasis. Careful planning with an academic counselor is strongly advised to tailor the emphasis to meet the requirements of the student’s chosen four-year college or university.

Biology Curriculum
Incorporate the following biology coursework into the requirements of an AA degree as part of the MnTC or within the elective category.

BIOL 1154 General Biology: Cell to Organism 4 cr
BIOL 1155 General Biology: Organism to Ecosphere 5 cr
CHEM 1061 Principles of Chemistry I 5 cr
CHEM 1062 Principles of Chemistry II 5 cr
CHEM 2061 Organic Chemistry I 5 cr
Choose one of the following:
BIOL 2301 Zoology 4 cr
BIOL 2303 Genetics 5 cr
BIOL 2305 Principles of Microbiology 5 cr
BIOL 2306 General Ecology 4 cr

Minnesota Transfer Curriculum (40 credits)
Courses from the Biology curriculum may be applied to the MnTC requirements. The specific requirements for the MnTC are outlined as part of the Associate in Arts degree. See A.A. degree requirements section of the catalog.

Electives (18 credits)
Courses from any department numbered 1000 or higher. Courses from the Biology emphasis not applied to the MnTC should be incorporated into the elective category.

Health/Physical Education (2 credits)
The specific requirements for Health/Physical Education are outlined as part of the Associate in Arts degree. See A.A. degree requirements section of the catalog.
BUSINESS (A.S., Contemporary Business; A.A.S., Contemporary Business Practice, A.S., International Business; Certificates)

A.S., Contemporary Business (60 CREDITS)

Purpose
This program is designed to prepare students for general management responsibilities, to enhance their current job competencies and to increase their readiness for advancement in their business careers. In addition, the program is intended to be sufficiently broad to fulfill academic requirements for students who intend to transfer to a selected four-year institution to complete a bachelor’s degree, although those who do 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.

Program Information
The A.S., Contemporary Business degree is fully accredited by the Accreditation Council for Business Schools and Programs1. As such, the business department has adopted a continuous improvement process centered on offering coursework that meets the demands of today’s business environment. A wide variety of four-year college and university transfer opportunities are available to those completing an A.S.

Business Curriculum (30 credits)
- BUS 1101 Introduction to Business in Society 3 cr
- BUS 1104 Principles of Marketing 3 cr
- BUS 1112 Business Math or MATH 1103 Introductory Statistics or MATH 1118 College Algebra I or higher-level math 1 3 cr
- BUS 1119 Human Relations in Business or BUS 1121 Principles of Management 3 cr
- BUS 1331 Legal Environment of Business or
- BUS 2130 Employment Law for Business 3 cr
- ITC 1100 Introduction to Computers 3 cr
- ACCT 2101 Financial Accounting 4 cr
- Business Electives 8 cr

Electives may be chosen from any required business degree program or certificate courses. Students also may choose to focus on human resource management, marketing and sales, eMarketing, project management, small business development, supervision or customer service 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 cr
- ENG 1130 Writing and Research for the Professions 3 cr
- ECON 1105 Principles of Macroeconomics or ECON 1106 Principles of Microeconomics 3 cr
- COMM 1110 Public Speaking 3 cr
- Math or Science with Lab (See Goal 3 or Goal 4 of MnTC) 3 cr
- Humanities/Fine Arts/Literature (See Goal 6 of MnTC) 3 cr
- Goals 7-10 any course (See MnTC) 3 cr
- Liberal Arts Electives (Restricted to MnTC courses) 8 cr

1 Any Math course higher than MATH 1118.
A.A.S., Contemporary Business Practice  
(60 CREDITS)

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 A.S. Contemporary Business 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)

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<tr>
<th>Course</th>
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<tbody>
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<td>BUS 1131 Legal Environment of Business or</td>
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<td>BUS 2130 Employment Law for Business</td>
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</tr>
<tr>
<td>ITC 1100 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2101 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Electives may be chosen from: any BUS or ACCT course, ITC 1110 Microsoft Word, ITC 1131 Intermediate Microsoft Excel, ITC 1151 Intermediate Microsoft Access, ITC 1160 Project Management Software, CRDV 1100 Life Career Planning, INTS 1010 Educational Planning or INTS 1011 Prior Learning Assessment Development. Students may also choose to focus on human resource management, marketing and sales, eMarketing, project management, small business development, supervision or customer service to qualify for a certificate in conjunction with the degree.</td>
<td></td>
</tr>
<tr>
<td>Business Electives</td>
<td>14-16 cr</td>
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</tr>
<tr>
<td>Liberal Arts Electives (Restricted to MnTC courses)</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

1 Any Math course higher than MATH 1118.

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.

Business Curriculum (30 credits)

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<th>Course</th>
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<tr>
<td>BUS 1101 Introduction to Business in Society</td>
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<td>BUS 1109 Introduction to International Business</td>
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<tr>
<td>BUS 1111 Principles of International Marketing</td>
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<td>3</td>
</tr>
<tr>
<td>BUS 1121 Principles of Management</td>
<td></td>
</tr>
<tr>
<td>BUS 1113 Introduction to International Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1115 Principles of International Trade</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2101 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1189 Business Internship</td>
<td>2</td>
</tr>
</tbody>
</table>

ACBSP

ACREDITED
Business Electives 3 cr
Electives may be chosen from any required business degree program or certificate courses. Students also may choose to focus on human resource management, marketing and sales, eMarketing, project management, small business development, supervision or customer service 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 cr
ENG 1130 Writing and Research for the Professions 3 cr
ECON 1105 Principles of Macroeconomics or ECON 1106 Principles of Microeconomics 3 cr
COMM 1110 Public Speaking 3 cr
Math or Science with Lab 3 cr
(See Goal 3 or Goal 4 of MnTC)
Humanities/Fine Arts/Literature 3 cr
(See Goal 6 of MnTC)
Goals 7-10 any course 3 cr
(See MnTC)
Liberal Arts Electives 5 cr
(Restricted to MnTC courses)

1 Any Math course higher than MATH 1118.

Business Certificates (11-18 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 A.S. Contemporary Business 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 (15 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 Curriculum (15 credits)
BUS 1104 Principles of Marketing 3 cr
BUS 1105 Sales and Negotiating Skills 3 cr
BUS 1119 Human Relations in Business 3 cr
BUS 2225 eMarketing Fundamentals or BUS 2320 Project Management and Planning Skills 3 cr

Small Business Development Certificate (15-16 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 Curriculum (15-16 credits)
BUS 1160 Entrepreneurship and Small Business Management 3 cr
BUS 1131 Legal Environment of Business or BUS 2130 Employment Law for Business 3 cr
BUS 2225 eMarketing Fundamentals 3 cr
ACCT 2101 Financial Accounting 4 cr
ITC 1100 Introduction to Computers 3 cr

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 Resource Management Curriculum (18 credits)
BUS 1119 Human Relations in Business 3 cr
BUS 1122 Human Resource Management 3 cr
BUS 1141 Workforce Planning 3 cr
BUS 1143 Total Reward and Compensation 3 cr
BUS 1145 Risk Management 3 cr
BUS 2130 Employment Law for Business 3 cr

Project Management Certificate (11 CREDITS)

BUS 1119 Human Relations in Business 3 cr
BUS 1121 Principles of Management 3 cr
BUS 2320 Project Management and Planning Skills 3 cr
ITC 1160 Project Management Software 2 cr
Supervision Certificate
(12 CREDITS)
BUS 1118 Business Ethics 3 cr
BUS 1119 Human Relations in Business 3 cr
BUS 1121 Principles of Management 3 cr
BUS 1150 Supervisory Techniques for Business 3 cr

Customer Service Certificate
(12 CREDITS)
BUS 1101 Intro to Business in Society 3 cr
BUS 1102 Principles of Customer Service 3 cr
BUS 1119 Human Relations in Business or
BUS 1121 Principles of Management 3 cr
BUS 1125 Management of Customer Service 3 cr

eMarketing Certificate
(15 CREDITS)
Purpose:
This program is designed to provide learners with strategic and hands-on technical skills to market via the internet. This certificate is especially well-suited to those pursuing entry-level e-marketing positions, as well as small business owners seeking to utilize the power of the web to market their businesses.

eMarketing Curriculum
(15 credits)
ITC 1100 Introduction to Computers 3 cr
BUS 1104 Principles of Marketing 3 cr
BUS 2225 eMarketing Fundamentals 3 cr
BUS 1105 Sales and Negotiating Skills 3 cr
BUS 1160 Entrepreneurship and Small Business Management 3 cr
CHEMISTRY (A.S., A.A.)

A.S., Chemistry
(60 CREDITS)

Purpose:
This program is designed to prepare students for transfer to a bachelor's degree program in chemistry, chemical engineering or pre-pharmacy.

Chemistry Curriculum (30 credits)
CHEM 1061 Principles of Chemistry I 5 cr
CHEM 1062 Principles of Chemistry II 5 cr
CHEM 2061 Organic Chemistry I 5 cr
CHEM 2062 Organic Chemistry II 5 cr
PHYS 1081 Calc-Based Physics I 5 cr
MATH 1133 Calculus I 5 cr

Liberal Arts (30 credits)
ENG 1108 4 cr
COMM 1100, 1110, 2230, or 2240 3 cr
History/Social Science/Behavioral Science 3 cr
(See Goal 5 of MnTC)
Humanities/Fine Arts/Literature 3 cr
(See Goal 6 of MnTC)
Goals 7-10 Any course 3 cr
Liberal Arts Electives 14 cr
(Restricted to MnTC courses)

1. Students may substitute PHYS 1041 to fulfill this requirement. Students should contact the college or university to which they plan to transfer.
2. Students should contact the college or university to which they plan to transfer for additional math and physics requirements.

A.A. with Emphasis, Chemistry
(60 CREDITS)

Pre-major Chemistry A.A. Curriculum 18 cr
Minnesota Transfer Curriculum (MnTC) 40 cr
Health and Physical Education 2 cr

Purpose:
To prepare students for transfer to a bachelor's degree program in chemistry, chemical engineering or pre-pharmacy.

Note: To earn the A.A. with Emphasis in Chemistry, students need to complete all requirements for a general A.A. degree incorporating the specific requirements of their chosen emphasis. Careful planning with an academic counselor is strongly advised to tailor the emphasis to meet the requirements of the student's chosen four-year college or university.

Chemistry Curriculum (38 credits)
CHEM 1062 Principles of Chemistry II 5 cr
CHEM 2061 Organic Chemistry I 5 cr
CHEM 2062 Organic Chemistry II 3 cr
MATH 1133 Calculus I 5 cr

MnTC Curriculum (40 credits)
Goal 1 Communication, 3 courses 9 cr
Recommended: ENG 1108 & 1111; COMM 1110 or 1100
Goal 2 Critical Thinking, 0 courses 0 cr
Goal 3a Natural Science, 1 course 2-3 cr
Recommended: BIOL 1114 or BIOL 1116
Goal 3b Natural Science 7 cr
Required: CHEM 1061 5 cr
& CHEM 2062 2 cr
(3 cr applied to emphasis above)
Goal 4 Mathematical/Logical Reasoning, 1 course 3-5 cr
Recommended: MATH 1127
Goal 5 History/Social Sciences/Behavioral Sciences, 3 courses 9 cr
Recommended: Choose courses satisfying Goals 5/7, 5/8, 5/9 or 5/10
Goal 6 Humanities/Fine Arts/Literature, 3 courses 7-8 cr
Goal 7 Human Diversity, 1 course (Completed with recommendations)
Goal 8 Global Perspective, 1 course (Completed with recommendations)
Goal 9 Ethic and Civic Responsibility, 1 course (Completed with recommendations)
Goal 10 People and the Environment, 1 course (Completed with recommendations)

Health and Physical Education (2 credits)
Requires one credit of Physical Education and one credit of Health.
COMMUNITY HEALTH WORKER (CERTIFICATE)

Community Health Worker Certificate (17.5 CREDITS)

Purpose
This program is designed to prepare students for entry-level positions in community health and social service agencies. Community health workers provide basic health advising and promotion and link community members to health and social service systems.

Program Information
This certificate provides a blend of didactic and field-based learning that incorporates effective training environments for learners interested in being community health workers. Community health workers act as culture broker between their own community and systems of care. Community health workers perform a broad range of health-related functions and play an important role in bridging the gap between cultures and health care systems. They work with health care organizations to increase cultural competence, improve access to health care for racial and ethnic minorities, improve the quality of care for the chronically ill, promote health communities, and educate families about access to and use of health care coverage. Students complete 17.5 semester credits and will meet all competencies required by the MN Community Health Worker Alliance and prepare them for employment as a community health worker.

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<td>2 cr</td>
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<td>CMHW 1025</td>
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<td>1 cr</td>
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<tr>
<td>CMHW 1045</td>
<td>Community Health Worker: Coordination, Documentation and Reporting</td>
<td>1 cr</td>
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Community Health Worker (17.5 credits)

Community Health Worker Certificate (17.5 CREDITS)

Purpose
This program is designed to prepare students for entry-level positions in community health and social service agencies. Community health workers provide basic health advising and promotion and link community members to health and social service systems.

Program Information
This certificate provides a blend of didactic and field-based learning that incorporates effective training environments for learners interested in being community health workers. Community health workers act as culture broker between their own community and systems of care. Community health workers perform a broad range of health-related functions and play an important role in bridging the gap between cultures and health care systems. They work with health care organizations to increase cultural competence, improve access to health care for racial and ethnic minorities, improve the quality of care for the chronically ill, promote health communities, and educate families about access to and use of health care coverage. Students complete 17.5 semester credits and will meet all competencies required by the MN Community Health Worker Alliance and prepare them for employment as a community health worker.

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CONSTRUCTION MANAGEMENT AND SUPERVISION
(A.S., Certificate)

A.S., Construction Management
(60 CREDITS)

Purpose
This program will prepare students for supervisory and management positions in the construction industry. The curriculum combines basic fundamentals with key courses in applied management, engineering, design, and business that are required to manage complex construction projects.

Construction Management (30 credits)
ACCT 2101 Financial Accounting                      4 cr
BUS 1121 Principles of Management                3 cr
CMSV 2875 Mechanical & Electrical Systems          4 cr
CMSV 2885 Construction Estimating              4 cr
CMSV 2890 Building Organization & Technology        3 cr
CMSV 1200 Construction Graphics, 3 cr
Electives*                                      9 cr

Choose from the following courses:
CMSV 1000^ Introduction to Construction Management 1 cr
CMSV 1100^ Soils & Concrete Technology         3 cr
CMSV 2870 Construction Management            3 cr
CMSV 2900 Construction Scheduling          3 cr
CMSV 1189^ Construction Mgmt Internship 3 cr
BUS 1131^ Legal Environment of Business      3 cr
BUS 1150^ Supervisory Techniques in BUS      3 cr

Liberal Arts Curriculum (30 credits)
ENG 1108 Writing & Research Skills 4 cr
ENG 1111 Research Writing in the Disciplines 2 cr

COMM 1100 Interpersonal Communication 3 cr
PHYS 1041 Algebra & Trig Based Physics I   4 cr
PHIL 1112 Ethics                          3 cr
MATH 1118 College Algebra I               4 cr
ART 2300 Architectural History            3 cr
ECON 1106 Microeconomics                  3 cr
PSYC 1101 General Psychology             4 cr

^ Students should consult with a counselor or advisor about the best course selection options.
^ Intended for students new to Construction Management and the Construction profession.
^ It is recommended that students intending to transfer to the University of Minnesota B.A.S. or Minnesota State University Moorhead B.S. program consult with a counselor about the best course selection options.

Construction Management Certificate
(30 CREDITS)

Purpose
This program prepares students for supervisory and management positions in the construction industry.

Construction Management Curriculum (30 credits)
ACCT 2101 Financial Accounting                      4 cr
BUS 1121 Principles of Management                3 cr
CMSV 2100 Soils & Concrete Technology         3 cr
CMSV 2870 Construction Management            3 cr
CMSV 2875 Mechanical & Electrical Systems    4 cr
CMSV 2885 Construction Estimating              4 cr
CMSV 2900 Construction Scheduling          3 cr
BUS 1131^ Legal Environment of Business      3 cr
CMSV 2886 Construction Estimating             4 cr
CMSV 2890 Building Organization & Technology 3 cr
CMSV 2900 Construction Scheduling            3 cr
CMSV 1200 Construction Graphics               3 cr
CORRECTIONS (Certificate)

Certificate, Corrections
(31 CREDITS)

Purpose
This certificate prepares students for entry-level positions in a state or local corrections system. This one-year certificate program will provide theoretical and practical knowledge and a well-rounded basis for interacting with corrections clients in a variety of correctional settings.

Note: If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state and other higher education financial aid.

Corrections Curriculum (31 credits)
CJS 1156 American Corrections 3 cr
CJS 1162 Special Populations in CJ 3 cr
CJS 2112 Community Corrections 3 cr
CJS 2114 Legal Issues and Corrections 3 cr
CJS 2116 Report Writing in Corrections 1 cr
CJS 2289 Field Experience: Criminal Justice 4 cr
ENG 1108 Writing and Research Skills 4 cr
COMM 1100 Interpersonal Communication or COMM 2240 Intercultural Communication 3 cr
HLTH 1130 Drug Use/Abuse 3 cr
SOC 1100 Introduction to Sociology 4 cr
CRIMINAL JUSTICE (A.S.; Law Enforcement Certificate)

A.S., Criminal Justice (60 CREDITS)

Purpose
This course of study is designed to prepare individuals for careers in corrections, security and law enforcement, and as a transfer program for those seeking a four-year criminal justice-related degree.

Criminal Justice Curriculum (27 credits)
CJS 1150 Intro to Criminal Justice 3 cr
CJS 1152 Police and Community 3 cr
CJS 1154 Juvenile Justice 3 cr
CJS 1156 American Corrections 3 cr
CJS 2158 Criminology 3 cr
CJS 2160 Criminal Justice and the Constitution 3 cr
HLTH 1130 Drug Use/Abuse 3 cr
PHIL 1112 Ethics 3 cr
SOC 1130 Family and Society 3 cr

Electives (4 credits)
Choose from the following:
EMS 1100 Emergency Medical Responder 3 cr
PHED 1127 Law Enforcement Physical Skills Training 1 cr
POLS 1121 State and Local Government 3 cr
PSYC 2250 Abnormal Psychology 3 cr
CJS 2289 Field Experience: Criminal Justice 4 cr

Liberal Arts (29 credits)
ENG 1108 Writing and Research Skills 4 cr
ENG 1111 Research Writing in the Disciplines 2 cr
COMM 1100 Interpersonal Communication 3 cr
COMM 2240 Intercultural Communication 3 cr
Math or Lab Science (See Goal 3 or 4 of MnTC) 3 cr
PSYC 1101 General Psychology or PSYC 1201 General Psychology with Laboratory 4 cr
SOC 1100 Introduction to Sociology 4 cr
SOC 1127 Social Inequality: Race, Class, Gender 3 cr
Humanities/Fine Arts/Literature (See Goal 6 of MnTC) 3 cr

LAW ENFORCEMENT (CERTIFICATE)

Law Enforcement Core Curriculum (28-29 CREDITS)

Purpose
The Law Enforcement Core Curriculum Certification Program prepares individuals who have already completed a bachelor's degree or A.A./A.S. degree, in any discipline, for entry into the law enforcement profession in Minnesota. Completion of this program enables students to enroll in the Law Enforcement Education Center's training program. Upon successful completion of the certificate program and the Law Enforcement Education Center's program, the student will be eligible to take the POST licensing examination. State requirements to become a police officer include a college degree and a number of specific courses. For individuals already possessing a bachelor's or A.A./A.S. degree, the Law Enforcement Core Curriculum Certification Program provides the additional courses that will lead to the practical skills component, which then qualifies the person to take the licensing exam. The Inver Hills courses listed below are the required core courses to be completed for the Law Enforcement Core Curriculum Certification Program. Completion of these courses can be accomplished either by acceptance of equivalent coursework completed elsewhere or by successful completion of the courses at Inver Hills. A minimum grade of C and a cumulative GPA of 2.50 must be earned in the required coursework.

ENG 1108 Writing and Research Skills 4 cr
ENG 1111 Writing in the Disciplines 2 cr
PSYC 1101, 1201, 1210, 1215, 1220, or 1230 3-4 cr
SOC 1100 Introduction to Sociology 4 cr
SOC 1127 Social Inequality: Race, Class, Gender 3 cr
SOC 1130 Family and Society 3 cr
CJS 1150 Intro to the Criminal Justice System 3 cr
CJS 1152 Police and Community 3 cr
CJS 1154 Juvenile Justice 3 cr
EARLY CHILDHOOD EDUCATION
(A.S., Certificate)

A.S., Early Childhood Education
(60 CREDITS)
*Pending MnSCU approval

Purpose
Early Childhood Teacher Education at Inver Hills Community College prepares students to transfer and obtain a four-year Bachelor of Arts or Science degree in Early Childhood Education and recommendation for teacher licensure. The early childhood curriculum examines professional knowledge, engages in reflection and values diverse urban experiences.

Direct experience with children in the early years and agencies, through service learning and class experiences, are essential features of this program.

Note: If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state and other higher education financial aid. Some courses within this program require a criminal background study to successfully complete. Please see the course description section of the catalog for more details. Please refer to the Criminal Background section of the catalog for more information on the criminal background study.

Early Childhood Birth to Grade 3 (13 credits)
EDU 1128 Guidance, Communication, and Development of Young Children 3 cr
EDU 1133 Children’s Health, Nutrition, Safety, Physical Development and the Effects of Drugs 3 cr
EDU 1136 Infant & Toddler Development 3 cr
EDU 1138 Children with Special Needs 3 cr
HLTH 1127 American Heart Association Heartsaver 1 cr

Early Childhood Education Electives (17 Credits)

Any EDU course or select from the following courses:
EDU 1109 Introduction to Education and Reflective Teaching 4 cr
EDU 1110 Education: Early Childhood Birth to Grade 3 3 cr
EDU 1130 Early Childhood Education 3 cr
EDU 1132 Creative Activities for the Young Child 2 cr
EDU 1141 Learning Technology for Education 2 cr
EDU 1143 Multicultural Education/ Human Relations 3 cr
EDU 2008 Children’s Mental Health 2 cr
EDU 2020 Foundations of Early Literacy 3 cr
EDU 2250 Contemporary Education Topics 1–3 cr
EDU 2805 Introduction to Children’s Literature 3 cr
HSER 1112 Crisis Assessment and Intervention 3 cr
HSER 1123 Family Functions 3 cr
HSER 1179 Human Services Seminar 1 cr
HSER 1189 Internship 3 cr
MATH 1107 Math Foundations 4 cr
Liberal Arts Curriculum (30 credits)
ENG 1108 Writing and Research Skills 4 cr
COMM 1100 or COMM 1110 3 cr
Math or Lab Science† (See Goal 3 or 4 of MnTC) 3 cr
PSYC 1215 Child and Adolescent Psychology 3 cr
MUSC 2220 Music Education and Pedagogy 3 cr
Goal 7-10 any course 3 cr
(Liberal Arts electives† 11 cr
† Consult with counselor for appropriate selections for the intended transfer institution.

*This degree program has not yet been approved by the Minnesota State Colleges and Universities system. Students are welcome to enroll in the required courses; however, they may not officially declare the program at this time. Check the college’s website for updates of this status.
Child Care Teacher Certificate
(30 CREDITS)

Purpose
This program provides students with the knowledge and skills necessary to obtain employment in early childhood, preschool and child care settings as a child care teacher. Students acquire theory, knowledge, skills and techniques to prepare them for employment.

Program Information
This program helps students confront directly the realities of a career focused on caring for the needs of children. Students explore attitudes, thoughts and feelings as they affect their ability to work effectively with others as an early childhood educator. Direct experience with children and agencies, through internship and class experiences, are essential features of this program.

Note: If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state and other higher education financial aid. Some courses within this program require a criminal background study to successfully complete. Please see the course description section of the catalog for more details. Please refer to the Criminal Background section of the catalog for more information on the criminal background study.

Child Care Teacher Curriculum (17 credits)
EDU 1128 Guidance, Communication and Development of Young Children 3 cr
EDU 1133 Children's Health, Nutrition, Physical Development, and the Effects of Drugs 3 cr
EDU 1136 Infant and Toddler Development 3 cr
EDU 1138 Children with Special Needs 3 cr
HLTH 1127 American Heart Association Heartsaver 1 cr
HSER 1179 Human Services Seminar 1 cr
HSER 1189 Internship 3 cr

Electives (13 credits)
Any EDU course or select from the following elective courses:
EDU 1110 Education: Early Childhood Birth to Grade 3 3 cr
EDU 1130 Early Childhood Education 3 cr
EDU 1132 Creative Activities for the Young Child 2 cr
EDU 2020 Foundations of Early Literacy 3 cr
EDU 2008 Children's Mental Health 2 cr
EDU 2805 Introduction to Children's Literature 3 cr
HSER 1123 Family Functions and Interactions 3 cr
HSER 1112 Crisis Assessment and Intervention 3 cr
PSYC 1215 Child and Adolescent Psychology 3 cr
EDUCATION (A.S.)

A.S., Education Foundations - Early Childhood, Elementary, Middle and Secondary School
(60 CREDITS)

Purpose
The Education Foundations program prepares students to the field of teaching through a series of pre-professional introductory courses and recommended electives. The curriculum includes opportunities to examine professional knowledge, engage in reflection, and understand culturally relevant approaches to instruction while also becoming immersed in classroom experiences at local school districts. The A.S. in Educational Foundations prepares students for transfer to a four year college or university to complete a bachelor’s degree and subsequent recommendation for teacher licensure. Students may also have the potential to earn an Associate of Arts, if they complete Physical Education (1 credit) & Health (1 credit).

Note: If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state and other higher education financial aid.

Some courses within this program require a criminal background study to successfully complete. Please see the course description section of the catalog for more details. Please refer to the Criminal Background section of the catalog for more information on the criminal background study.

Education Foundations Curriculum (20 credits)

Requirements
EDU 1109 Introduction to Education and Reflective Teaching 9 cr
EDU 1141 Learning Technology for Education 4 cr
EDU 1143 Multicultural Education/Human Relations 3 cr

Electives
Select from any of the following EDU courses or additional MnTC courses
EDU 1110 Education: Early Childhood Birth to Grade 3, 3 cr
EDU 1128 Guidance, Communication & Development of Young Children, 3 cr
EDU 1130 Early Childhood Education, 3 cr
EDU 1132 Creative Activities for the Young Child, 2 cr
EDU 1136 Infant and Toddler Development, 3 cr
EDU 1138 Children with Special Needs, 3 cr
EDU 2008 Children’s Mental Health, 2 cr
EDU 2018 Instructional Strategies for Diverse Learners, 3 cr
EDU 2020 Foundations of Early Literacy, 3 cr
EDU 2220 Music Education and Pedagogy, 3 cr
EDU 2805 Introduction to Children’s Literature, 3 cr
EDU 2250 Contemporary Education Topics, 1-3 cr
MATH 1107 Math Foundations, 4 cr
MATH 1118 College Algebra I, 4 cr
HLTH 1130: Drug Use/Abuse, 3 cr
Physical Education, 1 cr
Health, 1 cr

MnTC Curriculum (40 Credits)
Complete all 10 areas of the Minnesota Transfer Curriculum (MnTC), including all courses listed. A course may satisfy more than one MnTC goal area, but the credits may be counted only once. Students should choose courses to fulfill the area that best work for their intended transfer college/program.

Goal 1 Communication, 3 courses
ENG 1108
ENG 1111 OR ENG 1114 OR ENG 1130
COMM 1110 (recommended) or COMM 1100 or 2230

Goal 2 Critical Thinking
(Satisfied with required coursework)

Goal 3 Natural Science, 2 courses (one must be
Goal 4 Mathematical/Logical Reasoning, 1 course
   MATH 1107 or 1118 (recommended)

Goal 5 History/Social/Behavioral Sciences, 3 courses
   from two disciplines
   Recommended: PSYC 1101 or 1201, PSYC 1215, SOC 1100

Goal 6 Humanities/Fine Arts, 3 courses from two categories

Goal 7 Human Diversity, 1 course

Goal 8 Global Perspectives, 1 course

Goal 9 Ethical/Civic Responsibility, 1 course

Goal 10 People and the Environment, 1 course
Emergency Medical Services

**EMERGENCY MEDICAL SERVICES**
(A.S.; A.S. Accelerated Track; Certificates)

**A.S., Emergency Medical Services - Traditional Track (Paramedic)**
(75 CREDITS)

**Purpose**
This program is designed to offer comprehensive education and occupational preparation in the field of advanced pre-hospital emergency care. Paramedics are employed by advanced life support ambulance services, as well as in various out-of-hospital care settings, and provide care in a variety of medical and traumatic emergencies. Graduates are awarded an A.S. degree and are eligible to take the National Registry Paramedic written and practical exam.

**Program Information**
A separate program application is required for admittance into the Paramedic Core program. Two unique curricular tracks are offered, both leading to an A.S. in Emergency Medical Services. A third option is offered for those seeking a career as a paramedic, but not seeking a degree. Clinical learning experiences are provided with ambulance services and hospitals throughout the metropolitan area.

*Note: If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state and other higher education financial aid. Some courses within this program require a criminal background study to successfully complete. Please see the course description section of the catalog for more details. Please refer to the Criminal Background section of the catalog for more information on the criminal background study.*

**EMS Curriculum (45 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1110</td>
<td>EMS Operations</td>
<td>2 cr</td>
</tr>
<tr>
<td>EMS 1122</td>
<td>EMS Systems</td>
<td>2 cr</td>
</tr>
<tr>
<td>EMS 1123</td>
<td>Emergency Response to Crisis</td>
<td>1 cr</td>
</tr>
<tr>
<td>EMS 1130</td>
<td>Advanced EMT</td>
<td>4 cr</td>
</tr>
<tr>
<td>EMS 1131</td>
<td>Advanced EMT Practicum</td>
<td>2 cr</td>
</tr>
<tr>
<td>EMS 1150</td>
<td>Pharmacology for the AEMT</td>
<td>1 cr</td>
</tr>
<tr>
<td>EMS 1188</td>
<td>Advanced EMT Patient Care Experience</td>
<td>2 cr</td>
</tr>
</tbody>
</table>

**EMS 2420 Pathophysiology for EMS** 3 cr
**EMS 2430 Advanced Pharmacology** 2 cr
**EMS 2440 Shock and Trauma** 2 cr
**EMS 2460 Medical Emergencies I** 4 cr
**EMS 2470 Field Skills Lab I** 3 cr
**EMS 2488 Paramedic Patient Care Experience I** 2 cr
**EMS 2530 Peds/OB/GYN Emergencies** 3 cr
**EMS 2540 Special Rescue Operations** 2 cr
**EMS 2560 Medical Emergencies II** 3 cr
**EMS 2570 Field Skills Lab II** 2 cr
**EMS 2580 Synthesis of Advanced Life Support** 1 cr
**EMS 2588 Paramedic Patient Care Experience II** 4 cr

**Liberal Arts (30 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1108</td>
<td>Writing and Research Skills</td>
<td>4 cr</td>
</tr>
<tr>
<td>ENG 1111</td>
<td>Research Writing in the Disciplines</td>
<td>2 cr</td>
</tr>
<tr>
<td>COMM 1100 or 2240</td>
<td></td>
<td>3 cr</td>
</tr>
<tr>
<td>BIOL 1120 or 1154</td>
<td></td>
<td>4 cr</td>
</tr>
<tr>
<td>BIOL 2201 Anatomy and Physiology I</td>
<td>4 cr</td>
<td></td>
</tr>
<tr>
<td>BIOL 2202 Anatomy and Physiology II</td>
<td>4 cr</td>
<td></td>
</tr>
<tr>
<td>PSYC 1230 Psychology of Death, Dying and Loss</td>
<td>3 cr</td>
<td></td>
</tr>
<tr>
<td>Social Sciences (See Goal 5 of MnTC)</td>
<td>3 cr</td>
<td></td>
</tr>
<tr>
<td>Humanities/Fine Arts/Literature (See Goal 6 of MnTC)</td>
<td>3 cr</td>
<td></td>
</tr>
</tbody>
</table>

Developmental math and developmental English courses may be required for admission to the program, but cannot be applied to graduation requirements.
A.S., Emergency Medical Services - Accelerated Track (Paramedic)
(75 CREDITS)

Program Information
The accelerated track is a separate program offered to qualified paramedics. Students must apply both to the college and the program. Applications are accepted year-round. This track allows working paramedics to complete the A.S. degree at Inver Hills. Students must successfully complete the IHCC credit residency requirement for graduation.

Note: If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state and other higher education financial aid.

Department Curriculum (45 credits)
EMS 1123 Emergency Response to Crisis 1 cr
EMS 2420 Pathophysiology for EMS 3 cr
EMS 2580 Synthesis of Advanced Life Support 1 cr
Equivalent Credit for Paramedic Certificate/Experience 40 cr

Liberal Arts Curriculum (30 credits)
ENG 1108 Writing and Research Skills 4 cr
ENG 1111 Research Writing in the Disciplines 2 cr
COMM 1100 or 2240 3 cr
BIOL 1120 or 1154 4 cr
BIOL 2201 Anatomy and Physiology I 4 cr
BIOL 2202 Anatomy and Physiology II 4 cr
PSYC 1230 Psychology of Death, Dying and Loss 3 cr
History/Social Science/Behavioral Science 3 cr
(See Goal 5 of MnTC)
Humanities/Fine Arts/Literature 3 cr
(See Goal 6 of MnTC)

Developmental mathematics and developmental English courses may be required for admission to the program, but credits cannot be applied to graduation requirements.

Emergency Medical Technician Certificate
(9 CREDITS)

Purpose
This certificate is designed to provide a basic education in emergency medical care, teach the competencies required for students to prepare for the national certification examination, and to prepare students for certification and a career as an Emergency Medical Technician (EMT). This program teaches responsibility in emergency care of the critically sick or injured, and develops skills in the use of and care of all basic emergency equipment. Program curriculum includes topics such as patient assessment, trauma skills, care and recognition of heart disease, respiratory problems and other medical emergencies, and includes field clinical experience.

Program Information
The EMT program is approved by the Minnesota Emergency Medical Services Regulatory Board. Participants who successfully complete the certificate program will be eligible to take the National Registry of EMTs practical and written examinations for state of Minnesota and national certification and employment as an EMT. Students are required to provide proof of certification in Healthcare Provider CPR (or equivalent), valid through the end of the EMT course.

Note: If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state and other higher education financial aid. The course within this program requires a criminal background study to successfully complete. Please see the course description section of the catalog for more details. Please refer to the Criminal Background section of the catalog for more information on the criminal background study.

EMT Certificate Curriculum (9 credits)
EMS 1101 Emergency Medical Technician 9 cr
Advanced Emergency Medical Technician (AEMT) Certificate
(14 CREDITS)
*Pending MnSCU approval

Purpose
Designed to provide expanded depth and breadth for students who have completed an Emergency Medical Technician course, this curriculum meets the National EMS Education Standards for training of the Advanced EMT (AEMT). The AEMT provides basic and limited advanced medical care to ill and injured patients above the scope of an EMT. Program curriculum includes pathophysiology of medical and traumatic conditions, critical thinking skills, some advanced airway management, basic pharmacology, incident operations, intravenous therapy and fluid administration along with field and hospital experiences. Curriculum in this certificate may be applied toward the Paramedic Certificate or A.S. degree.

Note: If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state and other higher education financial aid. Some courses within this program require a criminal background study to successfully complete. Please see the course description section of the catalog for more details. Please refer to the Criminal Background section of the catalog for more information on the criminal background study.

Core Curriculum (14 credits)
- EMS 1110 EMS Operations 2 cr
- EMS 1122 EMS Systems 2 cr
- EMS 1123 Emergency Response to Crisis 1 cr
- EMS 1130 Advanced EMT Lecture 4 cr
- EMS 1131 Advanced EMT Lab 2 cr
- EMS 1150 Pharmacology for the AEMT 1 cr
- EMS 1188 AEMT Patient Care Experience 2 cr

Paramedic Diploma
(45 CREDITS)

Purpose
This program is designed to offer comprehensive education and occupational preparation in the field of advanced pre-hospital emergency care. Paramedics are employed by advanced life support ambulance services as well as in various out-of-hospital care settings to provide care in medical and traumatic emergencies. Graduates are eligible to take the National Registry Paramedic written and practical exam. A separate program application is required for admittance into the Paramedic Core program.

Note: If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state and other higher education financial aid. Some courses within this program require a criminal background study to successfully complete. Please see the course description section of the catalog for more details. Please refer to the Criminal Background section of the catalog for more information on the criminal background study.

Pre-Core Program (45 credits)
- EMS 1110 EMS Operations 2 cr
- EMS 1112 EMS Systems 2 cr
- EMS 1123 Emergency Response to Crisis 1 cr
- EMS 1130 Advanced EMT 4 cr
- EMS 1131 Advanced EMT Practicum 2 cr
- EMS 1150 Pharmacology for the AEMT 1 cr
- EMS 1188 Advanced EMT Patient Care Experience 2 cr

Paramedic Core (Require formal acceptance into Paramedic Core program)
- EMS 2420 Pathophysiology for EMS 3 cr
- EMS 2430 Advanced Pharmacology 2 cr
- EMS 2440 Shock and Trauma 2 cr
- EMS 2460 Medical Emergencies I 4 cr
- EMS 2470 Field Skills Lab I 3 cr
- EMS 2488 Paramedic Patient Care Experience I 2 cr
- EMS 2530 Peds/OB/GYN Emergencies 3 cr
- EMS 2540 Special Rescue Operations 2 cr
- EMS 2560 Medical Emergencies II 3 cr
- EMS 2570 Field Skills Lab II 2 cr
- EMS 2580 Synthesis of Advanced Life Support 1 cr
- EMS 2588 Paramedic Patient Care Experience II 4 cr

Developmental math and developmental English courses may be required for admission to the program, but cannot be applied to graduation requirements.
Community Paramedic Certificate
(12 CREDITS)

Purpose
Provides additional training to certified Paramedics in the areas of public health, health prevention, patient advocacy, triage, disease management, mental health and the management of ongoing illness or injury. The Community Paramedic works under the direction of an EMS Medical Director in cooperation with a primary care doctor. Community Paramedics work for EMS agencies, health care organizations or in other areas of public health.

Note: If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state and other higher education financial aid. Some courses within this program require a criminal background study to successfully complete. Please see the course description section of the catalog for more details. Please refer to the Criminal Background section of the catalog for more information on the criminal background study.

Core Curriculum (12 credits)
EMS 2900 Role of the Community Paramedic 2 cr
EMS 2910 Community Assessment 3 cr
EMS 2920 Pathophysiology and Disease Management for the Community Paramedic 2 cr
EMS 2930 Community Paramedic Patient Care Experience 5 cr
**ENGINEERING (A.S.)**

A.S., Engineering Fundamentals  
*(60 CREDITS)*

**Purpose**
The A.S. in Engineering Fundamentals prepares students for transfer to a four-year college or university to complete a bachelor's degree in one of the following engineering disciplines: aerospace, biomedical, chemical, civil, computer, electrical, environmental, manufacturing, materials mechanical or nuclear. The program covers courses typically offered in freshman and sophomore years of an accredited engineering curriculum in the United States. Students are strongly recommended to keep themselves informed of the rules and requirements related to the major department at the transfer institution (four-year college or university where they plan to transfer). Students are advised to work with academic advisors and counselors to complete a course plan specific to each engineering discipline listed above.

### Core Curriculum *(20 credits)*

- **MATH 1133 Calculus I** 5 cr
- **MATH 1134 Calculus II** 5 cr
- **MATH 2219 Multivariable Calculus** 5 cr
- **MATH 2223 Differential Equations and Linear Algebra** 5 cr

### Engineering Specialty Requirement *(10 credits)*

Choose courses specific to intended engineering major:

- **ENGR 1100 Intro to Engineering I** 2 cr
- **ENGR 1101 Intro to Engineering II** 2 cr
- **ENGR 2000 Thermodynamics** 4 cr
- **ENGR 2020 Statics** 3 cr
- **ENGR 2024 Mechanics of Materials** 3 cr
- **ENGR 2025 Dynamics** 3 cr
- **ENGR 2041 Linear Circuits I** 4 cr
- **ENGR 2042 Linear Circuits II** 4 cr
- **ENGR 2043 Introduction to Digital Circuits and Logic Design** 4 cr

- **ENGR 2250 Special Topics in Engineering** 1-3 cr
- **CHEM 1062 Principles of Chemistry II** 5 cr
- **CHEM 2061 Organic Chemistry I** 5 cr
- **CHEM 2062 Organic Chemistry II** 5 cr
- **CS 1119 Programming with C++** 4 cr

### Liberal Arts *(30 Credits)*

- **ENG 1108 Writing and Research Skills** 4 cr
- **COMM 1100 Interpersonal Communication or COMM 1110 Public Speaking or COMM 2240 Intercultural Communication** 3 cr
- **PHYS 1081 Calculus Based Physics I** 5 cr
- **PHYS 1082 Calculus Based Physics II** 5 cr
- **History/Social Science/Behavioral Science (See Goal 5 of MnTC)** 3 cr
- **Humanities/Fine Arts/Literature (See Goal 6 of MnTC)** 3 cr
- **Goals 7-10 of MnTC** 3 cr
- **Liberal Arts Electives (Restricted to MnTC courses)** 4 cr

**Note:** Many Engineering majors and programs require CHEM 1061 and ECON 1106. Student may choose these as part of their liberal arts curriculum to strengthen the degree.
ENGLISH (A.A.)
A.A. with Emphasis, English: Literary Studies
(60 CREDITS)
*Pending MnSCU approval

Minnesota Transfer Curriculum (MnTC)  40 cr
Electives  18 cr
Health and Physical Education  2 cr

Purpose
The AA degree in English with an Emphasis in Literary Studies, is directed toward students intending to transfer to a four-year institution with a major in English. The program will allow students to complete necessary lower division pre-major requirements at IHCC prior to transferring to their selected college or university.

Note: To earn the A.A. with Emphasis students will need to complete all requirements for a general A.A. degree, incorporating the specific requirements of their chosen emphasis. Careful planning with an academic counselor is strongly advised to tailor the emphasis to meet the requirements of the student’s chosen four-year institution.

English Curriculum
Incorporate the following English coursework into the requirements of an AA degree as part of the MnTC or within the elective category.

Required:
ENG 1140 Introduction to Literature  4 cr
ENG 2214 American Literature I or  ENG 2215 American Literature II  4 cr
ENG 2222 English Literature I or  ENG 2223 English Literature II  4 cr
ENG 2253 Shakespeare  3 cr
Choose one additional course from:
ENG 2235 Mythic Stories: Cultural and Personal  3 cr
ENG 2237 The Short Story  3 cr
ENG 2238 Contemporary Fiction  3 cr
ENG 2239 Women in Literature  3 cr
ENG 2240 Representations of the Body in Literature and Culture  3 cr
ENG 2250 Special Topics in Literature  3 cr
ENG 2252 The Novel  3 cr

Minnesota Transfer Curriculum  (40 credits)
Courses from the English curriculum may be applied to the MnTC requirements. The specific requirements for the MnTC are outlined as part of the Associate in Arts degree. See A.A. degree requirements section of the catalog.

Electives  (18 credits)
Courses from any department numbered 1000 or higher. Courses from the English emphasis not applied to the MnTC should be incorporated into the elective category.

Health/Physical Education  (2 credits)
The specific requirements for Health/Physical Education are outlined as part of the Associate in Arts degree. See A.A. degree requirements section of the catalog.

*This degree program has not yet been approved by the Minnesota State Colleges and Universities system. Students are welcome to enroll in the required courses; however, they may not officially declare the program at this time. Check the college’s website for updates of this status.

Professional Writing Certificate
(14-16 CREDITS)

Purpose
This Professional Writing Certificate offers instruction and practice in creative and technical processes of writing to enhance students’ professional portfolios and artistic development. In this focused study of writing, students will address style and correctness, as well as select from research, creative, technical, and literature course offerings.

Core Curriculum  (9 credits)
Required:
ENG 1118 Style and Correctness for Writers  3 cr
Choose one course from:
ENG 1111: Research Writing in the Disciplines  2 cr
ENG 1114: The Research Paper  3 cr
ENG 1130: Writing and Research for the Professions  3 cr
Choose two courses from:
ENG 1112: Creative Writing  3 cr
ENG 1116: Writing for the Web  3 cr
ENG 1145: Introduction to Technical Writing  3 cr
ENG 2112: Fiction Writing  3 cr
ENG 2251: Special Topics in Writing  3 cr
(can be repeated once with a different topic)

Choose one course from:
ENG 1140: Introduction to Literature  4 cr
ENG 1180: Introduction to World Literature  4 cr
ENG 2214: American Literature: Colonial Era to the Civil War  4 cr
ENG 2215: American Literature: The Civil War to the Present  4 cr
ENG 2222: British Literature: The Middle Ages to the Age of Reason  4 cr
ENG 2223: British Literature: Romanticism to the Present  4 cr
ENG 2235: Mythic Stories: Cultural and Personal  3 cr
ENG 2237: The Short Story  3 cr
ENG 2238: Contemporary Fiction  3 cr
ENG 2239: Women in Literature  3 cr
ENG 2240: Representations of the Body in Literature and Culture  3 cr
ENG 2250: Special Topics in Literature  3 cr
(can be repeated once with a different topic)
ENG 2252: The Novel  3 cr
ENG 2253: Shakespeare  3 cr

Workplace Writing Certificate
(9 CREDITS)

Purpose
This certificate provides opportunities to learn and improve strategies and skills for effective workplace writing.

Core Curriculum
(9 credits)
Required:
ENG 1118 Style and Correctness for Writers  3 cr
ENG 1130 Writing and Research for the Professions  3 cr
Choose one additional course from:
ENG 1116 Writing for the Web  3 cr
ENG 1145 Introduction to Technical Writing  3 cr
EXERCISE SCIENCE (A.S.)

A.S., Exercise Science
(60 CREDITS)

Purpose
This program begins the preparation for careers in exercise science, kinesiology or physical education, which include fitness specialists, coaches, personal trainers, athletic trainers, teachers and other exercise-related careers.

Exercise Science Curriculum (15 credits)
PHED 1100 Introduction to Physical Education, Kinesiology, Exercise and Sport Science 2 cr
PHED 2100 Anatomical Kinesiology and Biomechanics 3 cr
HLTH 1110 Nutrition 3 cr
HLTH 1125 First Aid: Responding to Emergencies or
   1126 Basic Life Support or 1127 American Heart Association Heartsaver 1 cr
HLTH 1155 Lifetime Fitness 2 cr
BIOL 2201 Anatomy and Physiology I 4 cr
Recommended
BIOL 2202 Anatomy and Physiology II 4 cr
CHEM 1010 Introduction to Chemistry or
   1061 Principles of Chemistry I 4-5 cr
MATH 1103 Statistics 4 cr
PSYC 1101 General Psychology or
   PSYC 1201 General Psychology with lab 4 cr

Liberal Arts Curriculum (40 credits)
Completion of the MnTC (all goal areas)

Electives (5 credits)
Select from MnTC, PHED or HLTH courses

HLTH 1130 Drug Use and Abuse 3 cr
Any other HLTH or PHED courses
GENDER AND WOMEN STUDIES (A.A.)
A.A. with Emphasis, Gender and Women Studies
(60 CREDITS)

Minnesota Transfer Curriculum (MnTC) 40 cr
Electives 18 cr
Health and Physical Education 2 cr

Program Information
This program offers interdisciplinary perspectives on the formation of gender and its intersections with other relations of power, such as sexuality, race, class, nationality, religion and age. Courses prepare students for careers in human services, the media, community organizing and education, among other possibilities.

Note: To earn the A.A. with Emphasis, students need to complete all requirements for a general A.A. degree incorporating the specific requirements of their chosen emphasis. Careful planning with an academic counselor is strongly advised to tailor the emphasis to meet the requirements of the student’s chosen four-year college or university.

Gender and Women Studies Curriculum
Incorporate the following gender and women studies coursework into the requirements of an AA degree as part of the MnTC or within the elective category.

Required:
GWS 1000 Introduction to Gender and Women Studies 3 cr
GWS 1100 Gender, Race and American Culture or
   GWS 1200 Women and Global Issues 3 cr

Choose two additional courses from:
BIOL 1114 Critical Issues in Human Biology 3 cr
BIOL 1107 Biology of Women 3 cr
ENG 2239 Women in Literature 3 cr
PSYC 1140 Psychology of Women 3 cr
HSER/INTS 1140 Human Sexuality 3 cr
HIST 1135 History of the Family 3 cr
GWS 1100 Gender, Race and American Culture 3 cr
GWS 1200 Women and Global Issues 3 cr
GWS 2100 Constructions of Masculinity and Femininity 3 cr

Minnesota Transfer Curriculum (40 credits)
Courses from the Gender and Women Studies curriculum may be applied to the MnTC requirements. The specific requirements for the MnTC are outlined as part of the Associate in Arts degree. See A.A. degree requirements section of the catalog.

Electives (18 credits)
Courses from any department numbered 1000 or higher. Courses from the Gender and Women Studies emphasis not applied to the MnTC should be incorporated into the elective category.

Health/Physical Education (2 credits)
The specific requirements for Health/Physical Education are outlined as part of the Associate in Arts degree. See A.A. degree requirements section of the catalog.
HISTORY (A.A.)

A.A. with Emphasis, History

(60 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Minnesota Transfer Curriculum (MnTC)</td>
<td>40 cr</td>
</tr>
<tr>
<td>Electives</td>
<td>18 cr</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>2 cr</td>
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</tbody>
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Program Information

History is more than facts and dates — it is the effort to make sense of change in our lives by studying the way time and space reshapes our values, our institutions and our perceptions. The history department at Inver Hills offers a wide range of courses to help students develop the critical skills and perspectives that historical study can bring to a liberal arts education and to personal insights into the world. From surveys in world and U.S. history to considering family, religion, war, and the ancient and recent past, history offerings at Inver Hills provide breadth of choice, and a strong record of transfer to other institutions.

Note: To earn the A.A. with Emphasis students will need to complete all requirements for a general A.A. degree incorporating the specific requirements of their chosen emphasis. Careful planning with an academic counselor is strongly advised to tailor the emphasis to meet the requirements of the student’s chosen four-year institution.

History Curriculum

Incorporate the following history coursework into the requirements of an AA degree as part of the MnTC or within the elective category.

Choose at least two of the following courses: 8 cr

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>HIST 1106 World Civilization to 1500 or</td>
<td>4 cr</td>
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<tr>
<td>HIST 1107 World Civilization since 1500 or</td>
<td>4 cr</td>
</tr>
<tr>
<td>HIST 1114 History of the United States to 1877 or</td>
<td>4 cr</td>
</tr>
<tr>
<td>HIST 1115 History of the United States since 1865</td>
<td>4 cr</td>
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</tbody>
</table>

Choose from the following courses: 8 cr

<table>
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</tr>
<tr>
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<td>4 cr</td>
</tr>
</tbody>
</table>

Health/Physical Education (2 credits)

The specific requirements for Health/Physical Education are outlined as part of the Associate in Arts degree. See A.A. degree requirements section of the catalog.

Electives (18 credits)

Courses from any department numbered 1000 or higher. Courses from the History emphasis not applied to the MnTC should be incorporated into the elective category.

Health/Physical Education (2 credits)

The specific requirements for Health/Physical Education are outlined as part of the Associate in Arts degree. See A.A. degree requirements section of the catalog.

Minnesota Transfer Curriculum (40 credits)

Courses from the History curriculum may be applied to the MnTC requirements. The specific requirements for the MnTC are outlined as part of the Associate in Arts degree. See A.A. degree requirements section of the catalog.
HUMAN SERVICES (A.S., Certificate)
A.S., Human Services Worker
(60 CREDITS)

Purpose
This program provides the educational foundation for students who are interested in employment in human services professions.

Program Information
This program helps students confront the realities of a career focused on helping others. Students explore attitudes, thoughts and feelings as they affect their ability to work effectively with others as a human services generalist. Direct experience with human service consumers and agencies, through internship and class experiences, are essential features of this program. Students also can specialize in areas such as mental illness, mental retardation, chemical dependency, child development or aging by focusing their internship and coursework in those areas.

Note: If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state and other higher education financial aid. Some courses within this program require a criminal background study to successfully complete. Please see the course description section of the catalog for more details. Please refer to the Criminal Background section of the catalog for more information on the criminal background study.

Human Services Curriculum (25 credits)
- HSER 1100 Introduction to Human Services 3 cr
- HSER 1104 Multicultural Awareness in the Helping Profession 3 cr
- HSER 1106 Basic Counseling Skills 3 cr
- HSER 1107 Group Processes 3 cr
- HSER 1112 Crisis Assessment and Intervention 3 cr
- HSER 1123 Family Functions and Interactions 3 cr
- HSER 1179 Human Services Seminar 1 cr
- HSER 1189 Internship1 6 cr

1Can be taken as two 3-credit internships or one 6-credit internship. HSER 1100, HSER 1106 & HSER 1107 must be taken prior to HSER 1179 & 1189. HSER 1179 & HSER 1189 must be taken concurrently.

Electives2 (5 credits)
Choose from the following courses:
- HSER 1101 Introduction to Social Work 3 cr
- HSER/INTS 1103 Adults with Disabilities 2 cr
- HSER 1105 Loss and Grief 2 cr
- HSER 1117 Mental Disorders through the Lifespan 3 cr
- HSER 1121 Adolescent and Youth Work 2 cr
- HSER 1125 Action Based Learning Experience 2 cr
- HSER 2250 Contemporary Human Services Topics 1-3 cr
- EDU 1110 Education: Early Childhood Birth to Grade 3 3 cr
- EDU 1128 Guidance/Communication and Development of Young Children 3 cr
- EDU 1130 Early Childhood Education 3 cr
- EDU 1132 Creative Activities for the Young Child 2 cr
- EDU 1133 Children’s Health, Nutrition, Physical Development, and the Effects of Drugs 3 cr
- EDU 1136 Infant and Toddler Development 3 cr
- EDU 1138 Children with Special Needs 3 cr
- INTS/HSER 1140 Human Sexuality 3 cr
INTS 1777 The Journey of Love 3 cr
CJS 1154 Juvenile Justice 3 cr
HLTH 1130 Drug use and Abuse 3 cr
any other HSER course

Liberal Arts (30 credits)
ENG 1108 Writing and Research Skills 4 cr
COMM 1100 Interpersonal Communication 3 cr
Math or Lab Science 3 cr
(See Goal 3 or 4 of MnTC)
PSYC 1101 General Psychology or
PSYC 1201 General Psychology with Laboratory 4 cr
SOC 1100 Introduction to Sociology 4 cr
Humanities/Fine Arts/Literature 3 cr
(See Goal 6 of MnTC)
Liberal Arts Electives 9 cr
(Restricted to MnTC courses)
1BIOL 1107 and BIOL 1110 recommended for pre-social work students.

Human Services Assistant Certificate (30 CREDITS)

Purpose
This program provides students with the knowledge and skills necessary to obtain entry-level employment in the human services profession.

Program Information
Students in this program will acquire theory, knowledge, skills and techniques to prepare them for employment. This program helps students confront directly the realities of a career focused on helping others. Students explore attitudes, thoughts and feelings as they affect their ability to work effectively with others as a human services generalist. Direct experience with human service consumers and agencies, through internship and class experiences, are essential features of this program. Students also can specialize in areas such as mental illness, mental retardation, chemical dependency, child development or aging by focusing their internship and course work in those areas.

Note: If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state and other higher education financial aid. Some courses within this program require a criminal background study to successfully complete. Please see the course description section of the catalog for more details.

Human Services Assistant Curriculum (22 credits)
HSER 1100 Introduction to Human Services 3 cr
HSER 1104 Multicultural Awareness in the Helping Profession 3 cr
HSER 1106 Basic Counseling Skills 3 cr
HSER 1107 Group Processes 3 cr
HSER 1112 Crisis Assessment and Intervention 3 cr
HSER 1123 Family Functions and Interactions 3 cr
HSER 1179 Human Services Seminar 1 cr
HSER 1189 Internship 3 cr

Electives (8 credits)
Select from any HSER elective courses
(See Human Services degree electives listing) or any of the following:
EDU 1110 Education: Early Childhood Birth to Grade 3 3 cr
EDU 1128 Guidance/Communication and Development of Young Children 3 cr
EDU 1130 Early Childhood Education 3 cr
EDU 1132 Creative Activities for the Young Child 2 cr
EDU 1133 Children's Health, Nutrition, Physical Development, and the Effects of Drugs 3 cr
EDU 1136 Infant and Toddler Development 3 cr
EDU 1138 Children with Special Needs 3 cr
EDU 2008 Children's Mental Health 2 cr
EDU 2020 Foundations of Early Literacy 3 cr
EDU 2805 Introduction to Children's Literature 3 cr
CJS 1154 Juvenile Justice 3 cr
PSYC 1215 Child and Adolescent Psychology 3 cr
PSYC 1220 Adult and Aging Psychology 3 cr
HLTH 1130 Drug use and Abuse 3 cr

Please refer to the Criminal Background section of the catalog for more information on the criminal background study.
INDIVIDUALIZED PROFESSIONAL STUDIES (A.S.)
A.S., Individualized Professional Studies
(60 CREDITS)

Purpose
This degree program was designed for you, the adult learner. If you have five or more years of work/life experience past high school and are working toward career advancement, this is for you. The Associate of Science program is intended to provide you with the opportunity to develop a specific focus in an area that is related to your world of work.

In addition, the degree option allows you to use previously earned credits along with the ability to earn college credit for the knowledge and skills you have gained through your work and life experiences. These options allow you, the adult learner to earn your degree in a more cost effective and expedient manner.

Program Information
The IPS degree was developed in consultation with leadership from corporate, non-profit, and educational organizations. These leaders helped shape the program and are in agreement that this type of program is needed in all facets of the world of work. Their direction validated the program’s credibility.

Program Features
• Save time and money by earning credit for prior learning
• Faster degree completion
• Maximum use of previously earned credits
• Seamless Transferability to four year college of choice
• Educational degree planning with personal attention and support
• Be with other adult learners like yourself. The average age of the students in this program is 41.
• Military/Veterans – Learn how to utilize Military College Credits in your degree plan
• Become a member of ASAP - Adult Success through Accelerated Programs.

IPS Curriculum (30 credits)
All courses must support stated degree objectives, but may come from any discipline including the liberal arts.

Planning courses (highly recommended) (0-4 cr)
INTS 1010 Educational Planning and Assessment and/or
INTS 1011 Prior Learning Assessment Development 3 cr

Liberal Arts (30 credits)
ENG 1108 Writing and Research Skills 4 cr
COMM 1100, 1110, 2230 or 2240 3 cr
Math or Lab Science (See Goal 3 or 4 of MnTC) 3 cr
Social Science (See Goal 5 of MnTC) 3 cr
Humanities/Fine Arts/Literature (See Goal 6 of MnTC) 3 cr
Goals 7-10 (see MnTC) 3 cr
Liberal Arts Electives (Restricted to MnTC courses) 11 cr

What you will do in INTS 1010 (Educational Planning and Assessment) and INTS 1011 (Prior Learning Assessment Development)
• Learn how to be an educated consumer of higher education. Research careers, two year and four year degree options as well as what knowledge and skills you have that can translate into college credits.
• Make sense of your prior college credits, national certifications, military experience, and other training you have received for creating your educational plan.
• Develop your individual two and/or four year degree plan with strategic course selection to validate your current career, prepare for a new career, and ensure easy transfer to a four year college.
• Your program area courses in the IPS degree are created with an area of focus/concentration. Specific student examples include:
  > Human Resource Management
  > Sales and Marketing
  > Youth Advocacy
  > IT Communication
• Learn how to translate your knowledge and skills to earn college credits through Prior Learning Assessment.
Prior Learning Assessment (PLA) Program

It's real college learning that you have accomplished on your own. Combine your practical application and bridge that knowledge with new learning on concepts and theory in the subject area. Whether your knowledge was learned through work, volunteer or personal experiences, they are valuable and should be validated. You can do this via the PLA program and this will save you time and money towards achieving your academic and professional goals. PLAs are commonly completed in (but not limited to) Business, Communication, Computers, Office Systems, Human Services, Sociology and Interdisciplinary Studies

PLA Benefits

- Prior Learning Assessments can be utilized in your liberal arts curriculum, major and core curriculum, and/or additional credits for transfer purposes.
- You will save money and time by earning college credit for your knowledge. You can cut your time for degree completion (two and four year) by 75% compared to students who do not take advantage of this opportunity developed especially for adult learners.
- There is no limit to the number of credits you can earn through prior learning. It all depends on your knowledge and skill base.
- Prior learning credits are transferable to four year colleges like Metropolitan State University, Saint Mary's University, Concordia University, and The College of St. Scholastica.

Reasons to choose an IPS degree

- Job Validation: Have your focus area of your plan mimic what you truly do in your job/career.
- Promotion: If you cannot move forward without an achieved degree, this is for you.
- Career Attainment: Use your current skills in combination with new courses that lead you to a change in your career.
- Personal Reasons: Did you always want to complete your degree, but life got in the way? Do you want to be a role model for your children to prove how important education is at any age? Are you inspired to accomplish a life goal? This is for you.
- Transferability: Build your degree plan to prepare for transfer.

Common Transfer Options

The A.S. in Individualized Professional Studies is intended for transfer to all four year colleges with accelerated adult degree completion programs for earning a bachelor’s degree. These include, but are not limited to:
- Saint Mary’s University of Minnesota
- Concordia University – St. Paul
- The College of St. Scholastica
- Augsburg College
- Metropolitan State University

Adult Success through Accelerated Programs (ASAP)

For more information call, e-mail or visit:
651-450-3367 | ASAP@inverhills.edu | inverhills.edu/LearningSupport/AdultLearners
A.A.S., Information Technology Support
(60 CREDITS)

Purpose:
The Information Technology Support program trains workers for employment providing service to computer users, including hardware and software installation and technical assistance. Coursework includes experiences and instruction in communication and problem-solving skills, as well as technical training with hardware, software, operating systems, applications software, and computer network operations. Designed to prepare graduates to select, maintain, configure, and oversee installation of business-oriented personal computers, software and to support and train users. This program provides the student the opportunity to achieve the following industry certifications; Microsoft Office Specialist (MOS), Microsoft Certified Application Specialist (MCAS), Microsoft Technology Associate, CompTIA’s A+, CompTIA’s Linux+ and Microsoft Certified Technical Specialist (MCTS).

Information Technology Support Curriculum
(44 credits)

ITC 1000 Computer Careers 1 cr
ITC 1100 Introduction to Computers 3 cr
ITC 1150 Introduction to Microsoft Access 1 cr
ITC 1200 Computer Security Awareness 1 cr
ITC 1400 IT Fundamentals 3 cr
ITC 1480 Linux Essentials 3 cr
ITC 2000 PC Hardware and Software (A+) 3 cr
ITC 2100 IT Career Success Skills and Strategies 2 cr
ITC 2189 Information Technology Careers Internship 3 cr
ITC 2410 Configuring Windows Clients 3 cr
ITC 2420 Managing and Maintaining Windows Clients 3 cr
ITC 2430 Installing and Configuring Windows Servers 3 cr
ITC 2440 Administering Windows Servers 3 cr
ITC 2480 Administering Linux Servers 3 cr

ITC 2515 Introduction to Networks and Routing and Switching Essentials (CCNA 1/2), or 6 cr
ITC 2510 Networking Fundamentals (CCNA 1) AND 3 cr
ITC 2520 Intro to Router Configuration (CCNA 2) 3 cr
IITC 2900 Information Technology Careers Capstone 3 cr
Liberal Arts (16 credits)
ENG 1108 Writing and Research Skills 4 cr
COMM 1100, 1110, 2230 or 2240 3 cr
Math or Lab Science, one course 3 cr
(See Goal 3 and 4 of the MnTC)
Social Science, one course 3 cr
(See Goal 5 of the MnTC)
Humanities/Fine Arts/Literature, one course 3 cr
(See Goal 6 of MnTC)

A.A.S., Network Technology and Security
(60 CREDITS)

Purpose:
This program prepares students for rewarding careers in the dynamic field of computer networking. The continued growth of the Internet, wide area networks (WANs) and local area networks (LANs) requires people with the broad knowledge and skills needed to design, manage, secure and troubleshoot sophisticated information storage, retrieval and presentation systems.

Program Information
This is a rigorous educational program that covers the workings of networks from an end-user’s desktop to a remote server that could be located anywhere in the world. The curriculum has been designed to encompass many of the same competencies that are covered by several recognized industry certifications, for example CompTIA’s A+, Server+, Network+, Linux+ and Security+; Cisco CCNA, Cisco Security; and Microsoft Certified Information Technology Professional MCITP, so students will gain the knowledge and skills that are recognized as important for employment in the field.
Network Technology and Security Curriculum (44 credits)

ITC 2000 PC Hardware and Software (A+) 3 cr
ITC 2100 IT Career Success Skills and Strategies 2 cr
ITC 2300 IT Services and Apps 3 cr
ITC 2480 Administering Linux Operating Systems 3 cr
ITC 2410 Configuring Windows Clients 3 cr
ITC 2430 Installing and Configuring Windows Servers 3 cr
ITC 2440 Administering Windows Servers 3 cr
ITC 2510 CCNA1 Intro to Networks 3 cr
ITC 2520 Routing and Switching Essentials(CCNA 2) 3 cr
ITC 2530 Scaling and Connecting Networks(CCNA3/4) or 6 cr
ITC 2530 Scaling Networks (CCNA 3) and 3 cr
ITC 2540 Connecting Networks (CCNA 4) 3 cr
ITC 2610 CCNP1 Network Switching 3 cr
ITC 2720 Implementing Cisco Collaboration Devices 3 cr
ITC 2830 Implementing Cisco IOS Network Security (CCNA Security) 3 cr
ITC 2820 Information Systems Security Advanced 3 cr
ITC 2830 Implementing Cisco IOS Network Security (CCNA Security) 3 cr
ITC 2840 Advanced Network Security 3 cr
ITC 2900 Information Technology Careers Capstone 3 cr

Advanced Network Technology Certificate (15 CREDITS)

Purpose
Provides I.T. employees with knowledge and skills needed to assume additional or higher level responsibilities for a large networked environment. The curriculum includes essential security concepts that are critical for all I.T. team members and provides flexibility for various areas of current competence and areas of emphasis. Participants must have CCNA certification or three years of experience as a network technician administrator, or analyst in a Cisco environment.

Advanced Network Technology Curriculum (15 credits)
ITC 2480 Administering Linux Operating Systems 3 cr
ITC 2830 Implementing Cisco IOS Network Security (CCNA Security) 3 cr
ITC 2710 Wireless LAN Technology (CCNA Wireless) 3 cr
ITC 2620 CCNP Network Routing 3 cr
ITC 2630 CCNP Network Troubleshooting 3 cr

IP Telephony Certificate (15 CREDITS)

Purpose
IP Telephony is to the new generation of telecommunications as electricity replacing the steam engine was to the Industrial Revolution. This technology holds explosive potential as voice; data and video converge onto a single platform, unifying communications in a way that will transform every aspect of our lives, our businesses and our society.

IP Telephony Curriculum (15 credits)
ITC 2720 Implementing Cisco Collaboration Devices 3 cr
ITC 2730 Quality of Service (QoS) 3 cr
ITC 2740 Cisco IP Telephony: Integration (Part I) 3 cr
ITC 2750 Cisco IP Telephony: Integration (Part II) 3 cr
ITC 2760 IP Telephony: Enterprise Planning and Design 3 cr

Advanced Network Security Certificate (15 CREDITS)

Purpose
This certificate program provides comprehensive knowledge and skills needed for I.T. professionals who have network security and information assurance responsibilities. Courses cover the objectives encompassed by industry standards including Security+, Cisco IOS and PIX firewalls, ethical hacking, VPNs, intrusion detection, incident response, and overall security policy and practices. Participants must have CCNA certification or three years of experience as a network technician, administrator or analyst in a Cisco environment.

Security Curriculum (15 credits)
ITC 2480 Administering Linux Operating Systems 3 cr
ITC 2820 Information Systems Security Advanced 3 cr
ITC 2830 Implementing Cisco IOS Network Security (CCNA Security) 3 cr
ITC 2840 Advanced Network Security 3 cr

Liberal Arts (16 credits)
ENG 1108 Writing and Research Skills 4 cr
COMM 1100, 1110, 2230, or 2240 3 cr
Math or Science with Lab 3 cr
(See Goal 3 or Goal 4 of MnTC)
History/Social Science/Behavioral Science 3 cr
(See Goal 5 of MnTC)
Humanities/Fine Arts/Literature 3 cr
(See Goal 6 of MnTC)
I.T. Help Desk Certificate
(15 CREDITS)

Purpose
Provides the knowledge and skills for employment in entry level positions that support end users of technology in a networked environment. Students will learn the essential components and functioning of the hardware and software used in PC clients, servers and network hardware. In addition, skills in specific desktop applications, interpersonal relations and customer service will be covered.

I.T. Help Desk Curriculum (15 credits)
ITC 2000 PC Hardware and Software (A+) 3 cr
ITC 2510 Network Basics (CCNA 1) 3 cr
ITC 2410 Configuring Windows Clients 3 cr
ITC 2420 Managing and Maintaining Windows Clients 3 cr
BUS 1102 Principles of Customer Service or
BUS 1125 Management of Customer Service or
ITC 2189 Information Technology Careers Internship 3 cr

Microsoft Certified I.T. Professional Certificate
(15 CREDITS)

Purpose
Microsoft has dominated business computing for many years now. This certificate will provide the student necessary skills to compete in today's business environment, and will provide the student the opportunity to achieve MCITP certification.

Microsoft Certified I.T. Professional Curriculum (15 credits)
ITC 2410 Configuring Windows Clients 3 cr
ITC 2420 Managing and Maintaining Windows Client 3 cr
ITC 2430 Installing and Configuring Windows Server 3 cr
ITC 2440 Administering Windows Server 3 cr
ITC 2450 Configuring Advanced Windows Server Services 3 cr

Office Technology Certificate
(15 CREDITS)

Purpose
This certificate is designed to prepare individuals to work in a variety of office settings that require knowledge of Office computer skills.

Office Technology Certificate Curriculum (15 credits)
OSYS 1101 Keyboarding 2 cr
ITC 1110 Microsoft Word 3 cr
ITC 1130 Introduction to Excel 1 cr
ITC 1131 Intermediate Excel 1 cr
ITC 1135 PowerPoint 1 cr
ITC 1150 Introduction to Access 1 cr
ITC 1151 Intermediate Access 1 cr
ITC 1160 Project Management Software 2 cr
ENG 1130 Writing and Research for the Professions 3 cr
LAW ENFORCEMENT (A.S.)

A.S., Law Enforcement
(68 CREDITS)

Purpose
This program is designed to prepare individuals for a career in law enforcement. Graduates are qualified to take the Minnesota Peace Officers Standards and Training (P.O.S.T.) Board Licensing examination.

Program Information
The following Inver Hills courses are part of the integrated Associate in Science (A.S.) degree offered by metro area community colleges. Law Enforcement students must meet minimum selection standards under Minnesota Rule 6700.0700, Subpart 1., F before they will be admitted into the IHCC Law Enforcement Professional Peace Officer Education (PPOE) Program. According to Minnesota Rule, no student may be admitted to the PPOE who has been convicted of any of the crimes listed in MN Rules 6700.0700, Subp. 1., F.

Law Enforcement Curriculum (16 credits)
CJS 1150 Intro to the Criminal Justice System 3 cr
CJS 1152 Police and Community 3 cr
CJS 1154 Juvenile Justice 3 cr
CJS 2160 CJ and the Constitution 3 cr
EMS 1100 Emergency Medical Responder 3 cr
PHED 1127 Law Enforcement Physical Skills Training 1 cr

Professional Licensing Core (22 credits)
Taken at the Law Enforcement Education Center - formal application required after completion of prerequisite coursework.

Liberal Arts (30 credits)
ENG 1108 Writing and Research Skills 4 cr
ENG 1111 Research Writing in the Disciplines 2 cr
COMM 1100 Interpersonal Communications 3 cr
Math or Lab Science (See Goal 3 or 4 of MnTC) 3-4 cr
PSYC 1101, 1201, 1210, 1215, 1220, or 1230 3-4 cr
SOC 1100 Intro to Sociology 4 cr
SOC 1127 Social Inequality: Race, Class and Gender 3 cr
SOC 1130 Family and Society 3 cr

‘Required for admission to the Law Enforcement Professional Licensing Core. Each course must be completed with a minimum grade of C and a cumulative GPA of 2.50.
LEGAL ADMINISTRATIVE ASSISTANT
(A.S., Certificate)

A.S., Legal Administrative Assistant
(60 CREDITS)

Purpose
This program is designed for students interested in a concentrated program in the legal administrative assistant field. Lawyers must rely on competent, skillful assistants who are flexible, resourceful and responsible. Legal administrative assistants, also known as legal secretaries, are indispensable assets to the legal profession. Students learn the responsibilities of the legal administrative assistant, including a complete introduction to the law, legal procedures and court systems, as well as necessary office and computer skills. Graduates may become employed in private attorneys’ offices, corporate legal departments or governmental legal offices.

Legal Admin. Assistant Curriculum (30 credits)
OSYS 1101 Keyboarding 2 cr
OSYS 1189 Office Systems Internship - Legal Administrative Assistant 4 cr
BUS 1112 Business Math 3 cr
ITC 1110 Microsoft Word 3 cr
ITC 1130 Introduction to Microsoft Excel 1 cr
ITC 1135 PowerPoint 1 cr
ITC 1150 Introduction to Microsoft Access 1 cr
PA 1102 Introduction to the Law and Contracts 4 cr
PA 1115 Law Office Procedures and Technology 2 cr
PA 2201 Family Law or PA 2202 Litigation and Trial Practice 3 cr
Electives in ITC (1000 level), PA, or BUS 6 cr

Liberal Arts (30 credits)
ENG 1108 Writing and Research Skills 4 cr
ENG 1111 Research Writing in the Disciplines or ENG 1114 Research Paper or ENG 1130 Writing and Research for the Professions 2-3 cr
COMM 1100, 1110, 2230, or 2240 3 cr
COMM 2240 Intercultural Communication 3 cr
Math or Science with Lab (See Goal 3 or 4 of MnTC) 3 cr
History/Social Science/Behavioral Science (See Goal 5 of the MnTC) 3 cr
Humanities/Fine Arts/Literature (See Goal 6 of MnTC) 3 cr
Liberal Arts Electives (Restricted to MnTC courses) 8-9 cr

Students must obtain the program director’s written approval one semester in advance of registration for internship.
Legal Administrative Assistant Certificate
(30 CREDITS)

Purpose
This program is designed for students interested in a concentrated program in the legal administrative assistant field. Lawyers must rely on competent, skillful assistants who are flexible, resourceful, and responsible. Legal administrative assistants, also known as legal secretaries, are indispensable assets to the legal profession. Students learn the responsibilities of the legal administrative assistant, including a complete introduction to the law, legal procedures, and court systems, as well as necessary office and computer skills. Graduates may become employed in private attorneys’ offices, corporate legal departments, or governmental legal offices.

Legal Admin. Assistant Curriculum (30 credits)

- OSYS 1101 Keyboarding 2 cr
- OSYS 1189 Office Systems Internship-Legal Administrative Assistant¹ 2 cr
- BUS 1112 Business Math 3 cr
- ITC 1110 Microsoft Word 3 cr
- ITC 1130 Introduction to Excel 1 cr
- ITC 1135 PowerPoint 1 cr
- ITC 1150 Introduction to Microsoft Access 1 cr
- PA 1102 Introduction to the Law and Contracts 4 cr
- PA 1115 Law Office Procedures and Technology 2 cr
- PA 2201 Family Law or
  - PA 2202 Litigation and Trial Practice 3 cr
- ENG 1108 Writing and Research Skills 4 cr
- Electives in ITC (1000 level), PA, or BUS 4 cr

¹Students must obtain the director’s written approval one semester in advance of registration for internship.
MATHEMATICS (A.A.)

A.A. with Emphasis, Mathematics
(60 CREDITS)

Minnesota Transfer Curriculum (MnTC) 40 cr
Electives 18 cr
Health and Physical Education 2 cr

Purpose
The A.A. with Emphasis in Mathematics is directed toward students intending to transfer to a four-year institution with a major in mathematics. The program allows flexibility for students to plan carefully to complete necessary lower division pre-major requirements at IHCC prior to transferring to their selected college.

Note: To earn the A.A. with Emphasis, students need to complete all requirements for a general A.A. degree incorporating the specific requirements of their chosen emphasis. Careful planning with an academic counselor is strongly advised to tailor the emphasis to meet the requirements of the student’s chosen four-year college or university.

Mathematics Curriculum
Incorporate the following Mathematics coursework into the requirements of an AA degree as part of the MnTC or within the elective category.

Required
MATH 1134 Calculus II 5 cr
MATH 2219 Multivariable Calculus 5 cr
MATH 2223 Linear Algebra and Differential Equations 5 cr

Minnesota Transfer Curriculum (40 credits)
Courses from the Mathematics curriculum may be applied to the MnTC requirements. The specific requirements for the MnTC are outlined as part of the Associate in Arts degree. See A.A. degree requirements section of the catalog

Electives (18 credits)
Courses from any department numbered 1000 or higher. Courses from the Mathematics emphasis not applied to the MnTC should be incorporated into the elective category.

Health/Physical Education (2 credits)
The specific requirements for Health/Physical Education are outlined as part of the Associate in Arts degree. See A.A. degree requirements section of the catalog.
MUSIC (A.F.A.)

A.F.A., Music Degree
(68 CREDITS)

Purpose
This program provides the educational foundation for students who are interested in employment in music industry professions. This two-year degree provides a basic foundation for students pursuing their Bachelor of Fine Art in music or bachelor’s degree in music industry/business, and for students interested in entering the music industry job market. Students will take 30 credits in general requirements and 38 credits in music and related courses. An internship in the final semester will prepare students by offering a hands-on practical learning experience while also teaching networking skills, resume building and skills for applying to other schools, jobs and grants.

Program Information
The A.F.A. gives music students a strong foundation for transfer to a four-year institution while offering opportunities for hands-on learning in the music industry and establishing tangible connections to music industry professionals. The focus will be on offering students a holistic approach to music including taking courses in music history, music theory, music performing ensemble, music industry, applied lessons and an internship that provides training in a specific area of focus. Students may be able to transfer with junior status to a four-year institution and/or gain meaningful employment in the music industry.

Music Curriculum (20 credits)
MUSC 1104 Class Piano I 3 cr
MUSC 1111 Music Theory I 2 cr
MUSC 1112 Music Theory II 2 cr
MUSC 1113 Aural Skills I 2 cr
MUSC 1114 Aural Skills II 2 cr
MUSC 2128 History of Western Music Ancient to 1700 3 cr
MUSC 2129 History of Western Music 1700 to 1900 3 cr
MUSC 2189 Music Industry Internship 3 cr

Choose 6 credits from the following:
MUSC 1147 Music Business - Marketing, Promotion and Publishing 3 cr
MUSC 1148 Intro to Audio/Video Production 3 cr
MUSC 1152 Intro to Audio Recording 3 cr
MUSC 1153 Intro to Midi and Sound Design 3 cr

Choose 2 credits from the following:
MUSC 2105 Choir 2 cr
MUSC 1109 African Drum and Dance 2 cr
MUSC 1121 IHCC Steel Drum Ensemble 2 cr

Choose 2 credits from the following:
MUSC 1131 Applied Piano 2 cr
MUSC 1132 Applied Voice 2 cr
MUSC 1133 Applied Guitar 2 cr
MUSC 1134 Applied Percussion 2 cr
MUSC 1135 Applied Lessons - Instrumental 2 cr
MUSC 1136 Applied High Brass 2 cr
MUSC 1137 Applied Low Brass 2 cr
MUSC 1138 Applied Strings 2 cr
MUSC 1139 Applied Woodwinds 2 cr
Choose at least 8 credits from the following:

- BUS 1104 Principles of Marketing 3 cr
- BUS 1109 Introduction to International Business 3 cr
- BUS 1111 Principles of International Marketing 3 cr
- BUS 1115 Principles of International Trade 3 cr
- ECON 1105 Principles of Macroeconomics 3 cr
- ECON 1106 Principles of Microeconomics 3 cr

Liberal Arts (30 credits)

- ENG 1108 Writing and Research Skills 4 cr
- COMM 1100, 1110, 2230, or 2240 3 cr
- Math or Science with Lab 3 cr
  (See Goals 3 or 4 of MnTC)
- History/Social Science/Behavioral Science 3 cr
  (See Goal 5 of MnTC)
- Any course 3 cr
  (See Goals 7-10 of MnTC)
- Liberal Arts Electives 14 cr
  (Restricted to MnTC courses)

1. This requirement can be waived if students pass competency exam; however, students will not be granted credit for a passing test and will have to choose another MUSC elective to fulfill the credit requirements.
2. The internship is required for completion of the degree and will be arranged by the department.
3. Some of these courses may also count toward the Liberal Arts Curriculum.
NURSING (A.S., Certificate)

A.S., Nursing
(75 CREDITS)

Bachelor of Science in Nursing
As a dual enrollment nursing program with Metropolitan State University students can continue coursework to complete their bachelor’s degree upon the completion of associate degree requirements (listed below). For more information about the bachelor's degree visit: www.metrostate.edu.

Program Information
Inver Hills Community College nursing program is a member of the Minnesota Alliance for Nursing Education (MANE) consortium. MANE is an innovative nursing education consortium between a state university and 7 community colleges. This partnership includes Metropolitan State University, Anoka-Ramsey Community College, Century College, Inver Hills Community College, Normandale Community College, North Hennepin Community College, Ridgewater Community College, and Riverland Community College. This transformative approach to nursing education encourages deep understanding of key nursing concepts while addressing the changing healthcare environment.

The consortium has evolved in response to the evidence and with a commitment to excellence and innovation to partner to expand the capacity for baccalaureate prepared nurses in Minnesota. The goal of MANE is to make baccalaureate nursing education available to students across the state, allowing qualified students to graduate with a baccalaureate degree within four years on every partner campus. The collaborative nursing curriculum, developed jointly with practice partners will prepare the nurse of the future to care for Minnesota's increasingly diverse and aging population.

Clinical learning experiences are provided at hospitals and community health care facilities within St. Paul and the surrounding suburbs. Two unique nursing curricular tracks are offered, leading to the Associate in Science Degree (A.D.) in Nursing. The basic Nursing Program requires completion of the entire three semester nursing course sequence and liberal arts requirements. Students are encouraged to continue through to a Bachelor’s of Science degree in Nursing. In the acute care setting, preference for hiring is given to applicants who have completed a Bachelor’s in Nursing or are enrolled in a Bachelor’s degree program.

The Nursing Program is approved by the Minnesota Board of Nursing and accredited by National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 (404) 975-5000.

MANE Mission
The mission of the Minnesota Alliance for Nursing Education (MANE) program is to increase baccalaureate prepared nurses in Minnesota through transformative educational strategies.

MANE Vision
To prepare professional nurses to promote health and meet the evolving and complex health care needs of our communities.

MANE Goal
The goal of MANE is to make baccalaureate nursing education available to students across the state, allowing qualified students to graduate with a baccalaureate degree within four years on every partner campus.

IHCC Nursing Program Philosophy
The core of the Inver Hills Associate Degree Nursing Program belief system is to provide a quality student-centered education which promotes life-long learning. Faculty believes in facilitating an intellectual learning environment through the use of evidence based practice, innovative teaching strategies, and role modeling. Students and faculty advocate for the community; understanding the diverse needs of the people we serve. We believe health is a dynamic process and vacillates individually and collectively. We believe nursing uses integrative knowledge and caring which requires a holistic approach that embraces the dignity and strength of each individual.

Educational Mobility
The MANE curriculum is designed as a dual enrollment Bachelor’s of Science in Nursing degree program with the option to graduate with an Associate of Science in Nursing Degree after completing 75 credits. Students
are eligible to apply and register for the NCLEX-RN licensure exam after completing five semesters (Benchmark-curriculum plan). Students who opt to graduate with an ADN may choose to re-enter the program after obtaining licensure within three years to complete their BSN.

Admission Process
The nursing program is a selective admission program; admission is highly competitive. Before applicants are eligible to apply, they must complete a number of requirements. Applicants then are offered admission to the program based on a ranked score. Meeting the minimum admission requirements to be placed in the candidate pool for admission consideration does not guarantee admission to the program. Students who are not admitted to the program may reapply the next available admission date.

Once accepted, students are required to submit the Health Immunization Record and to complete and pass a criminal background study required by the state of Minnesota. Background clearance must be obtained to participate in clinicals throughout the Nursing Program. A current Healthcare Provider Cardiopulmonary Resuscitation (CPR) card is required to be maintained throughout the program.

Admission policies are subject to change. Applications will be accepted under the terms in place at the time of application and received by the nursing department. It is the responsibility of the student to keep up to date on any changes that may affect their qualifications for acceptance.

A brochure outlining admission requirements and procedures in addition to a suggested sequence of courses is available from enrollment services or online at www.inverhills.edu. Students are advised to consult with a counselor or academic advisor to plan pre-entry and initial course work.

General Requirements for the A.S. in Nursing
1. At least 75 credits.
2. A grade of C or better in each required nursing and liberal arts courses.
3. Must maintain a grade of C or higher in all college coursework and Satisfactory Academic Progress (SAP) status to progress in the nursing program.

Nursing Program
(75 CREDITS)

Nursing Curriculum
(Fall or Spring semester start)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 2700</td>
<td>Foundations of Nursing-Health Promotion</td>
<td>9 cr</td>
</tr>
<tr>
<td>NURS 2750</td>
<td>Nutrition and the Role of the Professional Nurse</td>
<td>2 cr</td>
</tr>
<tr>
<td>NURS 2800</td>
<td>Chronic and Palliative Care in Nursing</td>
<td>7 cr</td>
</tr>
<tr>
<td>NURS 2820</td>
<td>Pharmacology and the Role of the Professional Nurse</td>
<td>3 cr</td>
</tr>
<tr>
<td>NURS 2850</td>
<td>Applied Pathophysiology for Nursing I</td>
<td>2 cr</td>
</tr>
<tr>
<td>NURS 2900</td>
<td>Acute and Complex Care in Nursing</td>
<td>7 cr</td>
</tr>
<tr>
<td>NURS 2920</td>
<td>Applied Pathophysiology for Nursing II</td>
<td>2 cr</td>
</tr>
<tr>
<td>NURS 2950</td>
<td>Nursing Leadership I</td>
<td>3 cr</td>
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</tbody>
</table>

Liberal Arts
(40 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 1108</td>
<td>Writing and Research Skills</td>
<td>4 cr</td>
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<tr>
<td>COMM 1100</td>
<td>Interpersonal Communication or</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>COMM 2230 Small Group Communication or</td>
<td></td>
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<td></td>
<td>COMM 2240 Intercultural Communication</td>
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<tr>
<td>BIOL 1120</td>
<td>Exploring Biology or BIOL 1154 Biology: From Cell to Organism</td>
<td>4 cr</td>
</tr>
<tr>
<td>BIOL 2201</td>
<td>Anatomy and Physiology I</td>
<td>4 cr</td>
</tr>
<tr>
<td>BIOL 2202</td>
<td>Anatomy and Physiology II</td>
<td>4 cr</td>
</tr>
<tr>
<td>BIOL 2205</td>
<td>Microbiology1 or BIOL 1114 Critical Issues in Human Biology</td>
<td>4 cr</td>
</tr>
<tr>
<td>PSYC 1101</td>
<td>General Psychology or PSYC 1201 General Psychology with Lab</td>
<td>4 cr</td>
</tr>
<tr>
<td>PSYC 1210</td>
<td>Lifespan Psychology</td>
<td>4 cr</td>
</tr>
<tr>
<td>Humanities/Fine Arts/Literature</td>
<td>3 cr</td>
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<tr>
<td>(See Goal 6 of MnTC)</td>
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<tr>
<td>ANTH 1110</td>
<td>Cultural Anthropology or ANTH 2130 Medical Anthropology</td>
<td>3 cr</td>
</tr>
<tr>
<td>ANTH 1130</td>
<td>Introduction to Biological Anthropology or</td>
<td></td>
</tr>
<tr>
<td>ANTH 2130</td>
<td>Medical Anthropology</td>
<td></td>
</tr>
<tr>
<td>SOC 1127</td>
<td>Social Inequities</td>
<td>3 cr</td>
</tr>
<tr>
<td>PHIL 1112</td>
<td>Ethics or BIOL 1114 Critical Issues in Human Biology</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

1 See Catalog for course prerequisite
2 BIOL 2305 may be substituted to fulfill this requirement
3 PSYC 1215 combined with 1220 may be substituted for PSYC 1210
4 BIOL 1115 may be substituted to fulfill this requirement
Nursing Assistant Certificate
(5 CREDITS)

Purpose
Provides training required for basic entry into health care as a nursing assistant or home health aide, including 24 hours of supervised clinical experience in a long-term care facility. Students are prepared to take the state registry exam for certification upon completion of the course. The course meets the NA requirement for admission to the Inver Hills Community College Nursing Program.

Note: If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state and other higher education financial aid. To complete the requirements of the course students will need to receive a criminal background clearance. Please refer to the Criminal Background section of the catalog for more information on the criminal background study.

Nursing Core Curriculum (5 credits)
NURS 1001: Nursing Assistant 5 cr

Note: To complete the requirements of the course students will need to receive a criminal background clearance. Please refer to the Criminal Background section of the catalog for more information on the criminal background study.
PARALEGAL (A.S., CERTIFICATE)

Credit Transfer Policy
The paralegal program has specific credit transfer requirements for paralegal courses in the A.S. degree and certificate. See the Paralegal Program website for details. Students must prepare a petition for transfer of credits that shall be reviewed and approved by the paralegal program director unless the paralegal department has documented prior approval of the paralegal course transfer.

Note: If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, and other higher education financial aid.

A.S., Paralegal
(60 CREDITS)

Purpose
Approved by the American Bar Association, the Inver Hills paralegal program develops graduates who are prepared to assume the general and ethical responsibilities of paralegals and offers quality, practical coursework (traditionally or partly online), that includes a paralegal internship.

Program Information
Lawyers often can deliver legal services more efficiently and economically with the aid of paralegals. Although not independently licensed to practice law, paralegals are professionals trained to assist lawyers in specifically delegated substantive legal work for which lawyers are responsible.

Outcomes/Objectives
The paralegal program prepares graduates for work under the supervision of attorneys in civil, criminal and family law, as well as litigation, probate and estates, real estate, and business organizations. Graduates are trained to: 1) apply and interpret the law and legal procedures in rendering direct assistance to lawyers, 2) conduct competent legal research, writing, and communication, 3) prepare legal documents, 4) analyze procedural and substantive legal problems, 5) interview clients and witnesses, 6) investigate and manage cases, and 7) demonstrate technological skills and familiarity with computerized databases. Paralegals and program graduates do not practice law or give legal advice unless permitted by law.

Paralegal Curriculum (30 credits)
PA 1102 Introduction to the Law and Contracts 4 cr
PA 1103 UCC and Business Organizations 4 cr
PA 1105 Criminal Justice System 2 cr
PA 2201 Family Law 3 cr
PA 2202 Litigation and Trial Practice 3 cr
PA 2204 Probate Law 3 cr
PA 2205 Real Estate Law 3 cr
PA 2220 Legal Research 3 cr
PA 2222 Legal Writing and Analysis 3 cr
PA 2289 Paralegal Internship 2 cr
Students must obtain the program director's written approval one semester in advance of registration for internship.

Liberal Arts (30 credits)
ENG 1108 Writing and Research Skills 4 cr
ENG 1111 Research Writing in the Disciplines or ENG 1114 Research Paper 2-3 cr
COMM 1100, 1110 or 2230 3 cr
COMM 2240 Intercultural Communication 3 cr
Math or Science with Lab (See Goal 3 or 4 of MnTC) 3 cr
History/Social Science/Behavioral Science (See Goal 5 of MnTC) 3 cr
Humanities/Fine Arts/Literature (See Goal 6 of MnTC) 3 cr
Liberal Arts Electives (Restricted to MnTC courses) 8-9 cr
Paralegal Electives
The following paralegal electives enhance students’ skills and increase knowledge in these areas of law, but do not count toward the required paralegal coursework to graduate. Students with paralegal experience may petition to substitute one 2-credit paralegal class from the paralegal elective classes below (except Law Office Procedures and Technology) for the 2-credit paralegal internship.

PA 1115 Law Office Procedures and Technology 2 cr
PA 2206 Interviewing and Investigative Techniques for Paralegals 2 cr
PA 2208 Employment Law 2 cr
PA 2212 Personal Injury and E-Discovery 2 cr
PA 2218 Computerized Legal Research and the Internet 2 cr

Post-Graduate Paralegal Certificate
(30 CREDITS)

Purpose
The Post-Graduate Paralegal Certificate is designed for students who wish to become paralegals and already possess a bachelor’s or associate of science/arts degree that includes completion of ENG 1111 or 1114 or equivalent. College graduates may complete the requirements for the certificate in 18 months and must submit an official transcript of their bachelor’s or requisite associate degree.

Approved by the American Bar Association, the Inver Hills paralegal program develops graduates who are prepared to assume the general and ethical responsibilities of paralegals, and offers quality, practical coursework (traditionally or partly online), that includes a paralegal internship.

Program Information
Lawyers often can deliver legal services more efficiently and economically with the aid of paralegals. Although not independently licensed to practice law, paralegals are professionals trained to assist lawyers in specifically delegated substantive legal work for which lawyers are responsible.

Outcomes/Objectives
The paralegal program prepares graduates for work under the supervision of attorneys in civil, criminal and family law, as well as litigation, probate and estates, real estate, and business organizations. Graduates are trained to: 1) apply and interpret the law and legal procedures in rendering direct assistance to lawyers, 2) conduct competent legal research, writing, and communication, 3) prepare legal documents, 4) analyze procedural and substantive legal problems, 5) interview clients and witnesses, 6) investigate and manage cases, and 7) demonstrate technological skills and familiarity with computerized databases. Paralegals and program graduates do not practice law or give legal advice unless permitted by law.

Paralegal Curriculum (30 credits)
PA 1102 Introduction to the Law and Contracts 4 cr
PA 1103 UCC and Business Organizations 4 cr
PA 1105 Criminal Justice System 2 cr
PA 2201 Family Law 3 cr
PA 2202 Litigation and Trial Practice 3 cr
PA 2204 Probate Law 3 cr
PA 2205 Real Estate Law 3 cr
PA 2220 Legal Research 3 cr
PA 2222 Legal Writing and Analysis 3 cr
PA 2289 Paralegal Internship 2 cr

Students must obtain the program director’s written approval one semester in advance of registration for internship.

Paralegal Electives
The following paralegal electives enhance students’ skills and increase knowledge in these areas of law, but do not count toward the required paralegal coursework to graduate. Students with paralegal experience may petition to substitute one 2-credit paralegal class from the paralegal elective classes below (except Law Office Procedures and Technology) for the 2-credit paralegal internship.

PA 1115 Law Office Procedures and Technology 2 cr
PA 2206 Interviewing and Investigative Techniques for Paralegals 2 cr
PA 2208 Employment Law 2 cr
PA 2212 Personal Injury and E-Discovery 2 cr
PA 2218 Computerized Legal Research and the Internet 2 cr
PHYSICAL EDUCATION (A.S.)

A.S., Physical Education
(60 CREDITS)

Purpose
The purpose of this degree is to prepare students to seamlessly transfer into a four-year teaching program in physical education. Students will gain knowledge of the human body systems and their adaptations due to exercise, exercise prescription and wellness management. Students also may use this degree to work in the fitness industry.

Physical Education Curriculum (30 credits)
EDU 1109 Introduction to Education and Reflective Teaching 4 cr
BIOL 2201 Anatomy and Physiology 1 4 cr
PHED 1100 Introduction to Physical Education, Kinesiology, Exercise and Sport Science 2 cr
PHED 1109 Weight Training 2 2 cr
PHED 2100 Anatomical Kinesiology and Biomechanics 3 cr
HLTH 1120 Personal Health 3 cr
HLTH 1125 First Aid: Responding to Emergencies 3 cr
HTLH 1130 Drug Use and Abuse 3 cr
HLTH 1155 Lifetime Fitness 2 cr

Electives
Any HLTH or PHED courses 2 or
BIOL 2202 4 cr

Liberal Arts (30 credits)
ENG 1108 Writing and Research Skills 4 cr
COMM 1110 Public Speaking 3 cr

Goals
Goal 5 (Completed in Physical Education curriculum)
3 cr
Goal 6 (Any course 3) 3 cr
Goals 7-10 (Any course 3) 3 cr
Liberal Arts Electives 3
(Restricted to MnTC courses) 14 cr

1 Prerequisite of BIOL 1120 or 1154 or equivalent biology course (AP, IB)
2 Students are required to do a capstone project for all PHED activity courses. See the instructor for specific requirements.
POLITICAL SCIENCE (A.A.)

A.A. with Emphasis, Political Science
(60 CREDITS)

Minnesota Transfer Curriculum (MnTC)  40 cr
Electives 18 cr
Health and Physical Education 2 cr

Purpose
To prepare students interested in continuing political science-related studies at subsequent colleges and universities and, ultimately, for a wide range of careers in federal, state and local governments; law; business; international organizations; nonprofit organizations; political campaign operation and polling; journalism; K-12 education; and university and college teaching and research.

Note: To earn the A.A. with Emphasis, students need to complete all requirements for a general A.A. degree incorporating the specific requirements of their chosen emphasis. Careful planning with an academic counselor is strongly suggested to tailor the emphasis to meet the requirements of the student’s chosen four-year institution.

Political Science Curriculum
Incorporate the following political science coursework into the requirements of an AA degree as part of the MnTC or within the elective category.

Required:
POLS 1111 American Politics & Government or
  POLS 1101 Intro to Political Science 3 cr

Choose three additional courses from:
POLS 1111 American Politics and Government
  (MnTC Goals 5, 9)
POLS 1101 Intro to Political Science
  (MnTC Goals 5, 9)
POLS 1121 State and Local Government
  (MnTC Goals 5, 9)
POLS 1131 Intro to World Politics
  (MnTC Goals 5, 8)
POLS 1141 Intro to Environmental Politics
  (MnTC Goals 5, 10)
POLS 1161 Constitutional Law
  (MnTC Goals 5, 9)
POLS 1190 Political Science Field Experience

Minnesota Transfer Curriculum (40 credits)
Courses from the Political Science curriculum may be applied to the MnTC requirements. The specific requirements for the MnTC are outlined as part of the Associate in Arts degree. See A.A. degree requirements section of the catalog.

Electives (18 credits)
Courses from any department numbered 1000 or higher. Courses from the Political Science emphasis not applied to the MnTC should be incorporated into the elective category.

Health/Physical Education (2 credits)
The specific requirements for Health/Physical Education are outlined as part of the Associate in Arts degree. See A.A. degree requirements section of the catalog.
PSYCHOLOGY (A.A.)
A.A. with Emphasis, Psychology
(60 CREDITS)

Minnesota Transfer Curriculum (MnTC)  40 cr
Electives  18 cr
Health and Physical Education  2 cr

Purpose
This program is directed toward students intending to transfer to a four-year institution with a major in psychology. The program allows flexibility for students to plan carefully to complete necessary lower division pre-major requirements at Inver Hills prior to transferring to their selected college.

Note: To earn the A.A. with Emphasis, students need to complete all requirements for a general A.A. degree incorporating the specific requirements of their chosen emphasis. Careful planning with an academic counselor is strongly suggested to tailor the emphasis to meet the requirements of the student’s chosen four-year institution.

Psychology Curriculum
Incorporate the following psychology coursework into the requirements of an AA degree as part of the MnTC or within the elective category.

Required:
PSYC 1101 General Psychology or
PSYC 1201 General Psychology with Laboratory  4 cr
PSYC 2100 Social Psychology  3 cr
PSYC 2250 Abnormal Psychology  3 cr
MATH 1103 Introduction to Statistics or
MATH 1118 College Algebra  4 cr

Choose one additional course from:
PSYC 1140 Psychology of Women  3 cr
PSYC 1210 Lifespan Psychology  4 cr
PSYC 1215 Child and Adolescent Psychology  3 cr
PSYC 1220 Adulthood and Aging Psychology  3 cr
PSYC 1230 Psychology of Death, Dying and Loss  3 cr
PSYC 2251 Special Topics in Psychology  3 cr
PSYC 2300 Psychology of Mind and Health  3 cr

Minnesota Transfer Curriculum (40 credits)
Courses from the Psychology curriculum may be applied to the MnTC requirements. The specific requirements for the MnTC are outlined as part of the Associate in Arts degree. See A.A. degree requirements section of the catalog.

Electives (18 credits)
Courses from any department numbered 1000 or higher. Courses from the Psychology emphasis not applied to the MnTC should be incorporated into the elective category.

Health/Physical Education (2 credits)
The specific requirements for Health/Physical Education are outlined as part of the Associate in Arts degree. See A.A. degree requirements section of the catalog.
THEATRE (A.F.A.)

A.F.A., Theatre
(60 CREDITS)

Purpose
This two-year degree program is for students pursuing their Bachelor of Fine Arts degree and for students interested in entering the professional theatre world. Students will take 31 credits in general requirements and 29 credits in Theatre or Film Studies.

Program Information
The theatre department is committed to improving student and community awareness and appreciation of theatre. Performance and theatre background and history courses offer a strong foundation for transfer students intent on majoring in theatre, as well as those entering the local theatre community directly. Lecture courses integrate classroom and local theatre experiences. Performance/practicum courses offer an environment where students learn specific techniques they can apply to theatrical endeavors on both the community and professional levels.

Theatre Curriculum (29 credits)
THTR 1105 Intro to Theatre 3 cr
THTR 1152 Beginning Acting 3 cr
THTR 2153 Advanced Acting 3 cr
THTR 1157 Theatre Makeup 3 cr
THTR 1161 Theatre Activities¹ 2 cr
THTR 2109 Theatre History I 3 cr
THTR 2154 Design for the Theatre 3 cr

Choose 9 credits from the following:
THTR/FS 1101 Introduction to Film 3 cr
THTR/FS 1103 International Cinema 3 cr
THTR/FS 1107 Film History I 3 cr
THTR/FS 1108 Film History II 3 cr
THTR 1158 Creative Drama 3 cr
THTR 1161 Theatre Activities 1-2 cr
THTR 1185 Directing/Acting (Practicum course) 2 cr
COMM 2210 Oral Interpretation of Literature 2 cr

MnTC Curriculum (31 Credits)
Complete all ten areas of the Minnesota Transfer Curriculum (MnTC), including all courses listed. Additional credits to meet the 40 credit MnTC are fulfilled through the program requirements (above.) A course may satisfy more than one MnTC emphasis area, but the credits may be counted only once.

Goal 1 Communications, 3 courses
ENG 1108
ENG 1111 or ENG 1114
COMM 1110

Goal 2 Critical Thinking
(Satisfied with required coursework)

Goal 3 Natural Science, 2 courses (1 lab course)
Biological Science courses
Physical Science courses

Goal 4 Mathematical/Logical Reasoning, 1 course

Goal 5 History/Social/Behavioral Sciences, 3 courses
Recommended: Psychology and Sociology courses

Goal 6 Humanities/Fine Arts
(Satisfied with required coursework)

Goal 7 Human Diversity, 1 course
Recommended: English course

Goal 8 Global Perspectives, 1 course
Recommended: THTR/FS 1103 International Cinema

Goal 9 Ethical/Civic Responsibility, 1 course
Recommended: Journalism 1101 Intro to Mass Media

Goal 10 People and the Environment, 1 course
LIST OF DEPARTMENT COURSES

ACCOUNTING
AMERICAN SIGN LANGUAGE
ANTHROPOLOGY
ART
BIOLOGY
BUSINESS
CAREER DEVELOPMENT
CHEMISTRY
CHINESE
COMMUNICATION
COMMUNITY HEALTH WORKER
COMPUTER SCIENCE
CONSTRUCTION MANAGEMENT
CREDIT FOR PRIOR LEARNING
CRIMINAL JUSTICE STUDIES
ECONOMICS
EDUCATION
EMERGENCY MEDICAL SERVICES
ENGINEERING
ENGLISH
ENGLISH FOR ACADEMIC PURPOSES
FILM STUDIES
FRENCH
GENDER AND WOMEN STUDIES
GEOGRAPHY
GEOLOGY
GLOBAL STUDIES
HEALTH
HEALTH CARE CORE CURRICULUM
HEALTH CARE MANAGEMENT
HISTORY
HONORS
HUMAN SERVICES
HUMANITIES
INFORMATION STUDIES
INFORMATION TECHNOLOGY CAREERS
INTERDISCIPLINARY STUDIES
JOURNALISM
LAW ENFORCEMENT
LEGAL OFFICE ASSISTANT
MATHEMATICS
MUSIC
NURSING
OFFICE SYSTEMS
PARALEGAL
PHILOSOPHY
PHYSICAL EDUCATION
PHYSICS
POLITICAL SCIENCE
PSYCHOLOGY
READING
SOCIOLOGY
SPANISH
STUDY SKILLS
THEATRE
**ACCOUNTING**

**American Sign Language (ASL)**

**American Sign Language I (MnTC 8)**

- 3 credits; 3 classroom hours/week; 0 lab hours/week

_Continues American Sign Language II, expanding the emphasis on ASL grammar, vocabulary development and Deaf Culture. Dialogues, short stories, narratives and short conversation, both receptive and expressive, will be exercised through the course._

**Prerequisites:** ASL 1101, V

**American Sign Language II (MnTC 8)**

- 3 credits; 3 classroom hours/week; 0 lab hours/week

_Continues American Sign Language with emphasis on ASL classifiers and time signs, both receptive and expressive, will be exercised through the course._

**Prerequisites:** ASL 1102, V

**American Sign Language III (MnTC 8)**

- 3 credits; 3 classroom hours/week; 0 lab hours/week

_Continues American Sign Language III, expands the emphasis on ASL grammar, vocabulary development and Deaf Culture. Dialogues, short stories, narratives and short conversation, both receptive and expressive, will be exercised through the course._

**Prerequisites:** ASL 1103, V

**American Sign Language IV (MnTC 8)**

- 3 credits; 3 classroom hours/week; 0 lab hours/week

_Continues American Sign Language IV, expanding the emphasis on ASL grammar, vocabulary development and Deaf Culture. Dialogues, short stories, narratives and short conversation, both receptive and expressive, will be exercised through the course._

**Prerequisites:** ASL 1104, V

**ANTHROPLOGY**

**Anthropology**

_This course introduces students to the four subfields of anthropology: archaeology, biological anthropology, cultural anthropology, and linguistic anthropology. Students learn to identify and apply anthropological study methods. Included within this knowledge will be the application of evolutionary and environmental avenues of anthropological inquiry into the issues and institutions that affect our modern world._

**Prerequisites:** Required: ANTH 2101 and ICTC 130; recommended: ICTC 121 and 122.

**Anthropology**

_This course introduces students to the field of medical anthropology. Students will learn how the archaeological profession highlights their time in the classroom with the remainder in the field, observing and documenting the archaeological record._

**Prerequisites:** Required: ANTH 1101 and ICTC 121 and 122.

**ANTHROPOLOGY**

**American Sign Language (ASL)**

**American Sign Language I (MnTC 8)**

- 3 credits; 3 classroom hours/week; 0 lab hours/week

_Continues American Sign Language (ASL), a visual/gestural language used by the deaf community. Course covers sign vocabulary, sentence structures, dialogue formats through facial expressions and body movements used in conversation. Deaf students will be taught by a deaf instructor, so the use of voice may be limited._

**Prerequisites:** Required: Completion of Math 0840 or assessment into Math 0940 or higher; recommended: ICTC 120. E, F, Su(V)

**American Sign Language II (MnTC 8)**

- 3 credits; 3 classroom hours/week; 0 lab hours/week

_Continues American Sign Language II, expanding the emphasis on ASL grammar, vocabulary development and Deaf Culture. Dialogues, short stories, narratives and short conversation, both receptive and expressive, will be exercised through the course._

**Prerequisites:** ASL 1101, F, Su(V)

**American Sign Language III (MnTC 8)**

- 3 credits; 3 classroom hours/week; 0 lab hours/week

_Continues American Sign Language III, expands the emphasis on ASL grammar, vocabulary development and Deaf Culture. Dialogues, short stories, narratives and short conversation, both receptive and expressive, will be exercised through the course._

**Prerequisites:** ASL 1102, V

**American Sign Language IV (MnTC 8)**

- 3 credits; 3 classroom hours/week; 0 lab hours/week

_Continues American Sign Language IV, expanding the emphasis on ASL grammar, vocabulary development and Deaf Culture. Dialogues, short stories, narratives and short conversation, both receptive and expressive, will be exercised through the course._

**Prerequisites:** ASL 1103, V

**ANTHROPOLOGY**

**American Sign Language (ASL)**

**American Sign Language I (MnTC 8)**

- 3 credits; 3 classroom hours/week; 0 lab hours/week

_Continues American Sign Language I (MnTC 8). Classes will be taught by a deaf instructor, so the use of voice may be limited._

**Prerequisites:** Required: Completion of Math 0840 or assessment into Math 0940 or higher; recommended: ICTC 120. E, F, Su(V)

**American Sign Language II (MnTC 8)**

- 3 credits; 3 classroom hours/week; 0 lab hours/week

_Continues American Sign Language I with emphasis on ASL classifiers and time signs, both receptive and expressive, will be exercised through the course._

**Prerequisites:** Required: Completion of Math 0840 or assessment into Math 0940 or higher; recommended: ICTC 120. E, F, Su(V)

**American Sign Language III (MnTC 8)**

- 3 credits; 3 classroom hours/week; 0 lab hours/week

_Continues American Sign Language III, expands the emphasis on ASL grammar, vocabulary development and Deaf Culture. Dialogues, short stories, narratives and short conversation, both receptive and expressive, will be exercised through the course._

**Prerequisites:** Required: Completion of Math 0840 or assessment into Math 0940 or higher; recommended: ICTC 120. E, F, Su(V)

**American Sign Language IV (MnTC 8)**

- 3 credits; 3 classroom hours/week; 0 lab hours/week

_Continues American Sign Language IV, expanding the emphasis on ASL grammar, vocabulary development and Deaf Culture. Dialogues, short stories, narratives and short conversation, both receptive and expressive, will be exercised through the course._

**Prerequisites:** Required: Completion of Math 0840 or assessment into Math 0940 or higher; recommended: ICTC 120. E, F, Su(V)

**ANTHROPOLOGY**

**Anthropology**

_This course introduces students to the four subfields of anthropology: archaeology, biological anthropology, cultural anthropology and linguistic anthropology. This course covers sign vocabulary, sentence structures, dialogue formats through facial expressions and body movements used in conversation. Deaf students will be taught by a deaf instructor, so the use of voice may be limited._

**Prerequisites:** Required: Completion of Math 0840 or assessment into Math 0940 or higher; recommended: ICTC 120. E, F, Su(V)

**American Sign Language II (MnTC 8)**

- 3 credits; 3 classroom hours/week; 0 lab hours/week

_Continues American Sign Language II, expanding the emphasis on ASL grammar, vocabulary development and Deaf Culture. Dialogues, short stories, narratives and short conversation, both receptive and expressive, will be exercised through the course._

**Prerequisites:** Required: Completion of Math 0840 or assessment into Math 0940 or higher; recommended: ICTC 120. E, F, Su(V)

**American Sign Language III (MnTC 8)**

- 3 credits; 3 classroom hours/week; 0 lab hours/week

_Continues American Sign Language III, expands the emphasis on ASL grammar, vocabulary development and Deaf Culture. Dialogues, short stories, narratives and short conversation, both receptive and expressive, will be exercised through the course._

**Prerequisites:** Required: Completion of Math 0840 or assessment into Math 0940 or higher; recommended: ICTC 120. E, F, Su(V)

**American Sign Language IV (MnTC 8)**

- 3 credits; 3 classroom hours/week; 0 lab hours/week

_Continues American Sign Language IV, expanding the emphasis on ASL grammar, vocabulary development and Deaf Culture. Dialogues, short stories, narratives and short conversation, both receptive and expressive, will be exercised through the course._

**Prerequisites:** Required: Completion of Math 0840 or assessment into Math 0940 or higher; recommended: ICTC 120. E, F, Su(V)

**ANTHROPOLOGY**

**Anthropology**

_This course introduces students to the field of medical anthropology. Students will learn how the archaeological profession highlights issues of community engagement, development, and expression._

**Prerequisites:** Recommended: ANTH 1102. Su(V)

**ANTHROPOLOGY**

**Anthropology**

_This course introduces students to the field of medical anthropology. Students will learn how the archaeological profession highlights issues of community engagement, development, and expression._

**Prerequisites:** Recommended: ANTH 1102. Su(V)

**ANTHROPOLOGY**

**Anthropology**

_This course introduces students to the field of medical anthropology. Students will learn how the archaeological profession highlights issues of community engagement, development, and expression._

**Prerequisites:** Recommended: ANTH 1102. Su(V)

**ART**

**Art**

_This course introduces students to the field of medical anthropology. Students will learn how the archaeological profession highlights issues of community engagement, development, and expression._

**Prerequisites:** Recommended: ANTH 1102. Su(V)

**ANTHROPOLOGY**

**Anthropology**

_This course introduces students to the field of medical anthropology. Students will learn how the archaeological profession highlights issues of community engagement, development, and expression._

**Prerequisites:** Recommended: ANTH 1102. Su(V)

**ANTHROPOLOGY**

**Anthropology**

_This course introduces students to the field of medical anthropology. Students will learn how the archaeological profession highlights issues of community engagement, development, and expression._

**Prerequisites:** Recommended: ANTH 1102. Su(V)
ART 1122 Digital Photography II (MnTC 6A) 3 credits; 2 classroom hours/week; 3 lab hours/week  
Explores digital processes used to create, manipulate, and print photographs. Focuses on digital editing software and printing technology introduced in ART 1121. This course will emphasize student development of individual artistic voice while engaging with technological, aesthetic, and conceptual issues in their work. Students are required to supply their own Digital SLR camera for this course. Students may not receive credit for this course if credit has been awarded for ART 1121. F, S, Su(V)

ART 1121 Digital Photography I (MnTC 6A) 3 credits; 3 classroom hours/week; 0 lab hours/week  
Explores basic digital photography concepts, techniques, composition, digital image editing software and digital printing technology as means for individual creative expression in the fine arts. Students will engage in technical, aesthetic, and conceptual aspects of digital photography using historical and contemporary practices in a guide. A portfolio of individual works will be included in this course. Lab fee. F, S, Su

ART 1120 Foundations of Art: 2-D Color and Design (MnTC 6A) 3 credits; 3 classroom hours/week; 0 lab hours/week  
Explores principles and basic formulas to approaching three-dimensional organization of space. Projects are organized as individual and group assignments. Gallery and museum visits may be included in this course. Lab fee. F, S

ART 1119 Sculpture I (MnTC 6A) 3 credits; 1 classroom hour/week; 3 lab hours/week  
Applies tools and techniques supported by digital media in the creation of digital art. Students will develop technical skills and apply principles of digital tools and vector-based software programs. Historical and contemporary art practice will guide and support technical media development. Emphasis will be on student involvement and development in digital technology and digital printmaking. Gallery and museum visits may be included in this course. Lab fee. F, S, Su(V)

ART 1118 Architectural History (MnTC 6,A,B) 3 credits; 3 classroom hours/week; 2 lab hours/week  
Explores majors of architecture around the world, dating from prehistoric to the present. An emphasis is placed on understanding the architectural significance of individual monuments in terms of the styles and movements that their creation, as well as the various environmental, cultural, social, religious, economic and political factors that influenced these monuments.

Biology

Biology offers inclusion and specialized general laboratory courses appropriate to two- and four-year degrees in the life sciences and health sciences, including the following courses for students interested in science and social issues. Students interested in a major in the biological sciences may wish to pursue either the AS degree in Biology or the AA with emphasis in Biology. Students are encouraged to consult with a counselor when selecting classes.

BIOL 1010 Human in the Ecosystem: Renewable Energy (MnTC 11) 2 credits; 2 classroom hours/week; 2 lab hours/week  
Introduces students to different types of renewable energy through service learning and active participation in a large education event. Students will participate as hands-on volunteers at the Minnesota Renewable Energy Association Fair, one of the largest energy fairs in the country, with more than 22,000 attendees. Students will travel to the site in Waconia, camp out in an environmentally responsible manner during the fair, assist the organizers in various capacities and attend informational workshops during the fair itself. This will be supplemented with classroom teaching before, during and after the event. Prerequisites: Instructor permission required. V

BIOL 1002 Humans in the Ecosystem: Special Ecosystems (MnTC 11) 2 credits; 2 classroom hours/week; 2 lab hours/week  
Introduces students to the interaction of humans and their environment through service learning and active participation in field projects. Students will participate as hands-on volunteers in selected regions, while also investigating the unique natural history of that region. Students will travel to the site, work in partnership with local agencies to vary field work. This will be supplemented with classroom teaching before, during and after the event. Prerequisites: Instructor permission required. V

BIOL 1003 Spring Break Biology Service Learning 1 credit; 0 classroom hours; 2 lab hours/week  
Introduces students to the interaction of humans and their environment through service learning and active participation in field projects. This course is offered as a hands-on learning experience for students interested in science and social issues. Students interested in a major in the biological sciences may wish to pursue either the AS degree in Biology or the AA with emphasis in Biology. Students are encouraged to consult with a counselor when selecting classes.
of biology with emphasis on cell structure and function, cell transport, 4 credits; 3 classroom hours/week; 2 lab hours/week

BIOL 1120 Exploring Biology (MnTC 2, 3A) 3 credits; 3 classroom hours/week; 2 lab hours/week
Covers a survey of microbial groups, microbial cell structure, nutrition, Introduction to biological and genetic evolution, microbial survival strategies, infection, taxonomic classification, and microbial applications. This course introduces basic microbiological concepts and techniques.

BIOL 1123 Introduction to Forensic Science (MnTC 2, 3A) 4 credits; 3 classroom hours/week; 2 lab hours/week
Specific topics include design and conducting forensic science lab experiments in hair and fiber analysis, blood splatter and typing, DNA analysis, and fingerprint analysis.

BIOL 1154 Biology From Cell to Organism (MnTC 2, 3A) 4 credits; 3 classroom hours/week; 2 lab hours/week
Introduces students to the basic techniques of forensic science. The course will be of interest to liberal arts or science majors pursuing advanced courses in biology or criminal justice, and will fulfill the science lab requirement.

BIOL 2201 Anatomy and Physiology I (MnTC 3A, 2) 4 credits; 3 classroom hours/week; 2 lab hours/week
Introduces the anatomy and physiology of the human body. Topics will include histology, integumentary system, skeletal system, articulations, and basic principles of body function and metabolism. The lab component will include hands-on experience with actual human tissue specimens, as well as laboratory instruments and equipment.

BIOL 2205 Microbiology (MnTC 2, 3A) 4 credits; 3 classroom hours/week; 2 lab hours/week
Covers a survey of microbial groups, microbial cell structure, nutrition, Introduction to biological and genetic evolution, microbial survival strategies, infection, taxonomic classification, and microbial applications. This course introduces basic microbiological concepts and techniques.

BIOL 2206 General Ecology (MnTC 2, 3A) 4 credits; 3 classroom hours/week; 2 lab hours/week
Introduces students to the fundamentals of ecology focusing on the study of the interaction between living things and their environment. The course includes the study of individual-, population-, and community-level ecology. It will integrate knowledge, terminology, and concepts from all fields of biology to gain an appreciation of the ecological levels (macrobiology). It will include a weekly recitation. Students will gain hands-on experience in the safe handling and use of living and preserved organisms, as well as laboratory instruments and equipment.

BIOL 2305 Genetics (MnTC 2, 3A) 4 credits; 3 classroom hours/week; 2 lab hours/week
Introduces students to the basic techniques of forensic science. The course will be of interest to liberal arts or science majors pursuing advanced courses in biology or criminal justice, and will fulfill the science lab requirement.

BUS 1102 Principles of Customer Service 3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to fundamental concepts in ecology focusing on human interaction. Students will gain hands-on experience in the safe handling and use of living and preserved organisms, as well as laboratory instruments and equipment.

BUS 1104 Principles of Marketing 3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the basic techniques of forensic science. The course will be of interest to liberal arts or science majors pursuing advanced courses in biology or criminal justice, and will fulfill the science lab requirement.

BUS 1105 Sales and Negotiating Skills 3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the basic techniques of forensic science. The course will be of interest to liberal arts or science majors pursuing advanced courses in biology or criminal justice, and will fulfill the science lab requirement.

BUS 1106 Introduction to Business 3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the basic techniques of forensic science. The course will be of interest to liberal arts or science majors pursuing advanced courses in biology or criminal justice, and will fulfill the science lab requirement.

BUS 1108 Introduction to International Business 3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the basic techniques of forensic science. The course will be of interest to liberal arts or science majors pursuing advanced courses in biology or criminal justice, and will fulfill the science lab requirement.

BUS 1109 Business Ethics 3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the basic techniques of forensic science. The course will be of interest to liberal arts or science majors pursuing advanced courses in biology or criminal justice, and will fulfill the science lab requirement.

BUS 1110 Global Business Environment 3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the basic techniques of forensic science. The course will be of interest to liberal arts or science majors pursuing advanced courses in biology or criminal justice, and will fulfill the science lab requirement.
BUS 1115 Principles of International Trade
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines issues surrounding bilateral trade between the United States and other countries. Includes the analysis of mutual obligations and treaties. Begins with a brief history of relevant bilateral trade relationship. Reviews obligations and commitments of parties to pertinent bilateral laws and regulations affecting international trade, including the General Agreement on Tariffs and Trade 1994, World Trade Organization agreements and other bilateral pacts. Role of cultural differences in trade disputes, as well as monitoring and enforcement actions that can aid in resolving them are also discussed. Prerequisites: Recommended: BUS 1109. V

BUS 1122 Human Resources Management
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines various aspects of workplace safety, health, security, and privacy issues, including proactive measures dealing with catastrophes. P, F(V), Su(V)

BUS 1130 Supervisory Techniques in Business
4 credits; 4 classroom hours/week; 0 lab hours/week
Covers the essential decision-making skills necessary for effective supervision and leadership of work groups and individuals. The module examines human behavior, work motivation, problem solving, performance review, and uses group dynamics and teambuilding tools for planning and controlling projects. Note: It is recommended that students take BUS 1212 (Principles of Management) before this course. F, V

BUS 1145 Risk Management
3 credits; 3 classroom hours/week; 0 lab hours/week
Focuses on the role of risk management in the context of organizational ethics. Topics include the strategic, administrative, and operational roles of employees in risk management. Prerequisites: BUS 1109. P, F(V), Su(V)

BUS 1143 Total Reward and Compensation
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines how to develop, design, implement, and evaluate total reward system aligned with meeting organizational strategies, goals, values, and objectives. P, Su(V)

BUS 1119 Employment Law for Business
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides employee and labor laws affecting employee and labor relations, impact of organizational culture on employee relations, employment relationship, individual and group benefits, and enforcement of workplace laws. Prerequisites: BUS 1122 or instructor’s permission. P, F, Su

CHEM 1061 Principles of Chemistry I (MnTC 2, 3B)
5 credits; 4 classroom hours/week; 3 lab hours/week
Surveys oceanography and studies the physical, chemical, and biological properties of seawater with emphasis on the role of marine organisms in the global carbon cycle. Topics include the ocean’s role in regulating climate, water chemistry, and the impact of human activities on the sea. P, F

CHEM 1062 Principles of Chemistry II
5 credits; 4 classroom hours/week; 3 lab hours/week
Surveys hydrogeology and studies the physical, chemical, and biological properties of freshwater systems. Topics include the role of water in the global carbon cycle, the chemistry of natural and industrial water sources, and the impact of human activities on the land. P, F

CHEM 1063 Principles of Chemistry III
5 credits; 4 classroom hours/week; 3 lab hours/week
Surveys biogeochemistry and studies the physical, chemical, and biological properties of the atmosphere with emphasis on the role of gases in the global carbon cycle and the impact of human activities on the atmosphere. P, F

CIV 1050 Life Career Planning
1 credit; 1 classroom hour/week; 0 lab hours/week
Provides students with the opportunity to identify career goals and set priorities for academic and personal development. A credit, this course must be taken for academic credit. P, F

CRDV 1100 Life Career Planning
1 credit; 1 classroom hour/week; 0 lab hours/week
Provides students with the opportunity to identify career goals and set priorities for academic and personal development. A credit, this course must be taken for academic credit. P, F

CRDV 1190 Field Experience
3 credits; 3 classroom hours/week; 20 lab hours/week
Provides hands-on professional and technical learning experience in a wide variety of settings. It is designed to assist the student in selecting the career possibilities of that work placement and develop related work skills. Credits will apply toward a degree but may not include any coursework of core curriculum. P

CRDV 1260 Job Search Strategies
3 credits; 2 classroom hours/week; 2 lab hours/week
Offers students practical job search strategies including professional skills and resources needed to obtain employment, internships, volunteer, informational interviews and other relevant employment experience. Students will prepare a resume and cover letter as well as develop a networking plan. In addition, students will begin to learn about the interview process and begin to develop interviewing skills. Placement into ENG 0099 or completion of READ/EAP 0090 Required. Placement into ENG 1108 F, F

CRDV 1100 Job Search Strategies
3 credits; 2 classroom hours/week; 2 lab hours/week
Provides students with practical job search strategies including professional skills and resources needed to obtain employment, internships, volunteer, informational interviews and other relevant employment experience. P

CRDV 1119 Chemical Education
3 credits; 3 classroom hours/week; 0 lab hours/week
Describes how the chemistry department offers specialized and general courses, as well as a variety of social, cultural, and community events that are available to chemistry majors and non-majors alike. P
goggles and a lab apron are required. Prerequisites: MATH 0940 with a grade of “C” or higher, or MATH 1030. S

CHIN 1010 Chinese I 5 credits; 5 classroom hours/week; 0 lab hours/week
Focuses on the role of the community health worker in working with clients and community members in preventing heart disease and stroke, as well as working with those who already have heart disease or who have already had strokes. Emphasis is on the role of communication to address the physiological of the heart, risk factors and warning signs for heart disease and stroke, emotional and affective impact of heart disease and stroke, and common treatments. Also included are strategies for community health workers to work with clients on prevention, achieving healthy lifestyles and activities.

CMHW 2240 Community Health Worker: Community Health worker’s role. The student will study the boundaries of the community health worker’s role, including legal, liability, mandatory reporting and cultural issues that can influence legal and ethical responsibilities.

CMHW 2250 Community Health Worker: Coordination, Documentation and Research 3 credits; 2 classroom hours/week; 0 lab hours/week
Involves the knowledge and ability of the community health worker to gather, analyze, interpret, and present data and other activities. The emphasis is on appropriate, accurate and clear documentation with an understanding of the importance of the community health worker’s role in maintaining and improving the health of the community.

CMHW 2260 Community Health Worker: Communication Skills and Cultural Competence 2 credits; 2 classroom hours/week; 0 lab hours/week
Probes the role of the community health worker in effectively interacting with a variety of clients, their families and a range of health care providers. You will learn about communication verbally and nonverbally, listening and interviewing, networking, building trust and working in teams. You will practiced communication skills in the context of a community’s culture and the community health worker’s role.

CMHW 2270 Health Promotion Competencies: Healthy Lifestyles 0.5 credits; 0.5 classroom hours/week; 0 lab hours/week
Fosters personal safety, self-care and wellness skills, and their role in the promotion of health and disease prevention for clients. Includes classroom time plus 40 hours of internship field work.

CMHW 2280 Organization & Resources: Community & Personal Strategies 2 credits; 2 classroom hours/week; 0 lab hours/week
A course that helps students acquire the skills and understanding to develop plans and strategies for effectively communicating with others. The focus is on the identification of organic compounds. Prerequisites: CHEM 2061. S

CMHW 300 Intro to Community Health Work 3 credits; 3 classroom hours/week; 0 lab hours/week
Involves the knowledge and ability of the community health worker to gather, analyze, interpret, and present data and other activities. The emphasis is on appropriate, accurate and clear documentation with an understanding of the importance of the community health worker’s role in maintaining and improving the health of the community.

CMHW 3030 Community Health Worker: Community Health worker’s role. The student will study the boundaries of the community health worker’s role, including legal, liability, mandatory reporting and cultural issues that can influence legal and ethical responsibilities.

CMHW 3040 Community Health Worker: Coordination, Documentation and Research 3 credits; 2 classroom hours/week; 0 lab hours/week
Involves the knowledge and ability of the community health worker to gather, analyze, interpret, and present data and other activities. The emphasis is on appropriate, accurate and clear documentation with an understanding of the importance of the community health worker’s role in maintaining and improving the health of the community.

CMHW 3060 Community Health Worker: Communication Skills and Cultural Competence 2 credits; 2 classroom hours/week; 0 lab hours/week
Probes the role of the community health worker in effectively interacting with a variety of clients, their families and a range of health care providers. You will learn about communication verbally and nonverbally, listening and interviewing, networking, building trust and working in teams. You will practiced communication skills in the context of a community’s culture and the community health worker’s role.

CMHW 3070 Health Promotion Competencies: Healthy Lifestyles 0.5 credits; 0.5 classroom hours/week; 0 lab hours/week
Fosters personal safety, self-care and wellness skills, and their role in the promotion of health and disease prevention for clients. Includes classroom time plus 40 hours of internship field work.

CMHW 3080 Organization & Resources: Community & Personal Strategies 2 credits; 2 classroom hours/week; 0 lab hours/week
A course that helps students acquire the skills and understanding to develop plans and strategies for effectively communicating with others. The focus is on the identification of organic compounds. Prerequisites: CHEM 2061. S

CMHW 3090 Intro to Community Health Work 3 credits; 3 classroom hours/week; 0 lab hours/week
Involves the knowledge and ability of the community health worker to gather, analyze, interpret, and present data and other activities. The emphasis is on appropriate, accurate and clear documentation with an understanding of the importance of the community health worker’s role in maintaining and improving the health of the community.

CMHW 3100 Community Health Worker: Community Health worker’s role. The student will study the boundaries of the community health worker’s role, including legal, liability, mandatory reporting and cultural issues that can influence legal and ethical responsibilities.

CMHW 3110 Community Health Worker: Coordination, Documentation and Research 3 credits; 2 classroom hours/week; 0 lab hours/week
Involves the knowledge and ability of the community health worker to gather, analyze, interpret, and present data and other activities. The emphasis is on appropriate, accurate and clear documentation with an understanding of the importance of the community health worker’s role in maintaining and improving the health of the community.

CMHW 3120 Community Health Worker: Communication Skills and Cultural Competence 2 credits; 2 classroom hours/week; 0 lab hours/week
Probes the role of the community health worker in effectively interacting with a variety of clients, their families and a range of health care providers. You will learn about communication verbally and nonverbally, listening and interviewing, networking, building trust and working in teams. You will practiced communication skills in the context of a community’s culture and the community health worker’s role.

CMHW 3130 Health Promotion Competencies: Healthy Lifestyles 0.5 credits; 0.5 classroom hours/week; 0 lab hours/week
Fosters personal safety, self-care and wellness skills, and their role in the promotion of health and disease prevention for clients. Includes classroom time plus 40 hours of internship field work.

CMHW 3140 Organization & Resources: Community & Personal Strategies 2 credits; 2 classroom hours/week; 0 lab hours/week
A course that helps students acquire the skills and understanding to develop plans and strategies for effectively communicating with others. The focus is on the identification of organic compounds. Prerequisites: CHEM 2061. S

CMHW 3150 Intro to Community Health Work 3 credits; 3 classroom hours/week; 0 lab hours/week
Involves the knowledge and ability of the community health worker to gather, analyze, interpret, and present data and other activities. The emphasis is on appropriate, accurate and clear documentation with an understanding of the importance of the community health worker’s role in maintaining and improving the health of the community.
CS 1114 Visual Basic Programming

F

methods and objects, and arrays. Prerequisites: MATH 0940.

CS 1110 Beginning Java

3 credits; 3 classroom hours/week; 0 lab hours/week

Introduces students to the JAVA programming language who do not have advanced study and entrance to bachelor's degree programs and provide

concrete and soil inspection.

CS 2250 HTML

1 credit; 1 classroom hour/week; 0 lab hours/week

Introduces web page development using HTML. Students will learn to incorporate text, images, formatting, hyperlinks, tables, frames and forms into web pages. Students are expected to have prior basic mark-up language knowledge.

Prerequisites: ITC 1201 or consent of instructor.

CS 2251 Introduction to XML

1 credit; 3 classroom hours/week; 0 lab hours/week

Introduces use of XML (eXtensible Markup Language) and its applications. Techniques covered include: syntax, validation, situational DTDs, XSLT, and XSL-FO. Students will learn to create XML documents and style sheets using Document Object Model (DOM) and Extensible Stylesheet Language (XSL). Students will learn to incorporate XML into web pages using XSLT and XSL-FO. Prerequisites: CS 1110 or CS 1119 or equivalent, and MATH 1118 or MATH 1127 or equivalent.

F

CS 2260 Web Design and Development

2 credits; 2 classroom hours/week; 0 lab hours/week

Introduces the techniques of web design and development. Topics include: HTML (HyperText Markup Language), JavaScript, DHTML (Dynamic HTML), CSS (Cascading Style Sheets), and server-side database access using IDC/HTX and ASP. Emphasis is on the design and development of user-interactive products on the World Wide Web. Topics covered include: Internet basics and graphical analysis of problems. Introductory 2-D documentation will be introduced. Projects will be determined by the instructor and published in the class schedule. Prerequisites will be published in the class schedule. F, S, Su(V)

CS 2270 Special Topics in Computer Science

3 credits; 3 classroom hours/week; 0 lab hours/week

Studies new, emerging computer science topics, languages, systems applications and problem solving approaches. Specific topics and

applications will be determined by the instructor and published in the class schedule. Prerequisites: Dependent upon the topic presented.

Prerequisites will be published in the class schedule. F, S, Su(V)

CONSTRUCTION MANAGEMENT

About the Construction Management Department

Key courses provide fundamentals in construction management and make up the associate degree and certificate options. For requirements, descriptions, see the Programs and Majors section of this catalog.

CSMV 1000 Introduction to Construction

1 credit; 1 classroom hours/week; 0 lab hours/week

Provides an overview of the construction industry which introduces the student to the duties and responsibilities of the professional construction manager. Lectures, field trips, and speakers will expose students to the fundamentals of construction techniques and methods employed in the industry with an emphasis on career opportunities.

CSMV 1010 Construction Techniques

3 credits; 2 classroom hours/week; 2 lab hours/week

Introduces students to construction materials and their methodologies. Topics include construction terminology, materials and their properties, materials sources, construction techniques, and other related topics. This course is intended for students with limited construction experience.

CSMV 1020 Construction Math

3 credits; 2 classroom hours/week; 2 lab hours/week

Covers the practical applications of arithmetic and geometry of construction. Prerequisites: MATH 0940 or equivalent.

Prerequisites: MATH 0940.

CSMV 1100 Introduction to Construction Management

3 credits; 3 classroom hours/week; 0 lab hours/week

Provides an overview of the construction industry which introduces the student to the duties and responsibilities of the professional construction manager. Lectures, field trips, and speakers will expose students to the fundamentals of construction techniques and methods employed in the industry with an emphasis on career opportunities.

CSMV 1150 Introduction to Construction Management

3 credits; 3 classroom hours/week; 0 lab hours/week

Introduces students to construction materials and their methodologies. Topics include construction terminology, materials and their properties, materials sources, construction techniques, and other related topics. This course is intended for students with limited construction experience.

CSMV 1160 Construction Math

3 credits; 2 classroom hours/week; 2 lab hours/week

Covers the practical applications of arithmetic and geometry of construction. Prerequisites: MATH 0940 or equivalent.

Prerequisites: MATH 0940.

CSMV 1170 Construction Management

3 credits; 3 classroom hours/week; 0 lab hours/week

Introduces students to construction materials and their methodologies. Topics include construction terminology, materials and their properties, materials sources, construction techniques, and other related topics. This course is intended for students with limited construction experience.
The criminal justice program at Inver Hills is designed to: (1) prepare students for employment as officers and probation/parole aides) at state, county and local agencies; and (2) prepare students for entry-level positions in corrections (such as correctional officers and other construction-related industry professionals. Students completing this course will develop skills that allow them to become familiar with the range of competencies associated with mechanical and electrical systems.

ECONOMICS

About the Economics Department

The economics department offers students a background in economics with courses that can be integrated into four-year degree programs.

ECON 1000 Economics for Consumers (MnTC 2, 5)
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the tools and methods that will enable them to analyze and evaluate alternatives concerning major consumer issues with the goal of increasing personal well-being. (This course is not intended to satisfy the prerequisite for most 4-year programs in economics, business or accounting.)
Prerequisites: Recommended REA prep and/or support for ENG 1108.

ECON 2014 Principles of Microeconomics (MnTC 3, 5)
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to demand and supply analysis of prices and production under different market structures, the role of government in a market economy, international trade and exchange rates, and income distribution and the pricing of economic resources.
Prerequisites: Placement into ENG 1108 or 1109.

ECON 2190 Principles of Macroeconomics (MnTC 3, 5)
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the basic concepts and analytical tools that explain economic performance, including an analysis of U.S. economic institutions and government macroeconomic policies.
Prerequisites: Recommended REA prep and/or placement into ENG 1108.

EDUCATION

About the Education Department

These courses are a comprehensive, high-quality, pre-professional education curriculum that facilitates equal access to relevant upperdivision courses, and provides an introduction to educational development opportunities for educators. A.S. degree programs are available in early childhood and education foundations. For full descriptions of each degree program, see the Programs and Majors section of this catalog. InVER HILLS COMMUNITY COLLEGE | 651-450-3000 | ADMISSIONS@INVERHILLS.EDU | WWW.INVERHILLS.EDU

Spanish for Educators (MnTC 2, 5)
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides functional Spanish language communication skills for educators and other personnel who may have professional contact with Spanish speakers. Offers training in basic Spanish listening, speaking, reading, writing, and cultural awareness.

CJS 266 Legal Issues and Corrections
3 credits; 3 classroom hours/week; 0 lab hours/week
Studies the legal rights and obligations of incarcerated individuals in confined and public facilities, along with the rights, obligations, and responsibilities of corrections agencies and personnel. Corequisites include:

CJS 1106 with a grade of C or higher.
CJS 1190 Field Experience: Criminal Justice
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides on-campus learning experiences in an agency providing a learning environment for students interested in the sociological perspective. Emphasis will be placed on experiences that relate to the student’s career interests. In most instances these placements will be with law enforcement agencies and/or corrections. Course formerly known as CJS 1190.

CJS 266 Field Experience: Criminal Justice
3 credits; 3 classroom hours/week; 0 lab hours/week
Prepares students for a variety of positions in corrections (such as correctional officers and probation/parole aides) at state, county and local agencies; and provides students with the academic foundation needed to pursue and complete a bachelors degree in criminal justice studies. This A.S. degree comprises courses in sociology and other areas. See degree requirements for more information.

CJS 266 Legal Issues and Corrections
3 credits; 3 classroom hours/week; 0 lab hours/week
Describes the American system of criminal justice, covering theories of justice, criminal law, policing, and court processes and procedures. This course is designed for criminal justice majors, project supervisors, code officials, and other construction-related industry professionals. Students completing this course will develop skills that allow them to become familiar with the range of competencies associated with mechanical and electrical systems.

CJS 266 Criminal Justice and the Constitution
3 credits; 3 classroom hours/week; 0 lab hours/week
Acquaint students with relevant content of the United States Constitution and Constitutional amendments within political, social, and historical contexts; and examine the constitutional process in key judicial decisions. Course formerly known as CJS 2400. Grade of C or higher.

CJS 266 Legal Issues and Corrections
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines the current trends in criminal justice, which recognizes the changing nature of the criminal justice system. Topics will include criminological, anthropological, and sociological perspectives, this course will analyze the issues which prompted a specialized approach to various offender groups. Topics will include elderly offenders, mentally ill and emotionally disturbed offenders, sexual deviants, gang classified offenders, drug/alcohol offenders, and juvenile offenders. Historical development, societal issues, and other serious problems are considered throughout.

CJS 266 Legal Issues and Corrections
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the tools and methods that will enable them to analyze and evaluate alternatives concerning major consumer issues with the goal of increasing personal well-being. (This course is not intended to satisfy the prerequisite for most 4-year programs in economics, business or accounting.)
Prerequisites: Recommended REA prep and/or placement into ENG 1108.

CJS 266 Legal Issues and Corrections
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines the MN criminal statutes and MN traffic code applicable to law enforcement. Learners align their emerging understanding of criminal codes and laws to analyze the elements necessary to make an arrest and obtain a conviction. MN law related to use of force and use of deadly force in corrective action is discussed. Emphasis will be placed on experiences that relate to the student’s career interests. In most instances these placements will be with law enforcement agencies and/or corrections. Course formerly known as CJS 1190.
EDU 1133 Children’s Health, Nutrition, Physical Development and the Effects of Drugs 3 credits; 3 classroom hours/week; 0 lab hours/week
Focuses on the knowledge and skills needed to maintain a safe and healthy environment. Students will study diseases and disorders and their impact on child development and the effects of drugs on children.

EDU 1156 Infant and Toddler Development and Care 3 credits; 3 classroom hours/week; 0 lab hours/week
Focuses on developing a knowledge base about infant and toddler development emphasizing identification and comprehension of the learning process. This course will focus on such topics as physical growth and development, nutrition, sleep, and toileting. This complete the requirements of the course will need to receive a professional development contact.

EDU 1180 Children with Special Needs 3 credits; 3 classroom hours/week; 0 lab hours/week
Examines the historical and current contexts for applications of educational technology, including the research, resources, issues and trends shaping the role of educational technology in today’s urban classrooms. Course readings, discussions, guest speakers, and course assignments will focus on topics such as curriculum design and implementation, the student’s role in classroom instruction, and the use of technology to meet the needs of diverse learners. Emphasis will be placed on the use of multimedia and technology in the classroom to facilitate learning for all students.

EDU 1194 Multicultural Education/Human Relations 3 credits; 3 classroom hours/week; 0 lab hours/week
Focuses on the knowledge and skills needed to create and maintain an integrated learning environment for children with special needs. An introduction and exploration of disabilities commonly found in infants, toddlers, preschool, and school age children.

EDU 1144 Learning Technology for K-12 Education 2 credits; 2 classroom hours/week; 0 lab hours/week
Examines the historical and current contexts for applications of educational technology, including the research, resources, issues and trends shaping the role of educational technology in today’s urban classrooms. Course readings, discussions, guest speakers, and course assignments will focus on topics such as curriculum design and implementation, the student’s role in classroom instruction, and the use of technology to meet the needs of diverse learners. Emphasis will be placed on the use of multimedia and technology in the classroom to facilitate learning for all students.

EDU 2000 Foundations of Early Literacy 3 credits; 3 classroom hours/week; 0 lab hours/week
Focuses on childhood, reading, and writing skills in school settings where an interpreter might be required. Students will study child development, the importance of language and reading, and the role of reading and writing skills in early childhood education.

EDU 2010 Learning in the Early Childhood Classroom 3 credits; 3 classroom hours/week; 0 lab hours/week
Provides an opportunity for students to explore the early childhood education setting. The lecture/discussion groups and guest speakers will focus on topics such as curriculum design and implementation, the student’s role in classroom instruction, and the use of technology to meet the needs of diverse learners. Emphasis will be placed on the use of multimedia and technology in the classroom to facilitate learning for all students.

EDU 2040 Introduction to EKG Interpretation 1 credit; 0 classroom hours/week; 2 lab hours/week
Provides an introduction to EKG interpretation. The focus of the course is basic rhythm interpretation, but also will cover such topics as: arrhythmias, conduction systems, and interpretation of the ECG and cardiovascular disease as it relates to cardiac output.
Prehospital environment. Emphasis on performance of psychomotor skills. 2 credits; 0 classroom hours/week; 0 lab hours/week; 12 clinical hours/week. This course will build on the scale and experience of the previous one. Prerequisites: Acceptance into the Paramedic Core Program or permission of instructor.

EMS 1131 Advanced Emergency Medical Technician 4 credits; 4 classroom hours/week; 0 lab hours/week. Learners progress from isolated skill practice through a series of increasingly realistic simulations. Simulations are planned in a cycle that increases in complexity and stress. Each successive exercise will build on the scale and experience of the previous one. Prerequisites: Co-requisite: EMS 1130, EMS 1131.

EMS 1123 Emergency Response to Crisis 1 credit; 1 classroom hour/week; 0 lab hours/week. Provides the opportunity to practice Basic Life Support and Advanced Life Support skills. Scenario skills and other classroom activities will be required. Emphasis placed on skill competence and preparation for certification exams. Prerequisites: Acceptance into the Paramedic Core Program, or permission of instructor.

EMS 1128 Advanced EMT Patient Care Experience 2 credits; 2 classroom hours/week; 0 lab hours/week; 3 clinical hours/week. Prioritizing field care. Medical emergencies studied will include respiratory, cardiovascular accidents and communicable diseases. Basic and advanced concepts of EKG monitoring techniques and interpretation will be covered. Basic support and advanced life support skills will be annually reviewed. Prerequisites: Acceptance into the Paramedic Core Program or permission of instructor.

EMS 2470 Paramedic Patient Care Experience II 2 credits; 2 classroom hours/week; 2 clinical hours/week. Provides competency-based clinical experiences in emergency medical services field response units, hospitals, health care clinics and other venues. Students perform advanced life support skills and patient assessments, formulate differential diagnoses, and direct patient care toward appropriate health care providers. Prerequisites: Acceptance into the paramedic core program. Pre or co-requisites: EMS 2470, EMS 2475, and EMS 2480. To complete the requirements of the course student will need to receive a criminal background clearance, an EMT license, and a CPR card. Prerequisites: Accident for the catalog for more information on the criminal background study.

EMS 2480 Special Rescue Operations 2 credits; 2 classroom hours/week; 0 lab hours/week. Provides classroom and practical training in rescue operations and techniques including extrication, water rescue, high-level and submersion rescue, ice, and multiple casualty situations. Emphasis is placed on incident command, and hazardous material awareness. Also includes emergency driving skills practice. Prerequisites: Acceptance into the Paramedic Core Program, or permission of instructor.

EMS 2488 Paramedic Patient Care Experience I 2 credits; 2 classroom hours/week; 2 clinical hours/week; 12 clinical hours/week. Provides competency-based clinical experiences in emergency medical services field response units, hospitals, health care clinics and other venues. Students perform advanced life support skills and patient assessments, formulate differential diagnoses, and direct patient care toward appropriate health care providers. Prerequisites: Acceptance into the paramedic core program. Pre or co-requisites: EMS 2470, EMS 2475, and EMS 2480. To complete the requirements of the course student will need to receive a criminal background clearance, an EMT license, and a CPR card. Prerequisites: Accident for the catalog for more information on the criminal background study.

EMS 2920 Community Paramedic Patient Care Experience 2 credits; 2 classroom hours/week; 0 lab hours/week. Guides the student through the community assessment process. Students will need to conduct a needs gap analysis in their home community, and create a resource map designed to meet those needs. Prerequisites: Certified Paramedic with 2 years full time or equivalent experience; Co-requisites: EMS 2920; EMS 2930; EMS 2950.

EMS 2930 Community Paramedic Patient Care Experience 2 credits; 2 classroom hours/week; 0 lab hours/week. Expands on the past knowledge and experience of a paramedic by further exploring clinical conditions commonly encountered in a primary care and public health setting. Students will learn the roles of other healthcare providers who are part of the healthcare home team. Prerequisites: Certified Paramedic with 2 years full time or equivalent experience; Co-requisites: EMS 2930; EMS 2950; EMS 2950.

ENGR 1000 Orientation to Engineering 1 credit; 1 classroom hour/week; 0 lab hours/week. Explores the role of the Community Paramedic and how it is integrated into the primary care and public health systems. Students will learn the roles of other healthcare providers who are part of the healthcare home team. Prerequisites: Certified Paramedic with 2 years full time or equivalent experience; Co-requisites: EMS 2930; EMS 2950; EMS 2950.

ENGR 1000 Orientation to Engineering 1 credit; 1 classroom hour/week; 0 lab hours/week. Explores the role of the Community Paramedic and how it is integrated into the primary care and public health systems. Students will learn the roles of other healthcare providers who are part of the healthcare home team. Prerequisites: Certified Paramedic with 2 years full time or equivalent experience; Co-requisites: EMS 2930; EMS 2950; EMS 2950.
apitudes and skills engineers need, the Inver Hills A.S Engineering Fundamentals program, and programs at transfer institutions. Topics also include in-depth skills for academic and career success, importance of professional networking, and ethics in engineering practice.

Provides training in engineering reviewing engineering or wanting to explore engineering as a career choice. 

ENG 1100 Introduction to Engineering 2 credits; 1 classroom hours/week; 2 lab hours/week Provides an introduction to engineering. Topics include the history of engineering, structural design, and the role of engineers in society. Prerequisites: A grade of C or higher in ENG 1100, or ENG 1101. 4 credits; 3 classroom hours/week; 4 lab hours/week Provides an opportunity for deeper exploration of special topics in engineering or undergraduate research experience in engineering.

ENG 2920 Special Topics in Engineering 3 credits; 3 lecture hours/week. 1 lab hour/week

ENG 2930 Thermodynamics 4 credits; 4 classroom hours/week; 0 lab hours/week Provides a foundation for analyzing mechanics of heat using a macroscopic approach. Topics include: continuum hypothesis, first and second laws of state, thermodynamic processes, modes of work and heat transfer, equations for conservation of mass, equations for conservation of energy, equations for conservation of entropy, basic thermodynamic cycles, system and surroundings, ideal gas mixtures and adiabatic flame temperature. Prerequisite: Grade of C or higher in ENG 1100 or ENG 1111. 4 credits; 4 classroom hours/week; 0 lab hours/week

ENG 2940 Introduction to Digital Circuits and Logic Design 4 credits; 3 classroom hours/week; 3 lab hours/week Provides an introduction to digital logic and logic design. Topics include digital systems, Boolean algebra, logic gates, and basic logic gates. Students will learn to design and implement digital logic circuits. Prerequisites: Grade of C or higher in ENG 1100 or ENG 1111.

ENG 2950 Introduction to Engineering 2 credits; 1 classroom hours/week; 2 lab hours/week Provides an introduction to the fundamentals of engineering in a multidisciplinary setting. Topics include introduction to applied mechanics and machine elements, elements of electric circuits, electronic devices, introduction to micro-controller programming, and fundamental concepts of metrology using software for problem solving, and fundamentals of engineering using a 3-D modeling software. Students will learn engineering design process and basic techniques of technical communication by engaging in collaborative engineering projects, report writing and product demonstration, writing a brief design report, and a final project presentation. A student who has passed ENG 1100 and ENG 1111 with a grade of C or higher will be considered to be taking this course. Prerequisite: A grade of C or higher in MATH 120 or MATH 131 or MATH 132 or MATH 133 or higher, and a grade of C or higher in ENG 1100 or ENG 1111, or placement into ENG 93/94 or ENG 1105. ENG 1100 recommended.

ENG 3050 Energy in Society 3 credits; 3 class hours/week; 1 lab hour/week

ENG 3150 Introduction to Technical Writing 3 credits; 3 classroom hours/week; 0 lab hours/week Emphasizes critical analysis of fiction and nonfiction texts, at least one book length. Students will learn techniques for analyzing information and synthesis of multiple sources. Prerequisites: Grade of C or higher in ENG 1105. 3 credits; 3 classroom hours/week; 0 lab hours/week

ENG 3160 Writing for the Web (MnTC 6C, Su) 3 credits; 3 classroom hours/week; 1 lab hours/week Focuses on the principles of writing for web-based contexts (e.g., blogs, wikis, and social networking sites). Students will write for a variety of online contexts, including websites, blogs, and email. Prerequisites: ENG 1105 or ENG 2118 or ENG 2905 or ENG 2920 or placement into ENG 93/94 or ENG 1105 with a grade of C or higher in ENG 1105.

ENG 3178 Style and Correctness for Writers (MnTC 6C) 3 credits; 3 classroom hours/week; 0 lab hours/week Emphasizes critical analysis of fiction and nonfiction texts, at least one book length. Students will learn techniques for analyzing information and synthesis of multiple sources. Prerequisites: Grade of C or higher in ENG 1105. 3 credits; 3 classroom hours/week; 0 lab hours/week

ENG 3220 Introduction to Writing for the Web (MnTC 6C, Su) 3 credits; 3 classroom hours/week; 1 lab hours/week Focuses on the principles of writing for web-based contexts (e.g., blogs, wikis, and social networking sites). Students will write for a variety of online contexts, including websites, blogs, and email. Prerequisites: ENG 1105 or ENG 2118 or ENG 2905 or ENG 2920 or placement into ENG 93/94 or ENG 1105 with a grade of C or higher in ENG 1105.

ENG 3230 Legal Writing 3 credits; 3 classroom hours/week; 0 lab hours/week Emphasizes critical analysis of fiction and nonfiction texts, at least one book length. Students will learn techniques for analyzing information and synthesis of multiple sources. Prerequisites: Grade of C or higher in ENG 1105. 3 credits; 3 classroom hours/week; 0 lab hours/week

ENG 3240 Introduction to Technical Writing 3 credits; 3 classroom hours/week; 0 lab hours/week Emphasizes critical analysis of fiction and nonfiction texts, at least one book length. Students will learn techniques for analyzing information and synthesis of multiple sources. Prerequisites: Grade of C or higher in ENG 1105. 3 credits; 3 classroom hours/week; 0 lab hours/week

ENG 3250 Writing for the Web (MnTC 6C, Su) 3 credits; 3 classroom hours/week; 1 lab hours/week Focuses on the principles of writing for web-based contexts (e.g., blogs, wikis, and social networking sites). Students will write for a variety of online contexts, including websites, blogs, and email. Prerequisites: ENG 1105 or ENG 2118 or ENG 2905 or ENG 2920 or placement into ENG 93/94 or ENG 1105 with a grade of C or higher in ENG 1105.

ENG 3260 Technical Writing and Documentation 3 credits; 3 classroom hours/week; 1 lab hours/week Focuses on the principles of writing for web-based contexts (e.g., blogs, wikis, and social networking sites). Students will write for a variety of online contexts, including websites, blogs, and email. Prerequisites: ENG 1105 or ENG 2118 or ENG 2905 or ENG 2920 or placement into ENG 93/94 or ENG 1105 with a grade of C or higher in ENG 1105.
Surveys American literature from 1860 to the present. Typical authors include Whitman, Chopin, Twain, Hemingway and Faulkner. Includes Frost, Stevens and Bellow with works by O’Connor, Capote, Oates, Faulkner, Salinger and Barth. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. V

ENG 2235 Specia! Topics in Writing [MnTC 6A] 3 credits; 3 classroom hours/week; 0 lab hours/week Provides an opportunity to write in a specific genre (e.g. poetry, memoir, play, screenplay, literary journalism, short fiction, creative nonfiction). Assists writers in developing their own voice by exploring a single genre in addition to learning about stages of development applied to a particular piece. Prerequisites: ENG 1108 or ENG 1121 or permission of instructor. V

ENG 2235 The Novel [MnTC 6A] 3 credits; 3 classroom hours/week; 0 lab hours/week Explores selected works of the 19th through 21st centuries, including the various national and cultural traditions in which they exist. Students will also study the novel as a creative product of its historical and cultural era. Selected authors may include Austin, Dickens, Vorläuter, and Fehrenbach. Prerequisites: Placement into English 1108 or completion of both ENG 0099/EAP 0099 and READ 0093/0094 with a grade of C or higher. V

ENG 2233 Mythic Stories: Cultural and Personal (MnTC 2, 6B) 3 credits; 3 classroom hours/week; 0 lab hours/week Surveys significant mythic stories from around the world, such as Africa, Asia, Australia, South America, Europe, and the Middle East. Structures and functions of myths are examined and the role of myth to our lives. Works considered may include essays, short stories, films, plays, poems and novels. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. V

ENG 2232 The Short Story (MnTC 2, 6B) 3 credits; 3 classroom hours/week; 0 lab hours/week Examines the history and diversity of the short story form. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. S, Su

ENG 2234 Contemporary Fiction (MnTC 2, 6B) 3 credits; 3 classroom hours/week; 0 lab hours/week Explores recent novels and short stories that represent diverse cultural and artistic expressions. Emphasis will be on North American writers, but works by writers from other countries will be included. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. E, S

ENG 2233 Women in Literature (MnTC 2, 6B) 3 credits; 3 classroom hours/week; 0 lab hours/week Examines the history and diversity of related literature. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. S, Su

ENG 2241 Representations of the Body in Literature and Culture [MnTC 2, 6B] 3 credits; 3 classroom hours/week; 0 lab hours/week Takes the human body as its central theme and explores that theme through literature, history and film. Specific topics will include the representation of the body in myth, art, popular culture and contemporary society. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. S, Su

ENG 2241 Specia! Topics in Literature [MnTC 2, 6B] 3 credits; 3 classroom hours/week; 0 lab hours/week Examines a prominent theme, figure, period or genre in literature. Topics will be determined in advance by the instructor and published in the class schedule. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. V

ENG 2255 Special Topics in Writing [MnTC 6A] 3 credits; 3 classroom hours/week; 0 lab hours/week Provides an opportunity to write in a specific genre (e.g. poetry, memoir, play, screenplay, literary journalism, short fiction, creative nonfiction). Assists writers in developing their own voice by exploring a single genre in addition to learning about stages of development applied to a particular piece. Prerequisites: ENG 1108 or ENG 1121 or permission of instructor. V

ENG 2255 The Novel [MnTC 6A] 3 credits; 3 classroom hours/week; 0 lab hours/week Explores selected works of the 19th through 21st centuries, including the various national and cultural traditions in which they exist. Students will also study the novel as a creative product of its historical and cultural era. Selected authors may include Austin, Dickens, Vorläuter, and Fehrenbach. Prerequisites: Placement into English 1108 or completion of both ENG 0099/EAP 0099 and READ 0093/0094 with a grade of C or higher. E, S

ENG 2254 Mythic Stories: Cultural and Personal (MnTC 2, 6B) 3 credits; 3 classroom hours/week; 0 lab hours/week Surveys significant mythic stories from around the world, such as Africa, Asia, Australia, South America, and Scandinavia. Universal themes and the nature of the mythic hero are considered, as well as the role and value of myth to our lives. Works considered may include essays, short stories, films, plays, poems and novels. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. V

ENG 2253 Women in Literature (MnTC 2, 6B) 3 credits; 3 classroom hours/week; 0 lab hours/week Examines the history and diversity of related literature. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. S, Su

ENG 2252 Contemporary Fiction (MnTC 2, 6B) 3 credits; 3 classroom hours/week; 0 lab hours/week Explores recent novels and short stories that represent diverse cultural and artistic expressions. Emphasis will be on North American writers, but works by writers from other countries will be included. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. E, S

ENG 2251 Beginning French I (MnTC 6B, 8) 3 credits; 3 classroom hours/week; 0 lab hours/week Introduces students to a subject of major world cultures, including introductory grammar, screen personalities and motion pictures. Important films are screened, discussed and critically evaluated. NOTE: FS 1101 and THR 1101 are co-listed, department should be selected at registration. Credit will be given in only one department. F, S

ENG 2250 French Culture & Civilization (MnTC 6B, 8) 3 credits; 3 classroom hours/week; 0 lab hours/week Helps students understand, appreciate and enjoy motion pictures from their inception to the present as an art form. A beginning approach to the history, theory and criticism of the cinema and film industry. The relationship between form and content is basic to this course. NOTE: FS/THTR 1107 and FS/THTR 1108 are co-listed, department should be selected at registration. Credit will be given in only one department. V

ENG 2249 Academic Writing 3 credits; 3 classroom hours/week; 0 lab hours/week Provides advanced writing students whose native language is not English with the ability to improve their writing skills in order to be successful in entry-level college writing courses. Students develop their understanding and use of various aspects of grammar, style and essay organization. They write short essays and more argumentative or expository essays that incorporate work from other disciplines. Prerequisites: Placement as recommended by college assessments or successful completion of EAR 0099 or READ 0093. E, Su

FREN 2201 Beginning French I (MnTC 6B, 8) 5 credits; 3 classroom hours/week; 0 lab hours/week Designed to develop listening, speaking, reading, and writing skills as needed for college reading and writing. Coursework may be used to satisfy electives, to supplement personal interests, or to meet program requirements at four-year institutions. F

FREN 2201 Beginning French I (MnTC 6B, 8) 5 credits; 3 classroom hours/week; 0 lab hours/week Designed to develop listening, speaking, reading, and writing skills as needed for college reading and writing. Coursework may be used to satisfy electives, to supplement personal interests, or to meet program requirements at four-year institutions. F

FREN 2202 Beginning French II (MnTC 6B, 8) 5 credits; 3 classroom hours/week; 0 lab hours/week Designed to develop listening, speaking, reading, and writing skills as needed for college reading and writing. Coursework may be used to satisfy electives, to supplement personal interests, or to meet program requirements at four-year institutions. F, Su

FREN 2205 Intermediate French I (MnTC 6B, 8) 5 credits; 3 classroom hours/week; 0 lab hours/week Designed to develop listening, speaking, reading, and writing skills as needed for college reading and writing. Coursework may be used to satisfy electives, to supplement personal interests, or to meet program requirements at four-year institutions. F, Su

FREN 2206 Intermediate French II (MnTC 6B, 8) 5 credits; 3 classroom hours/week; 0 lab hours/week Designed to develop listening, speaking, reading, and writing skills as needed for college reading and writing. Coursework may be used to satisfy electives, to supplement personal interests, or to meet program requirements at four-year institutions. F, Su

FREN 2211 Advanced French I (MnTC 6B, 8) 5 credits; 3 classroom hours/week; 0 lab hours/week Designed to develop listening, speaking, reading, and writing skills as needed for college reading and writing. Coursework may be used to satisfy electives, to supplement personal interests, or to meet program requirements at four-year institutions. F, Su

FREN 2212 Advanced French II (MnTC 6B, 8) 5 credits; 3 classroom hours/week; 0 lab hours/week Designed to develop listening, speaking, reading, and writing skills as needed for college reading and writing. Coursework may be used to satisfy electives, to supplement personal interests, or to meet program requirements at four-year institutions. F, Su

cultural and literary studies will expand students’ knowledge of the
Courses examine the natural, human and societal features, activities and characteristics. Identifies current cultural assumptions about gender, and gender in the United States and examines the relationships between technological and developing nations, and a survey of present conditions among various regions in the future. This is a lab science course. 

GEOG 1400 Energy, Environment and Climate (MnTC 3B, 10) 3 credits; 2 classroom hours/week; 1 lab hour/week Explores the historical and contemporary intersections of race, class and gender. Emphasize the interactions of the biosphere, geological and climatic systems in the development of the pattern of regional environments including the study of spatial patterns and processes associated with the earth. Investigates the interactions of geology, ecosystems and weather and how these interactions impact diverse populations around the world in terms of agriculture, economics and natural resources.

<table>
<thead>
<tr>
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<th>Hours</th>
<th>Description</th>
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<tbody>
<tr>
<td>GEOG 1100 Introduction to Geography: The Earth as the Home for Humans (MnTC 8) 10 credits</td>
<td>3</td>
<td>3 classroom hours/week; 0 lab hours/week</td>
<td>Explores the origin, nature, location and management issues of natural renewable and non-renewable resources on a global scale. Energy sources, soils, mineral deposits and forests will be examined with other natural resources.</td>
<td>F, S, Su</td>
</tr>
<tr>
<td>GEOG 1160 Physical Geography (MnTC 3B, 10) 4 credits</td>
<td>3</td>
<td>3 classroom hours/week; 2 lab hours/week</td>
<td>Investigates the physical, geographic and climatic systems in the development of the pattern of regional environments including the study of spatial patterns and processes associated with the earth.</td>
<td>F, S, Su, V</td>
</tr>
<tr>
<td>GEOG 1105 Historical Geology (MnTC 8) 3 credits</td>
<td>3</td>
<td>3 classroom hours/week; 2 lab hours/week</td>
<td>Examines the earth’s planetary materials and processes as they have evolved over time. Time is placed on the study of evolution and life as it applies to the succession of plants and animals evidenced in the fossil record and the processes that have altered the character of the Earth’s continents and oceans through time.</td>
<td>F, S</td>
</tr>
<tr>
<td>GEOG 1115 Natural Disasters (MnTC 3B, 10) 3 credits</td>
<td>3</td>
<td>3 classroom hours/week; 0 lab hours/week</td>
<td>Investigates the physical processes, origins, and human and economic impacts of natural disasters. Students will examine earthquakes, volcanism, severe weather, climate change, wildfires and floods among other topics. Emphasis will be placed on lab-like experiences that include mapping and data analysis.</td>
<td>F, S, Su, V</td>
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**GLOBAL STUDIES**

About the Global Studies Department

We live in a world that is increasingly made smaller by media, travel and technology. This shrinking of the world brings together different cultures, beliefs and value systems on a daily basis and demands that people learn new ways to work and live together effectively. As a result, the world requires a new type of international affairs professional. Global studies courses strive to give students an understanding of these forces and the effects these dynamics have on citizens and cultures.

Courses are designed to expose students to a wide variety of belief systems and perspectives, and give them skills for understanding and incorporating this information into their lives in practical ways.

Global studies courses prepare students for transfer into four-year degree programs that focus on international business, global studies, international affairs or other career fields that will require students to deal with diverse people groups, such as business and global studies.

<table>
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<td>Explores the origin, nature, location and management issues of natural renewable and non-renewable resources on a global scale. Energy sources, soils, mineral deposits and forests will be examined with other natural resources.</td>
<td>F, S, Su, V</td>
</tr>
</tbody>
</table>
The health core curriculum (HCCC) is intended for students who are interested in the health care field or for students pursuing a health care career. The core didactic courses (4 credits) provide an overview of the focus of Success in Health Care Settings, Communication in Healthcare Settings, Awareness and Sensitivity to Client Needs, Respecting Client and Staff Diversity; Health Care Safety and Standard Precautions, and Legal Issues in Healthcare and Healthcare Ethics.

HCCC 1011 Health Care Ethics
3 credits
Focuses on the ethical principles, ethical conduct and standards of care as they relate to the care of clients and interactions with peers, colleagues and team members. Ethical frameworks are provided for discussion on understanding the types of ethical challenges in health care and the difficult decisions that need to be made.

HCCC 1020 Communication in Health Care Settings
3 credits; 1 classroom hour/week, 2 lab hours/week
Examines the development of effective communication skills to support quality client care.

HCCC 1050 Awareness and Sensitivity to Client Needs
3 credits; 0.5 classroom hours/week, 0 lab hours/week
Presents challenges and issues related to the awareness and sensitivity needed to understand the healthcare needs of clients. Included is the importance of the healthcare professional to make sure clients understand the services available, the cost of services and the requirements related to insurance.

HCCC 2050 Responding to Client and Staff Diversity
0.5 credits; 0.5 classroom hours/week, 0 lab hours/week
Provides a framework for dealing with diverse clients and staff. Included are diversity systems, cultural, racial and other cultural groups and strategies and considerations to appropriately deal with client and staff diversity are emphasized.

HCCC 2050 Healthcare Safety and Standard Precautions
0.5 credits; 0.5 classroom hours/week, 0 lab hours/week
Focuses on the legal issues related to health care workers. Such areas as health care laws, client rights and responsibilities, confidentiality, liability, documentation and regulation are explored.

HCCC 3010 Legal Aspects in Health Care
3 credits; 0.5 classroom hours/week, 0 lab hours/week
Focuses on the legal issues related to clients and health care workers. Such areas as health care laws, client rights and responsibilities, confidentiality, liability, documentation and regulation are explored. The relationship between ethics and legal issues is discussed, as well as the influence, duties and responsibilities one have on health care systems.

HEALTH CARE MANAGEMENT
About Health Care Management Courses
Medical terminology is open to all students as an elective and recommended for students considering nursing and other health science majors.

HCM 1125 Medical Terminology
2 credits; 2 classroom hours/week, 0 lab hours/week
Presents terminology related to the body systems. Emphasis is placed on pronunciation, spelling and definition of terminology.

HIST 1108 Introduction To Latin American History (MnTC 5, 8)
3 credits; 3 classroom hours/week, 0 lab hours/week
Considers world civilizations from prehistoric roots to Sumer, Egypt, Assyria, Israel, China and Southeast Asia, India, Greece, Rome, Africa and the Americas. Explores how the religious, economic, intellectual and artistic development across regions and time (E, Su).

HIST 1107 World Civilizations Since 1500 (MnTC 5, 8)
3 credits; 3 classroom hours/week, 0 lab hours/week
Surveys world civilizations to the present from the Reformation and Enlightenment to the rise of nationalism, imperialism, transpacific societies to industrial revolution; and from the emergence of nationalism and the age of ideologies to the global marketplace.

HIST 1114 History of The United States to 1877 (MnTC 5, 8)
3 credits; 3 classroom hours/week, 0 lab hours/week
Examines the opportunity to pursue an A.A. degree with an emphasis in history.

HIST 1115 History of The United States since 1877 (MnTC 5, 8)
3 credits; 3 classroom hours/week, 0 lab hours/week
Surveys the New South, the industrial revolution, Progressive era, roaring twenties, Great Depression, World Wars, and Cold post-Cold War era to the present. Emphasizes political, social, economic and intellectual developments of the United States, reflecting American ethnic and cultural diversity.

HIST 1107 World Civilizations Since 1500 (MnTC 5, 8)
3 credits; 3 classroom hours/week, 0 lab hours/week
Surveys the New South, the industrial revolution, Progressive era, roaring twenties, Great Depression, World Wars, and Cold post-Cold War era to the present. Emphasizes political, social, economic and intellectual developments of the United States, reflecting American ethnic and cultural diversity.

HIST 1115 History of The United States since 1877 (MnTC 5, 8)
3 credits; 3 classroom hours/week, 0 lab hours/week
Examines the United States since 1865, with an emphasis on the rise and fall of the Civil War, reconstruction, and the Civil Rights movement and its legacies; the technological revolution; religious, political and social developments; and international economic and political trends.
HIST 2020 Civil War, Reconstruction, and the Age of Business (MnTC 5) 3 credits; 3 classroom hours/week; 0 lab hours/week  
Surveys the political, economic, social, and cultural developments and implications of the U.S. Civil War, the rise and fall of Reconstruction; the growth of transportation and industrial economies; Indian removal and resistance; the New South and Populist revolt; the Progressive, urbanization and the emergence of the modern corporation. (F, S)

HIST 2205 History of World Religions: Ancient to Modern Time (MnTC 5) 4 credits; 4 classroom hours/week; 0 lab hours/week  
Compares and contrasts the history of beliefs, values and world views associated with world religions, practices and institutions from ancient to contemporary times. Topics include: views of creation, time and death, good and evil, the relation to art, relation to political power, and role in social and cultural conflict. Prerequisites: HIST 1005 or HIST 1025 recommended. (F)

HONORS  
About the Honors Department  
The Honors Program provides the opportunity to expand students' knowledge and 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.

HNRN 2000 Honors Capstone Project 1 credit; 1 classroom hour/week; 1 lab hour/week  
Allows students to formulate, complete and present a capstone project, in close consultation with an Honors advisor, that combines coursework, educational experiences, and academic interests; demonstrate research in close consultation with an Honors advisor, that combines coursework, educational experiences, and academic interests; demonstrate research and critical thinking skills and a deep understanding of the subject; and contribute to the discipline. Prerequisites: Active Student in Honors Program who has completed at least 15 Honors credits. (F, S)

HUMAN SERVICES  
About the Human Services Department  
Courses are open to students interested in obtaining an A.S. degree or certificate in human services. First-hand experiences and a focus on the implementation of skills and techniques prepares students for work in a variety of helping professions or for transfer to a baccalaureate degree program in human services. (F)

HSER 1100 Introduction to Human Services 3 credits; 3 classroom hours/week; 0 lab hours/week  
Provides an introduction to the field of human services. Course describes history, worker roles and current career trends in the field. Students are required to participate in hands-on experience through service learning. This course is appropriate for anyone who might be interested in the helping profession. Note: To complete the requirements of the human services major, students must have completed an introduction to group dynamics course. Please refer to the Criminal Background section of the catalog for more information on the criminal background check. (F, S)

HSER 1102 Multicultural Awareness in the Helping Profession 3 credits; 3 classroom hours/week; 0 lab hours/week  
Examines attitudes and enhances knowledge and skills that are necessary to work effectively with culturally diverse populations in the human services field. Students will explore their own and others' cultural identities, values, attitudes and behaviors. Emphasis is placed on how to adjust services to the multicultural needs of individuals who are served. (F, S)

HSER 1103 Loss and Grief 2 credits; 2 classroom hours/week; 0 lab hours/week  
Looks at dynamics of loss and grief across the lifespan. We will look at loss in terms of death, divorce, job loss, and other life transitions and the differences. We will incorporate journal assignments and experiential activities designed in the healing of each person's grief journey. Students will learn to identify, assess and intervene in grief situations. (S)

HSER 1104 Basic Counseling Skills 3 credits; 3 classroom hours/week; 0 lab hours/week  
Introduces basic counseling and interviewing skills. Students will learn and apply skills that range from basic attending and listening skills to chart documentation and treatment planning. Prerequisites: HSER 1100, HSER 1106, R, S

HSER 1105 Loss and Grief 2 credits; 2 classroom hours/week; 0 lab hours/week  
This course is an introduction to human services, including models for ethical decision making, legal and professional issues, professional codes of ethics, core values and professional issues. Prerequisites: F, S, S(V)

HSER/INTS 1125 Action-Based Learning Experience 1 credit; 1 classroom hour/week; 0 lab hours/week  
Provides an opportunity for human services students to create and implement projects for the development of personal knowledge and skill. Students will gain additional knowledge of human services practices through hands-on experience with humanitarian organizations and with optional service learning. Students wishing to earn MnTC credits must enroll as INTS 1140. (F, S, F(V), S(V), V)

HSER 1126 Crisis Assessment and Intervention 3 credits; 3 classroom hours/week; 0 lab hours/week  
Focuses on the development of crisis intervention and decision making skills. This course must be taken concurrently with HSER 1179, HSER 1189. (F, S, Su(V))

HSER 1127 Multicultural Awareness in the Helping Profession 3 credits; 3 classroom hours/week; 0 lab hours/week  
Examines the development of knowledge and skills that are necessary to work effectively with culturally diverse populations in the human services field. (F, S)

HSER 1129 Mental Disorders through the Life Span 3 credits; 3 classroom hours/week; 0 lab hours/week  
Introduces an overview of the range of mental disorders throughout the lifespan. Disorders covered include mood disorders, anxiety disorders, eating disorders, personality disorders, addictions, and disorders in children and the elderly. Students will learn to identify signs and symptoms of common disorders, learn basic skills and therapeutic treatments that effectively help individuals who have mental disorders. F

HSER 1132 Adolescent and Youth Work 3 credits; 3 classroom hours/week; 0 lab hours/week  
Focuses on learning about adolescents, identifying their developmental stage, tasks and goals; and how to work with them concerning their mental and physical health needs. Common adolescent crisis problems and situations are explored, including assessment and intervention strategies. This course is for human services students, counselors, other helping professionals, law enforcement personnel, teachers and parents. F, S

HSER 1133 Family Functions and Interactions 3 credits; 3 classroom hours/week; 0 lab hours/week  
Studies the family with attention to its organization, function and development. Focus will be on the impact and effects of family on individual development. The course offers an introduction into family systems theory; normal and problematic family systems, and family functioning within crisis. Students will gain insight into the social and psychological roots of violence. Chemical dependency and how it affects the family also will be discussed. (F, S)

HSER 1134 Action-Based Learning Experience 1 credit; 1 classroom hour/week; 0 lab hours/week  
Provides an opportunity for human services students to create and implement projects for the development of personal knowledge and skill. Students will gain additional knowledge of human services practices through hands-on experience with humanitarian organizations and with optional service learning. Students wishing to earn MnTC credits must enroll as INTS 1140. (F, S, S(V), V)

HUM 1102 Ethical Issues in Human Services 2 credits; 2 classroom hours/week; 0 lab hours/week  
Examines the various types of disabilities and how they impact the human service provider. Students will gain additional knowledge of human services practices through hands-on experience with humanitarian organizations and with optional service learning. Students wishing to earn MnTC credits must enroll as INTS 1140. (F, S, S(V), V)

HUM 1106 Human Sexuality 3 credits; 3 classroom hours/week; 0 lab hours/week  
Explores the various types of disabilities and how they impact the human service provider. Students who wish to earn MnTC credits must enroll as INTS 1140. Note: Credit will be given in only one department. Students wishing to earn MnTC credits must enroll as INTS 1140. (F, S, S(V), V)

HUM 1117 Cultural Competence in Human Services 3 credits; 3 classroom hours/week; 0 lab hours/week  
Explores the various types of disabilities and how they impact the human service provider. Students who wish to earn MnTC credits must enroll as INTS 1140. Note: Credit will be given in only one department. Students wishing to earn MnTC credits must enroll as INTS 1140. (F, S, S(V), V)

HUM 1125 History of World Religions: Ancient to Modern Time (MnTC 5) 3 credits; 3 classroom hours/week; 0 lab hours/week  
Examines literature and other written works, art, architecture, philosophy, religion and music in their cultural contexts from the European Enlightenment to the modern world; e.g., such artists, writers, and composers as Rembrandt, Bach, Voltaire, Wollstonescraft, Tolstoy, Stravinsky and Camus, and such movements as Baroque, Romanticism, Realism, Impressionism and Existentialism. Covers primarily Western culture with some global culture added. (F, S, S(V)

HUM 1127 Holocaust & Genocide Studies in Film (MnTC 6B, 8) 3 credits; 3 classroom hours/week; 0 lab hours/week  
Examines the 20th century genocides through a chronology of films depicting both the horrors and the hope. Films include award-winning, acclaimed stories and documentaries of the Holocaust and other genocides, which demonstrate bravery, inhumanity and the will to overcome seemingly insurmountable odds to maintain human dignity. Film credits for those not followed by classroom session views from speakers and survivors, and opportunity for students to participate with humanitarian organizations and with optional service learning. Note: HUM 1115 and F 1115 are co-listed; department should be selected at registration. Credit will be given in only one department. F, S

HUM 1140 Cultural Anthropology (MnTC 5) 3 credits; 3 classroom hours/week; 0 lab hours/week  
The humanities department offers interdisciplinary (art, literature, music, history, philosophy) approaches to the study of a variety of human cultures. (F)

HUM 1111 The Ancient World to the Renaissance (MnTC 6B, 8) 4 credits; 4 classroom hours/week; 0 lab hours/week  
Examines written works, art, architecture and music in their cultural contexts from Ancient Greece, Rome, the Middle Ages and the Renaissance, e.g., such works as Greek Drama, the Arcoplas, Roman satire and the Medieval Cathedral, and such artists and writers as Giotto, Michelangelo, Machiavelli and Shakespeare. Su(V)

HUM 1112 From the Baroque Period to the Modern World (MnTC 6B, 8) 4 credits; 4 classroom hours/week; 0 lab hours/week  
Examines literature and other written works, art, architecture, philosophy, religion and music in their cultural contexts from the European Enlightenment to the modern world; e.g., such artists, writers, and composers as Rembrandt, Bach, Voltaire, Wollstonescraft, Tolstoy, Stravinsky and Camus, and such movements as Baroque, Romanticism, Realism, Impressionism and Existentialism. Covers primarily Western culture with some global culture added. (F, S, S(V)

HUM 1115 World Religions: Hinduism, Buddhism, and Christianity 3 credits; 3 classroom hours/week; 0 lab hours/week  
Study of the history, origins, practices and beliefs of Hindu, Buddhist and Christian religions. Examines religious and historical roots and modern religious movements. This course must be taken concurrently with HSER 1179, Human Services Seminar. Students who wish to earn MnTC credits must enroll as INTS 1140. (F, S, S(V), V)
ITC 1100 Introduction to Computers 1 credit; 1 classroom hours/week; 0 lab hours/week Introduces basic computer concepts and skills so that people can use computer technology in everyday life to develop new social and economic opportunities for themselves, their families, and their communities. Pre requisites: ITC 0090 (formerly CIS 0090) or Microsoft Digital Literacy Certification. Course Note: The prerequisites for this course will be waived upon proof of passing a digital literacy placement test. Contact instructor for details.

ITC 1130 Introduction to Microsoft Excel 1 credit; 1 classroom hours/week; 0 lab hours/week Introduces advanced features in Microsoft Excel. Students will learn to capture, format, calculate, analyze, and present data using advanced formulas, PivotTables and PivotCharts. Students will also learn to create and format charts, and automatic tools using macros. Prerequisites: ITC 1130 (formerly CIS 1130), or ITC 1100 (formerly CIS 1100), or consent of instructor.

ITC 1131 Intermediate Microsoft Excel 1 credit; 1 classroom hours/week; 0 lab hours/week Introduces advanced features in Microsoft Excel such as using advanced formulas, PivotTables and PivotCharts. Students will also learn to create and format charts, and automatic tools using macros. Prerequisites: Microsoft Word, and Microsoft Digital Literacy Certification. Course Note: The prerequisites for this course will be waived upon proof of passing a digital literacy placement test. Contact instructor for details.

ITC 1151 Intermediate Microsoft Access 1 credit; 1 classroom hours/week; 0 lab hours/week Introduces advanced use of Access, including creation of a database using Access. Topics include relational database concepts, building and customizing tables, creating queries, and constructing basic forms and reports. Prerequisites: ITC 1130 (formerly CIS 1130) or consent of instructor. Course Note: The prerequisites for this course will be waived upon proof of passing a digital literacy placement test. Contact instructor for details.

ITC 1152 Intermediate Microsoft PowerPoint 1 credit; 1 classroom hours/week; 0 lab hours/week Covers advanced features using Microsoft PowerPoint. This includes creating, editing, formatting, and maintaining a presentation. Prerequisites: ITC 1130 (formerly CIS 1130), or ITC 1100 (formerly CIS 1100), or consent of instructor.

ITC 1160 Project Management Software 1 credit; 1 classroom hours/week; 0 lab hours/week Covers the features and procedures to deploy, support and troubleshoot the current dominant version of Microsoft Windows client operating system in the enterprise environment. Course Note: The prerequisites for this course will be waived upon proof of passing a digital literacy placement test. Contact instructor for more information. Prerequisites: Please consult course outlines for this course will be waived upon proof of passing a digital literacy placement test. Contact instructor for more information. Prerequisites: Please consult course outlines for details about the degree and certificates.

ITC 1160 Introduction to Microsoft Excel 1 credit; 1 classroom hours/week; 0 lab hours/week Introduces advanced features in Microsoft Excel. Students will learn to capture, format, calculate, analyze, and present data using advanced formulas, PivotTables and PivotCharts. Students will also learn to create and format charts, and automatic tools using macros. Prerequisites: ITC 1130 (formerly CIS 1130), or ITC 1100 (formerly CIS 1100), or consent of instructor.

ITC 1151 Intermediate Microsoft Excel 1 credit; 1 classroom hours/week; 0 lab hours/week Introduces advanced features in Microsoft Excel such as using advanced formulas, PivotTables and PivotCharts. Students will also learn to create and format charts, and automatic tools using macros. Prerequisites: Microsoft Word, and Microsoft Digital Literacy Certification. Course Note: The prerequisites for this course will be waived upon proof of passing a digital literacy placement test. Contact instructor for details.

ITC 1152 Intermediate Microsoft PowerPoint 1 credit; 1 classroom hours/week; 0 lab hours/week Covers advanced features using Microsoft PowerPoint. This includes creating, editing, formatting, and maintaining a presentation. Prerequisites: ITC 1130 (formerly CIS 1130), or ITC 1100 (formerly CIS 1100), or consent of instructor.

ITC 1160 Project Management Software 1 credit; 1 classroom hours/week; 0 lab hours/week Covers the features and procedures to deploy, support and troubleshoot the current dominant version of Microsoft Windows client operating system in the enterprise environment. Course Note: The prerequisites for this course will be waived upon proof of passing a digital literacy placement test. Contact instructor for more information. Prerequisites: Please consult course outlines for details about the degree and certificates.
Course Note: The Prerequisites for this course will be waived upon proof of passing an operating systems fundamentals examination. Contact ITC 2250 instructor for more information. ITC 2250 is approved for credit toward the Minnesota Transfer Curriculum (MnTC) 2010, Level 1: Social and Behavioral Science and the Microsoft Technology Associate - Operating Systems Fundamentals Certificate (see course notes). 

ITC 2400 Administering Windows Servers 3 credits; 2 class hours/week; 1 lab hour/week Provides students with the skills and knowledge needed to administer a small Windows Server environment. This course covers topics on administering, managing, maintaining, and provisioning services and infrastructure in a Windows Server environment. Prerequisites: ITC 2400. S

ITC 2440 Administering Linux Servers 3 credits; 2 class hours/week; 1 lab hour/week Covers the installation, configuration and management of Linux systems with an emphasis on server administration. A major focus of this course is learning the Linux command line interface for system administration tasks. Other topics include providing network services such as routing, firewalling, DNS, DHCP, file, web, and email servers to network clients. Prerequisites: ITC 2480 or Linux Essentials Certificate (see course notes). Placement into ENG 1108 or completion of both ENG 0099 and READ 0099 with a grade of C or higher.

ITC 2515 Introduction to Networks, Routing and Switching Essentials (CCNA 1/2) 3 credits; 2 class hours/week; 1 lab hour/week Describes the architecture, components, and operations of routers and switches in a core network environment. This course introduces and covers the topics of the first four courses of focusing on preparation for the Cisco Certified Network Associate (CCNA) certification. Prerequisites: ITC 2520. F, S

ITC 2516 Scaling Networks (CCNA 3) 3 credits; 2 class hours/week; 1 lab hour/week Introduces advanced network design concepts and operations of routers and switches in larger and more complex network. Learn how to configure routers and switches for advanced functionality. Configure and troubleshoot routers and switches and resolve common issues with IP, OSPF, and VTP. Prerequisites: ITC 2515 or ITC 2520. Prerequisites: Cisco Certified Network Associate (CCNA) certification. Prerequisites: ITC 2520.

ITC 2517 Connecting Networks (CCNA 4) 3 credits; 2 class hours/week; 1 lab hour/week Discusses the WAN technologies and network services required by the converged digital network. This course covers selection criteria of network devices and WAN technologies to meet network requirements. Learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Develop the knowledge and skills needed to implement Frame Relay and ATM private network services. Prerequisites: ITC 2515 or ITC 2520. Prerequisites: Cisco Certified Network Associate (CCNA) certification. Prerequisites: ITC 2520.

ITC 2518 Network Switching 3 credits; 2 class hours/week; 1 lab hour/week Introduces students to the connectivity, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of switch and router technologies and operations are introduced. Students will build simple LANs, perform basic configurations of router and switches, and implement IP addressing schemes. Introduction to Networks is the first in a sequence of four courses focusing on preparation for the Cisco Certified Network Associate (CCNA) certification. Students taking this course will have to purchase a software license for a Cisco 3825 router, which is recommended. Prerequisites: ITC 2515 or ITC 2520.

ITC 2519 Introduction to Virtual Private Networks (VPN) 3 credits; 2 class hours/week; 1 lab hour/week Focuses on understanding the core components of a VPN solution and the implementation and configuration of Cisco, Microsoft, or other SSL technologies. Prerequisites: ITC 2515 or ITC 2520. Prerequisites: Cisco Certified Network Associate (CCNA) certification. Prerequisites: ITC 2520.

ITC 2520 Routing and Switching Essentials (CCNA 2) 3 credits; 2 class hours/week; 1 lab hour/week Describes the architecture, components, and operations of routers and switches in a core network environment. This course introduces and covers the topics of the first four courses of focusing on preparation for the Cisco Certified Network Associate (CCNA) certification. Prerequisites: ITC 2520. F, S

ITC 2521 Wireless LAN Technology (CCNA Wireless) 3 credits; 2 class hours/week; 1 lab hour/week Provides a comprehensive overview of the design, planning, implementation, operation and troubleshooting of Wireless LANs. Includes theoretical foundations of the technology as well as implementation of wireless technology in various application contexts. Special emphasis is given to securing the appropriate practices within an existing local area network. Prerequisites: ITC 2520 or CCENT Certification OR ITC 2520 or CCNA Wireless. Prerequisites: Cisco Certified Network Associate (CCNA) certification. Prerequisites: ITC 2520.

ITC 2527 Intrusion Detection and Prevention (CCPA103) 3 credits; 2 class hours/week; 1 lab hour/week Prepares students to secure Cisco routers, switches and associated devices. Students will learn and practice the skills required to install, configure, verify and troubleshoot routers and switches, and to maintain the integrity, confidentiality and availability of data in the face of modern threats to network security. This course helps students prepare for the CCNA Security Industry Certification Test. Prerequisites: ITC 2520 or CCENT Certification or CCNA Security Certification. F, S

ITC 2528 Advanced Network Security 3 credits; 2 class hours/week; 1 lab hour/week Expands the scope and depth of the skills and knowledge acquired in previous network security courses by focusing on the advanced capabilities of network security technologies including Virtual Private Networks (VPN), Host Intrusion Detection Systems (HIDS) and Network Intrusion Detection Systems (NIDS). Students will learn the evolution and current best practices of applying these technologies, which are universally deployed in networks of all sizes. Prerequisites: ITC 2520 or CCNA Security Certification.

ITC 2530 Information Technology Careers Capstone 3 credits; 1 class hour/week; 4 lab hours/week Provides students an opportunity to work with an inside or outside organization long-term to help them assess their personal strengths and abilities in the context of their goals and objectives. 3 credits; 2 class hours/week; 1 lab hour/week Prepares students for the Cisco Certified Network Associate (CCNA) certification. 3 credits; 2 class hours/week; 1 lab hour/week Prepares students for the Cisco Certified Network Associate (CCNA) certification. 3 credits; 2 class hours/week; 1 lab hour/week Prepares students for the Cisco Certified Network Associate (CCNA) certification. 3 credits; 2 class hours/week; 1 lab hour/week Prepares students for the Cisco Certified Network Associate (CCNA) certification. 3 credits; 2 class hours/week; 1 lab hour/week Prepares students for the Cisco Certified Network Associate (CCNA) certification. 3 credits; 2 class hours/week; 1 lab hour/week Prepares students for the Cisco Certified Network Associate (CCNA) certification. 3 credits; 2 class hours/week; 1 lab hour/week Prepares students for the Cisco Certified Network Associate (CCNA) certification.
INTS 1777 The Journey of Love (MnTC 5)
F, S
3 credits; 3 classroom hours/week; 0 lab hours/week
Offered to students to further develop their skills. Through practical experience, assignments online using mathematics software and take a written exam to demonstrate their proficiency. This course is designed to provide students with an introduction to basic writing practices and to develop their skills. Through practical experience, students will be exposed to research techniques, such as interviewing, finding print sources and using the Internet. Students will also be introduced to the basic concepts of academic writing.

JOUR 1125 Journalism Lab
F, S
1 credit; 1 classroom hours/week; 0 lab hours/week
Provides work experience in a mass media field, providing an opportunity for students to further develop their skills. Through practical experience, students will be exposed to research techniques, such as interviewing, finding print sources and using the Internet. Students will also be introduced to the basic concepts of academic writing.

JOUR 1189 Journalism Internship
F, S
1-3 credits; hours arranged
Offers work experience in a mass media field, providing an opportunity for students to further develop their skills. Through practical experience, students will be exposed to research techniques, such as interviewing, finding print sources and using the Internet. Students will also be introduced to the basic concepts of academic writing.

JOUR 1101 Introduction to Mass Media-WRIT (MnTC 9)
F, S
3 credits; 3 classroom hours/week; 1 lab hours/week
Offers an hands-on approach to reporting, interviewing, news and feature writing, editing and layout. May be repeated for a maximum of four credits.

JOUR 1108 Writing for Mass Media-MATH (MnTC 6A)
F, S
3 credits; 3 classroom hours/week; 1 lab hours/week
Provides students with an introduction to basic writing practices and to develop their skills. Through practical experience, assignments online using mathematics software and take a written exam to demonstrate their proficiency. This course is designed to provide students with an introduction to basic writing practices and to develop their skills. Through practical experience, students will be exposed to research techniques, such as interviewing, finding print sources and using the Internet. Students will also be introduced to the basic concepts of academic writing.

JOUR 1198 Journalism Internship
F, S
1-3 credits; hours arranged
Offers work experience in a mass media field, providing an opportunity for students to further develop their skills. Through practical experience, students will be exposed to research techniques, such as interviewing, finding print sources and using the Internet. Students will also be introduced to the basic concepts of academic writing.

JOUR 1125 Journalism Lab
F, S
1 credit; 1 classroom hours/week; 0 lab hours/week
Provides work experience in a mass media field, providing an opportunity for students to further develop their skills. Through practical experience, students will be exposed to research techniques, such as interviewing, finding print sources and using the Internet. Students will also be introduced to the basic concepts of academic writing.

JOUR 1101 Introduction to Mass Media-WRIT (MnTC 9)
F, S
3 credits; 3 classroom hours/week; 1 lab hours/week
Offers an hands-on approach to reporting, interviewing, news and feature writing, editing and layout. May be repeated for a maximum of four credits.

JOUR 1108 Writing for Mass Media-MATH (MnTC 6A)
F, S
3 credits; 3 classroom hours/week; 1 lab hours/week
Provides students with an introduction to basic writing practices and to develop their skills. Through practical experience, assignments online using mathematics software and take a written exam to demonstrate their proficiency. This course is designed to provide students with an introduction to basic writing practices and to develop their skills. Through practical experience, students will be exposed to research techniques, such as interviewing, finding print sources and using the Internet. Students will also be introduced to the basic concepts of academic writing.

JOUR 1125 Journalism Lab
F, S
1 credit; 1 classroom hours/week; 0 lab hours/week
Provides work experience in a mass media field, providing an opportunity for students to further develop their skills. Through practical experience, students will be exposed to research techniques, such as interviewing, finding print sources and using the Internet. Students will also be introduced to the basic concepts of academic writing.

JOUR 1101 Introduction to Mass Media-WRIT (MnTC 9)
F, S
3 credits; 3 classroom hours/week; 1 lab hours/week
Offers an hands-on approach to reporting, interviewing, news and feature writing, editing and layout. May be repeated for a maximum of four credits.

JOUR 1108 Writing for Mass Media-MATH (MnTC 6A)
F, S
3 credits; 3 classroom hours/week; 1 lab hours/week
Provides students with an introduction to basic writing practices and to develop their skills. Through practical experience, assignments online using mathematics software and take a written exam to demonstrate their proficiency. This course is designed to provide students with an introduction to basic writing practices and to develop their skills. Through practical experience, students will be exposed to research techniques, such as interviewing, finding print sources and using the Internet. Students will also be introduced to the basic concepts of academic writing.

JOUR 1125 Journalism Lab
F, S
1 credit; 1 classroom hours/week; 0 lab hours/week
Provides work experience in a mass media field, providing an opportunity for students to further develop their skills. Through practical experience, students will be exposed to research techniques, such as interviewing, finding print sources and using the Internet. Students will also be introduced to the basic concepts of academic writing.

JOUR 1101 Introduction to Mass Media-WRIT (MnTC 9)
F, S
3 credits; 3 classroom hours/week; 1 lab hours/week
Offers an hands-on approach to reporting, interviewing, news and feature writing, editing and layout. May be repeated for a maximum of four credits.

JOUR 1108 Writing for Mass Media-MATH (MnTC 6A)
F, S
3 credits; 3 classroom hours/week; 1 lab hours/week
Provides students with an introduction to basic writing practices and to develop their skills. Through practical experience, assignments online using mathematics software and take a written exam to demonstrate their proficiency. This course is designed to provide students with an introduction to basic writing practices and to develop their skills. Through practical experience, students will be exposed to research techniques, such as interviewing, finding print sources and using the Internet. Students will also be introduced to the basic concepts of academic writing.

JOUR 1125 Journalism Lab
F, S
1 credit; 1 classroom hours/week; 0 lab hours/week
Provides work experience in a mass media field, providing an opportunity for students to further develop their skills. Through practical experience, students will be exposed to research techniques, such as interviewing, finding print sources and using the Internet. Students will also be introduced to the basic concepts of academic writing.

JOUR 1101 Introduction to Mass Media-WRIT (MnTC 9)
F, S
3 credits; 3 classroom hours/week; 1 lab hours/week
Offers an hands-on approach to reporting, interviewing, news and feature writing, editing and layout. May be repeated for a maximum of four credits.
Inventory or grade of C or higher in MATH 0940 or MATH 0880.
Recommendation based on the results of the Inver Hills Assessment

MATH 0940 Intermediate Algebra
5 credits; 5 classroom hours/week; 0 lab hours/week
Gives non-mathematics an appreciation of the mathematical ideas and the power and utility of mathematical skills in the modern world. Topics will be selected from: voting and weighted voting systems, fair division and apportionment methods, market, network and scheduling problems, mathematical growth and math of finance; descriptive statistics and data analysis; basic probability and normal distributions. Prerequisites: Placement into Read 93/94 or a grade of C or higher in Read 90.

MATH 1127 PreCalculus (MnTC 2, 4)
5 credits; 5 classroom hours/week; 0 lab hours/week
Prepares students for Calculus I (MATH 1312). Topics include the study of algebraic, exponential, logarithmic, and trigonometric functions; graphing functions using transformations; inverse functions; polynomial, exponential, logarithmic, and trigonometric equations; applied problems; trigonometric identities. Time permitting, building models from data may be included. Use of technology will be embedded throughout the course. Prerequisites: Recommendation based on the results of the Inver Hills Assessment Inventory or grade of C or higher in MATH 1127 or MATH 1128.

MATH 1128 College Algebra II (MnTC 4)
5 credits; 5 classroom hours/week; 0 lab hours/week
Provides an introduction to single-variable calculus and prepares students for Calculus II (MATH 1312). The topics include limits, derivatives [including trigonometric, logarithmic and exponential functions], the applications of derivatives to related rates and optimization, graphing using information from the first and second derivatives, separable differential equations, Riemann Sums, basic integration techniques [including substitution], definite integrals, the Fundamental Theorem of Calculus, Trapezoidal and Simpson’s Rule. Students will become proficient with a computer algebra system. Use of technology will be embedded throughout the course. Prerequisites: Recommendation based on the results of the Inver Hills Assessment Inventory or grade of C or higher in MATH 1312 or MATH 1308.  F, S, Su

MATH 1134 Linear Algebra and Differential Equations (MnTC 4, 5)
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides an introduction to linear algebra and ordinary differential equation topics including: systems of linear equations, matrices, determinants, vector spaces, linear transformations, eigenvalues and eigenvectors, basic concepts and terminology of ordinary differential equations, solutions and applications of first-order differential equations, solutions of linear differential equations of higher order, linear differential equations, power series solutions, the Laplace transform, systems of linear differential equations, and an introduction to numerical and graphical methods of solution. Familiarity with a computer algebra system is expected. Use of technology will be embedded throughout the course. Prerequisites: Grade of C or higher in MATH 1312. F, S, Su

MATH 2219 Linear Algebra
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides an introduction to linear algebra topics including: systems of linear equations, matrices, determinants, vector spaces, linear transformations, eigenvalues and eigenvectors, basic concepts and terminology of ordinary differential equations, techniques of problem solving are emphasized. Specific topics covered include: solutions and applications of first-order differential equations, solutions of linear differential equations of higher order, linear differential equations, power series solutions, the Laplace transform, systems of linear differential equations, and an introduction to numerical and graphical methods of solution. Familiarity with a computer algebra system is expected. Use of technology will be embedded throughout the course. Prerequisites: Grade of C or higher in MATH 1312. F, S, Su

MUSC 1104 Class Piano I (MnTC 6A)
3 credits; 2 classroom hours/week; 2 lab hours/week
Provides a sequential study of music fundamentals, written music notation, keyboard technique, and ensemble playing. About the Music Department

MUSIC
**MUSC 1105 IHCC Choir**

Provides opportunities to learn about music as part of a community’s culture, which reflects the music being played. By learning traditional methods, students also gain personal insights on the cultures and ethnic groups covered. 

F, S, Su

**Prerequisites:**

Students who have completed Beginning Class Guitar (MUSC 1119), have enrolled in Applied Guitar (MUSC 1133) or have auditioned for Guitar faculty.

Instructor approval.

2 credits; 1 classroom hour/week; 2 lab hours/week

**MUSC 1121 IHCC Steel Drum Ensemble (MnTC 6A, 8)**

Develops elementary understanding of beginning guitar technique, as well as understanding notation, improvisation, elementary chord construction and chord structure, though helpful, is not required.

F, S

Prerequisites: MUSC 1113.

2 credits; 1 classroom hour/week; 2 lab hours/week

**MUSC 1138 Applied String Lessons**

Provides individualized instruction to learn how to play the violin, viola, cello, and bass. This course is intended for any student interested in becoming a member of the orchestra or other instrumental groups. An extra fee is required for this course.

F, S

Prerequisites: Instructor approval. 5, Su(F)

2 credits; 0 classroom hours/week; 0.5 lab hours/week

**MUSC 1139 Applied Woodwind Lessons**

Studies the development of rock and roll music, and how it influenced the American experience and music history. It includes the study of historical developments in jazz and its impact in other musical forms and styles. The course is open to all interested students, and two live concerts is required for grade at the student’s own expense. 5, Su

3 credits; 3 classroom hours/week; 0 lab hours/week

**MUSC 1140 Music Appreciation (MnTC 6A)**

Explores music of the world’s cultures through examining a survey of traditional musical cultures from around the globe and an introduction to the exotic and unusual. The course will include a study of historical developments in jazz and its impact in other musical forms and styles. The course is open to all interested students, and two live concerts is required for grade at the student’s own expense. 5, Su

2 credits; 3 classroom hours/week; 0 lab hours/week

**MUSC 1144 Broadway Musicals (MnTC 6A)**

Studies Broadway musicals from 1880 to the present day. Open to all students interested in expanding their knowledge of Broadway musicals. The class will include viewing recorded and live performances of Broadway musicals. Provides private lessons on selected Broadway songs and an opportunity for students to prepare for a Broadway musical. The cost of this performance will be at the student’s own expense. 5, F, Su

3 credits; 3 classroom hours/week; 0 lab hours/week

**MUSC 1145 World Music (MnTC 6A, 8)**

Explores music of the world’s cultures through examining a survey of traditional musical cultures from around the globe and an introduction to the exotic and unusual. The course will include a study of historical developments in jazz and its impact in other musical forms and styles. The course is open to all interested students, and two live concerts is required for grade at the student’s own expense. 5, Su(F)

3 credits; 3 classroom hours/week; 0 lab hours/week

**MUSC 1152 Applied Trombone Lessons**

Practices for students interested in developing vocal abilities. This course is intended for any student interested in becoming a member of the choir or other vocal groups. An extra fee is required for this course.

2 credits; 1 classroom hour/week; 2 lab hours/week

**MUSC 1154 Intro to Song Writing and Composition (MnTC 6B)**

2 credits; 3 classroom hours/week; 0 lab hours/week

Explores various musical forms, structures, and types of American popular music. This course is intended for any student interested in learning about songwriting and music accompaniment. A basic knowledge of major and minor scale construction and rudimentary chord structure, though helpful, is not required. 5, Su

2 credits; 2 classroom hours/week; 0.5 lab hours/week

**MUSC 1157 Class Voice (MnTC 6A)**

Develops the ability to dictate and articulate musical pitches both heard and read from an introductory level through a course of study that gradually increases in complexity in rhythm, tonality and musical texture. 5

2 credits; 2 classroom hours/week; 1.5 lab hours/week

**MUSC 2111 Advanced Theory I (MnTC 6A)**

Uses both theoretical and practical methods, students also gain personal insights on the cultures and ethnic groups covered. The class is a learning and performing ensemble, and is taught through oral tradition with written aid when necessary. Students are encouraged to use their memory in retaining the music and cultural elements from the selected regions.

The class is intended for students preparing for private lessons. It is open to anyone interested in developing vocal abilities. This course is intended for any student interested in becoming a member of the choir or other vocal groups. An extra fee is required for this course.

2 credits; 1 classroom hour/week; 2 lab hours/week

**MUSC 1159 African Drum and Dance (MnTC 6A)**

Provides opportunities to learn about music as part of a community’s culture, which reflects the music being played. By learning traditional methods, students also gain personal insights on the cultures and ethnic groups covered. The class is a learning and performing ensemble, and is taught through oral tradition with written aid when necessary. Students are encouraged to use their memory in retaining the music and cultural elements from the selected regions.

The class is intended for students preparing for private lessons. It is open to anyone interested in developing vocal abilities. This course is intended for any student interested in becoming a member of the choir or other vocal groups. An extra fee is required for this course.

2 credits; 1 classroom hour/week; 2 lab hours/week

**MUSC 1160 Basic Recording Class**

Provides opportunities to learn about music as part of a community’s culture, which reflects the music being played. By learning traditional methods, students also gain personal insights on the cultures and ethnic groups covered. The class is a learning and performing ensemble, and is taught through oral tradition with written aid when necessary. Students are encouraged to use their memory in retaining the music and cultural elements from the selected regions.

The class is intended for students preparing for private lessons. It is open to anyone interested in developing vocal abilities. This course is intended for any student interested in becoming a member of the choir or other vocal groups. An extra fee is required for this course.

2 credits; 1 classroom hour/week; 2 lab hours/week

**MUSC 1161 Mix (MnTC 6A)**

Introduces a study of basic instrumental techniques. Coursework will be suited to the skill level of the student, and these credits may be repeated as often as desired. An extra fee is required for this course. Prerequisites: Instructor approval. 5, Su

2 credits; 0 classroom hours/week; 1 lab hours/week

**MUSC 1162 Advanced Drumming**

Introduces the study of basic instrumental techniques. Coursework will be suited to the skill level of the student, and these credits may be repeated as often as desired. An extra fee is required for this course. Prerequisites: Instructor approval. 5, Su

2 credits; 0 classroom hours/week; 1 lab hours/week

**MUSC 1163 Advanced Recording Class**

Introduces the study of basic instrumental techniques. Coursework will be suited to the skill level of the student, and these credits may be repeated as often as desired. An extra fee is required for this course. Prerequisites: Instructor approval. 5, Su

2 credits; 0 classroom hours/week; 1 lab hours/week

**MUSC 1164 Aural Skills II**

Develops an understanding of beginning guitar technique as well as music reading, improvisation, and harmonic construction. This course is intended for any student interested in learning about music as part of a community’s culture, which reflects the music being played. By learning traditional methods, students also gain personal insights on the cultures and ethnic groups covered. The class is a learning and performing ensemble, and is taught through oral tradition with written aid when necessary. Students are encouraged to use their memory in retaining the music and cultural elements from the selected regions.

The class is intended for students preparing for private lessons. It is open to anyone interested in developing vocal abilities. This course is intended for any student interested in becoming a member of the choir or other vocal groups. An extra fee is required for this course.

2 credits; 2 classroom hours/week; 0.5 lab hours/week

**MUSC 1167 Advanced Language**

Categorizes rules of language pronunciation as they apply to everyday situational usage. This course is intended for any student interested in learning about music as part of a community’s culture, which reflects the music being played. By learning traditional methods, students also gain personal insights on the cultures and ethnic groups covered. The class is a learning and performing ensemble, and is taught through oral tradition with written aid when necessary. Students are encouraged to use their memory in retaining the music and cultural elements from the selected regions.

The class is intended for students preparing for private lessons. It is open to anyone interested in developing vocal abilities. This course is intended for any student interested in becoming a member of the choir or other vocal groups. An extra fee is required for this course. Prerequisites: Instructor approval. 5, Su

2 credits; 0 classroom hours/week; 0.5 lab hours/week

**MUSC 1169 Advanced Language**

Categorizes rules of language pronunciation as they apply to everyday situational usage. This course is intended for any student interested in learning about music as part of a community’s culture, which reflects the music being played. By learning traditional methods, students also gain personal insights on the cultures and ethnic groups covered. The class is a learning and performing ensemble, and is taught through oral tradition with written aid when necessary. Students are encouraged to use their memory in retaining the music and cultural elements from the selected regions.

The class is intended for students preparing for private lessons. It is open to anyone interested in developing vocal abilities. This course is intended for any student interested in becoming a member of the choir or other vocal groups. An extra fee is required for this course. Prerequisites: Instructor approval. 5, Su

2 credits; 0 classroom hours/week; 0.5 lab hours/week
MUSC 2129 History of Western Music: 1700 To 1900 (MnTC 6A, 8)

This course includes the in-depth study of genres, historical and cultural influences, styles and musical structures. S

MUSC 2129 Internship in Music Industry

This course provides students with supervised work experience in the music industry. Students will be required to construct, dictate and produce music using and combining the recording and components of “Pro Tools” and “Final Cut Express” audio video software. Students will need to provide their own video cameras, downloadable cables and DVD disk. F, S

MUSC 2130 Music to Auditory Recording

Students will have the opportunity to receive hands-on experience working with Musical Instrument Digital Interface (MIDI). Students will learn the basics of MIDI, such as basic techniques, hardware and software applications to audio, sequencing, and the MIDI applications to audio and video. S

MUSC 2130 Music and Protest (MnTC 6B)

This course will explore the vast body of protest music from around the globe. Our attention will be focused on how selected regional musical genres and instruments serve toffer content, determine style, and reflect identity, gender identity, community, heritage and other social formations. F

MUSC 2135t HCC Core (MnTC 6A)

This course will cover the music majors “Which side are you on?” From the Ancient Greeks to Green Day’s “American Idiot,” music has served as a powerful medium for protest. This course will explore the vast body of protest music from around the globe. Our attention will be focused on how selected regional musical genres and instruments serve to offer content, determine style, and reflect identity, gender identity, community, heritage and other social formations. S

NURSING

About the Nursing Department

Inver Hills offers the A.S. degree in nursing, designed to prepare students for professional practice, oriented toward the registered nurse role. Students who wish to enter the profession by completing the associate degree program will be precepted by nurses in the practice setting and by nursing faculty. For more information, call 651-450-3000 Ext. 5300.

NURS 1090 Nursing Assistant

3 credits; 2 classroom hours/week; 2 lab hours/week.

Introduces concepts of basic human needs, health/illness continuum, and basic nursing care principles including infection control. Skills are taught in a simulated laboratory setting utilizing demonstration and role-playing. Upon successful completion of this class, the student will be prepared to work in non-licensed settings, such as nursing homes and long-term care facilities.

NURS 2129 History of Western Music: 1700 To 1900 (MnTC 6A, 8)

3 credits; 3 classroom hours/week; 0 lab hours/week.

Studies the European Art Music tradition from antiquity to 1700 to increase awareness and understanding of western music of the time. This course includes the in-depth study of composers, historical and cultural influences, styles and musical structures. F

NURS 2235 Clinical Application For NURS 1230

7 credits; 3 classroom hours/week; 2 lab hours/week; 9 clinical hours/week.

Applies theoretical concepts of holistic nursing practices to various clinical settings. Students will be precepted by nurses in the practice setting and by nursing faculty. Students will be prepared to work in non-licensed settings, such as nursing homes and long-term care facilities. Prerequisites: Admission to the Nursing Program and consent of instructor. Healthcare Provider CPR certification, and background clearance.

NURS 2235 Clinical Application For NURS 1250

2 credits; 2 classroom hours/week; 0 lab hours/week.

Provides students with supervised work experience in the music industry. Students will be required to construct, dictate and produce music using and combining the recording and components of “Pro Tools” and “Final Cut Express” audio video software. Students will need to provide their own video cameras, downloadable cables and DVD disk. F

NURS 2235t Music to Audio Recording

3 credits; 2 classroom hours/week; 2 lab hours/week.

Internship in Music Industry

This course provides students with supervised work experience in the music industry. Students will be required to construct, dictate and produce music using and combining the recording and components of “Pro Tools” and “Final Cut Express” audio video software. Students will need to provide their own video cameras, downloadable cables and DVD disk. F

NURS 2250 Special Topics in Music (MnTC 6A)

3 credits; 3 classroom hours/week; 0 lab hours/week.

Examples include, but are not limited to: musical theatre, folk and country music, Rodgers and Hammerstein, or the study of a prominent composer or style period. May be repeated under different topics. F

NURS 2260 Music and Protest (MnTC 6B)

3 credits; 3 classroom hours/week; 0 lab hours/week.

Music and Protest provides students with the opportunity to receive hands-on experience working with Musical Instrument Digital Interface (MIDI). Students will learn the basics of MIDI, such as basic techniques, hardware and software applications to audio, sequencing, and the MIDI applications to audio and video. S

NURS 2300  Chronic and Palliative Care in Nursing

3 credits; 3 classroom hours/week; 2 lab hours/week; 9 clinical hours/week.

This basic acupuncture course is rooted in theoretical principles of Traditional Chinese Medicine. Students will be introduced to traditional Chinese concepts of physiology, pathogenesis, assessment, and treatment planning in order to develop skills and judgment about the appropriate use of acupressure. This course includes a lab component where students will learn the location and use of 50 common acupuncture points, a course of study, as well as an introduction to the field of complementary health care environments. Intended for: nurses, massage therapists, chiropractic assistants, healthcare and human service professionals and others interested in holistic and complementary therapies. Prerequisites: One course in Anatomy and Physiology or instructor permission. S

NURS 2300 Foundations of Nursing - Health Promotion

3 credits; 3 classroom hours/week; 2 lab hours/week; 9 clinical hours/week.

This course will cover the music majors “Which side are you on?” From the Ancient Greeks to Green Day’s “American Idiot,” music has served as a powerful medium for protest. This course will explore the vast body of protest music from around the globe. Our attention will be focused on how selected regional musical genres and instruments serve to offer content, determine style, and reflect identity, gender identity, community, heritage and other social formations. F

NURS 2303  Nutrition and the Role of the Professional Nurse

3 credits; 2 classroom hours/week; 0 lab hours/week.

Introduces the student to the role of the nurse in promoting and supporting health, illness and wellness. The course will focus on health promotion/prevention of illness, recovery from acute illness and/ or management of chronic illness. Students learn to access evidence-based resources on nutrition and obtain the skills necessary for effective nutrition counseling. This class will cover topics such as: the role of nutrition in health and disease; nutrition and aging; nutrition and culture; nutrition and the overweight; and nutrition and obesity. This course is intended for: nurses, massage therapists, chiropractic assistants, healthcare and human service professionals and others interested in holistic and complementary therapies. Prerequisites: One course in Anatomy and Physiology or instructor permission. S

NURS 2310  Pharmacology and the Role of the Professional Nurse

3 credits; 3 classroom hours/week; 0 lab hours/week.

Introduces theoretical concepts that enable students to provide safe and effective care in the treatment of patients suffering from illnesses and disorders. This course is intended for: nurses, massage therapists, chiropractic assistants, healthcare and human service professionals and others interested in holistic and complementary therapies. Prerequisites: One course in Anatomy and Physiology or instructor permission. S
PARALEGAL

About the Paralegal Department

The paralegal department includes comprehensive coursework taught by experienced legal professionals. The A.S. degree and courses are approved by the American Bar Association. A concentrated paralegal certificate is also available for those who already have a relevant degree. For degree requirements and description, see the Programs and Majors section of this catalog.

PA 1102 Introduction to Law and Contracts

3 credits; 3 classroom hours/week; 0 lab hours/week

Introduces the student to the laws of sales, commercial paper, secured transactions and the Uniform Commercial Code, as well as agency and partnership, corporations and other business entities. There is an emphasis on planning, coordinating and collaborating care for individuals and groups across the care continuum. Prerequisites: Successful completion of NURS 2600, NURS 2820, NURS 2821 with a grade of C or better and concurrent enrollment in NURS 2920. F, S

PA 2201 Family Law

3 credits; 3 classroom hours/week; 0 lab hours/week

Examines family law issues involved in marriage, separation, dissolution of marriage, cohabitation, child custody, child and spousal support and non-support property issues, paternity, adoption and domestic abuse. Prerequisites: C or better in PA 1102. F, S (V)

PA 2202 Probate Law

3 credits; 3 classroom hours/week; 0 lab hours/week

Examines wills, trusts, intestate succession, probate proceedings and estate administration under Minnesota Law. Provides an overview of relevant federal and state tax law as it pertains to estate planning. Students will gain an exposure to current issues in the field of probate law in Minnesota. Prerequisites: C or better in PA 1102. F, S (V)

PA 2203 Real Estate Law

3 credits; 3 classroom hours/week; 0 lab hours/week

Examines real property, state and federal court systems; civil and criminal law, including general contract law, tort law and constitutional law and their impact on the paralegal. Prerequisites: Placement in ENG 1108 or grade C or better in ENG 0099 and READ 0093/0094. Recommended: Students should enroll in ENG 1108 concurrently with PA 1102. F, S, Su

PA 2204 Corporate Law

3 credits; 3 classroom hours/week; 0 lab hours/week

Examines business entities, which includes the preparation of related documents. The topics of mortgage foreclosure, contract for sale, estate planning, finances and document/case management systems. Prerequisites: C or better in PA 2201 or instructor's permission. F, S (V)

PA 2205 Personal Injury & E-Discovery

3 credits; 3 classroom hours/week; 0 lab hours/week

Examines personal injury litigation and topics related to the e-discovery process. Students will study the Federal Title VII Civil Rights Act and its impact on individuals and the workplace. The course also will address the creation of implied employment relationships, legal rights, rules of evidence, plea bargaining, trials and sentencing. Prerequisites: C or better in PA 1102 or instructor's permission. F, S, Su

PA 2206 Employment Law

3 credits; 3 classroom hours/week; 0 lab hours/week

Examines the general practices of the law office procedures and practice problems requiring legal research. The course also will include study of the fair treatment in the litigation process. Prerequisites: C or better in PA 1102. F, Su

PA 2207 Patent and Trademark Law

3 credits; 3 classroom hours/week; 0 lab hours/week

Examines the role of the lawyer and the paralegal in the formation of patent applications and trademarks. Prerequisites: C or better in PA 1102. F, Su

PA 2208 Paralegal Internship

2 credits; hours arranged

Gives the pre-service student practical work experience in the paralegal area. Provides the student with the opportunity to develop and apply skills learned in class. Prerequisite: Sixty hours of internship experience and instructor's permission. Prerequisites: C or better in PA 1102. Students should complete 1121 and 1124 prior to taking this course PA 2222. S, F

OFFICE SYSTEMS

About the Office Systems Department

Office Systems deals with the business skills related to information technology and information management, writing, office operations and legal secretarial work.

OSYS 1101 Keyboarding

3 credits; 3 classroom hours/week; 0 lab hours/week

Introduces the student to keyboarding skills. This course is designed for keyboarding novices as well as those individuals wishing to brush up and improve keyboarding skills. Students will also key proofed and edit business documents. This course may be repeated for credit three times. F

OSYS 1105 Office Systems Internship

2 credits; hours arranged

Gives the student practical work experience in an office setting under a qualified on-the-job supervisor. The student should have the opportunity to apply what is learned in the classroom to the working world, and to develop skills and abilities that are the general responsibility of legal office administrators, assistants or secretaries. Prerequisites: Written permission of the director is required one semester in advance of taking this course. F, S, Su

OSYS 1110 Legal Machines

2 credits; 2 classroom hours/week; 0 lab hours/week

Covers a wide variety of legal documents for machine transcription. Students will transcribe legal correspondence, litigation documents, wills, probate documents and contracts. Students will gain an exposure to legal terminology, legal document procedures, grammar and punctuation. Prerequisites: OSYS 1101 or equivalent. F, S

PA 1102 Introduction to Law and Contracts

3 credits; 3 classroom hours/week; 0 lab hours/week

Introduces the student to the laws of sales, commercial paper, secured transactions and the Uniform Commercial Code, as well as agency and partnership, corporations and other business entities. There is an emphasis on planning, coordinating and collaborating care for individuals and groups across the care continuum. Prerequisites: Successful completion of NURS 2600, NURS 2820, NURS 2821 with a grade of C or better and concurrent enrollment in NURS 2920. F, S

PA 2021 Law Office Procedures & Technology

2 credits; 2 classroom hours/week; 0 lab hours/week

Examines the general practices of the law office procedures and practice problems requiring legal research. The course also will include study of the fair treatment in the litigation process. Prerequisites: C or better in PA 2122 or instructor's permission. F(V)

PA 2022 Computerized Legal Research and the Internet

3 credits; 3 classroom hours/week; 0 lab hours/week

Provides the paralegal student with hands-on basic training in the use of computerized legal research engines(s) and the Internet. This course will include training in web search engines, browsers, searching and indexing tools, and the location of legal materials on the Internet. Also, this class will cover computer query formulation, search and retrieval techniques, citation services and database selections. Prerequisites: C or better in PA 2122 or instructor's permission. F, S

PA 2201 Family Law

3 credits; 3 classroom hours/week; 0 lab hours/week

Examines family law issues involved in marriage, separation, dissolution of marriage, cohabitation, child custody, child and spousal support and non-support property issues, paternity, adoption and domestic abuse. Prerequisites: C or better in PA 1102. F, S, Su

PA 2202 Probate Law

3 credits; 3 classroom hours/week; 0 lab hours/week

Examines wills, trusts, intestate succession, probate proceedings and estate administration under Minnesota Law. Provides an overview of relevant federal and state tax law as it pertains to estate planning. Students will gain an exposure to current issues in the field of probate law in Minnesota. Prerequisites: C or better in PA 1102. F, S (V)

PA 2203 Real Estate Law

3 credits; 3 classroom hours/week; 0 lab hours/week

Examines real property, state and federal court systems; civil and criminal law, including general contract law, tort law and constitutional law and their impact on the paralegal. Prerequisites: Placement in ENG 1108 or grade C or better in ENG 0099 and READ 0093/0094. Recommended: Students should enroll in ENG 1108 concurrently with PA 1102. F, S, Su

PA 2204 Corporate Law

3 credits; 3 classroom hours/week; 0 lab hours/week

Examines business entities, which includes the preparation of related documents. The topics of mortgage foreclosure, contract for sale, estate planning, finances and document/case management systems. Prerequisites: C or better in PA 2201 or instructor's permission. F, S (V)

PA 2205 Personal Injury & E-Discovery

3 credits; 3 classroom hours/week; 0 lab hours/week

Examines personal injury litigation and topics related to the e-discovery process. Students will study the Federal Title VII Civil Rights Act and its impact on individuals and the workplace. The course also will address the creation of implied employment relationships, legal rights, rules of evidence, plea bargaining, trials and sentencing. Prerequisites: C or better in PA 1102. F, S, Su

PA 2206 Employment Law

3 credits; 3 classroom hours/week; 0 lab hours/week

Examines the general practices of the law office procedures and practice problems requiring legal research. The course also will include study of the fair treatment in the litigation process. Prerequisites: C or better in PA 1102. F, Su

PA 2207 Patent and Trademark Law

3 credits; 3 classroom hours/week; 0 lab hours/week

Examines the role of the lawyer and the paralegal in the formation of patent applications and trademarks. Prerequisites: C or better in PA 1102. F, Su

PA 2208 Paralegal Internship

2 credits; hours arranged

Gives the pre-service student practical work experience in the paralegal area. Provides the student with the opportunity to develop and apply skills learned in class. Prerequisite: Sixty hours of internship experience and instructor's permission. Prerequisites: C or better in PA 1102. Students should complete 1121 and 1124 prior to taking this course PA 2222. S, F

PA 2209 Paralegal Internship

2 credits; hours arranged

Gives the student practical work experience in the paralegal area. Provides the student with the opportunity to develop and apply skills learned in class. Prerequisite: Sixty hours of internship experience and instructor's permission. Prerequisites: C or better in PA 1102. Students should complete 1121 and 1124 prior to taking this course PA 2222. S, F

PHILOSOPHY

About the Philosophy Department

The mission of the philosophy department is to facilitate student learning in the liberal arts, and to prepare students for work in philosophy and related fields. The department is committed to the belief that philosophy is a discipline of critical thinking and that critical thinking is a life-long process. Logic, and this course meets MnTC Goal 4 requirements. More generally, this course is designed to provide foundational training in philosophical methods and argumentation. The course covers a broad range of topics including: fundamental questions in metaphysics, the philosophy of language, ethical theories and moral reasoning, the foundations of morality, the philosophy of science and the philosophy of mind. Topics covered include: the nature of reality, the nature of knowledge, the relationship of science to metaphysics, the relationship of language to reality, the relationship of science to ethics, the relationship of science to epistemology, and the relationship of science to philosophy. Prerequisites: C or better in PHIL 1101 or instructor's permission. F, V

PHIL 2122 Introduction to Philosophy (MnTC 6, 60)

3 credits; 3 classroom hours/week

Contends with some of the basic issues in the history and problems of philosophy such as theories of knowledge, reality, value and society. F, S
Studied prominent philosophers, themes, periods or methods. Topics limited to, Buddhism, Hinduism, Confucianism, and Daoism.

PHL 2140 Eastern Philosophy (MnTC 6B, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces the principles of Indian and Chinese thought and arguments, methods of argument evaluation, and the analysis of arguments as they arise in various contexts such as political debate, advertising, science, law, and ethics. Each course will include a focus on some contemporary issue chosen by the instructor. F, S

PHL 2450 Philosophy and World Religions (MnTC 6B, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines the historical and cultural development of the world's major religions, including but not limited to: Judaism, Christianity, Islam, Buddhism, Hinduism, and Daoism. This course is intended to explore these religions in terms of philosophical questions such as the meaning of self-knowledge, virtue, justice, etc. F, S, Su

PHL 2530 American Mind (MnTC 6B, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces the major philosophers and issues of the American experience and how these ideas and philosophies have shaped the United States. Impacts an awareness of the richness and diversity of American heritage that from easy on dealt with issues of race, ethnicity, and gender. Emphasis is on understanding the environment. Readings include works from early Puritans, Native and African-American, Feminist, and the Classical American Pragmatists Peirce, James and Dewey. S (odd years)

PHL 2540 Philosophy and Scientific Thought (MnTC 6B, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces the relationship between science and philosophy, from a working philosophical issues concerning the nature of scientific knowledge. Topics may include the nature of scientific methodology and explanation, the confirmation and falsification of scientific hypotheses, the nature of evidence, and the social responsibilities of scientists. The relationships between science and things of other kinds of knowledge, and the impact of science and technology on society. No specific background in philosophy is required. F (even years)

PHL 2550 Environmental Philosophy (MnTC 6B, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines current and traditional accounts of the environment including the impact of human activity, natural events, geographical changes, etc. This course introduces the ontological and ethical topics within the area of environmentalism and its role in human development. (Students having taken PHIL 2300 use an elective credit. PHIL 2300 must be taken prior to this course.) S (even years)

PHL 2640 Eastern Philosophy (MnTC 6B, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Critical approaches and explores the rich tradition of Eastern thought. This course introduces the Eastern thinking, but not limited to, Buddhism, Hinduism, Confucianism, and Daoism. F

PHL 2650 Special Topics in Philosophy (MnTC 6B, 8)
2-4 credits; 2-4 classroom hours/week; 0 lab hours/week
Studies prominent philosophers, themes, periods or methods. Topics will be determined in advance by the instructor and published in the class schedule. V

PHL 2140 Eastern Philosophy
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines prominent philosophers, themes, periods or methods, and in light of these theories, address some current contentious topics. F, S, Su

PHL 2220 Logic (MnTC 6B, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines the principles that separate good from bad reasoning: distinguishing argument premises and arguments, deduction and induction, and critical thinking in everyday situations and arguments. F

PHL 2225 Thinking Critically About Contemporary Issues (MnTC 6B, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
An introduction to basic principles of informal logic and critical thinking, including distinguishing arguments, methods of argument evaluation, and the analysis of arguments as they arise in various contexts such as political debate, advertising, science, law, and ethics. Each course will include a focus on some contemporary issue chosen by the instructor. F

PHL 2450 Philosophy and World Religions
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines the historical and cultural development of the world's major religions, including but not limited to: Judaism, Christianity, Islam, Buddhism, Hinduism, and Daoism. This course is intended to explore these religions in terms of philosophical questions such as the meaning of self-knowledge, virtue, justice, etc. F, S, Su

EXAMINATIONS

PHL 2150 Writing in Philosophy
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces the principles of philosophy, theory, and argument. Topics of course may include: deductive and inductive reasoning, logical fallacies, definition, argument structure, and the history of philosophy. F

PHL 2224 Introduction to Physical Education, Kinesiology, Exercise and Sport Science
2 credits; 2 classroom hours/week; 0 lab hours/week
Introduces the disciplines of physical education, kinesiology and exercise science. Emphasizes the professional opportunities in the field. Significant historical events are presented and current issues in the disciplines are addressed. Students develop a professional philosophy while beginning the process of career exploration and planning. This course is intended for students in the A.S. program for Physical Education or the A.S. degree in Exercise Science. This course will not meet the physical education requirement for the A.A. degree. F

PHL 1240 Group Cardio Workout-Out
1 credit; 0 classroom hours/week; 2 lab hours/week
Provides an opportunity to improve physical fitness through a variety of formats, such as cardio-kickboxing, step aerobics, aerobic dance, and kickboxing. The exercise will focus on improving cardiovascular fitness. Emphasis on nutritional guidelines and body composition information will be presented. F, SY

PHL 2220 Yoga
1 credit; 1 classroom hours/week; 2 lab hours/week
Introduces the skills, techniques, and physical and mental benefits associated with yoga. The class emphasizes the performance of yoga postures, and breathing and relaxation techniques to improve muscular strength and endurance, muscle tone, flexibility, balance, and body awareness. This course includes relaxation exercises, meditation and stress reduction strategies. F

PHL 2225 Critical Thinking
1 credit; 0 classroom hours/week; 2 lab hours/week
Introduces principles of critical thinking (deductive and inductive reasoning, argument analysis, logical fallacies). The course may be taken one or more times. Significant historical events are presented and current issues in the disciplines are addressed. Students develop a professional philosophy while beginning the process of career exploration and planning. This course is intended for students in the A.S. program for Physical Education or the A.S. degree in Exercise Science. This course will not meet the physical education requirement for the A.A. degree. F

PHL 2300 Environmental Philosophy
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines current and traditional accounts of the environment including the impact of human activity, natural events, geographical changes, etc. This course introduces the ontological and ethical topics within the area of environmentalism and its role in human development. (Students having taken PHIL 2300 use an elective credit. PHIL 2300 must be taken prior to this course.) S (even years)

PHL 2450 Philosophy and World Religions
3 credits; 3 classroom hours/week; 0 lab hours/week
Critical approaches and explores the rich tradition of Eastern thought. This course introduces the Eastern thinking, but not limited to, Buddhism, Hinduism, Confucianism, and Daoism. F

PHL 2650 Special Topics in Philosophy
2-4 credits; 2-4 classroom hours/week; 0 lab hours/week
Studies prominent philosophers, themes, periods or methods. Topics will be determined in advance by the instructor and published in the class schedule. V

PHL 2140 Eastern Philosophy
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines prominent philosophers, themes, periods or methods, and in light of these theories, address some current contentious topics. F, S, Su

PHL 2220 Logic
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines the principles that separate good from bad reasoning: distinguishing argument premises and arguments, deduction and induction, and critical thinking in everyday situations and arguments. F

PHL 2225 Thinking Critically About Contemporary Issues
3 credits; 3 classroom hours/week; 0 lab hours/week
An introduction to basic principles of informal logic and critical thinking, including distinguishing arguments, methods of argument evaluation, and the analysis of arguments as they arise in various contexts such as political debate, advertising, science, law, and ethics. Each course will include a focus on some contemporary issue chosen by the instructor. F
PHED 2214 Wilderness Navigation

Provides instruction and experience related to the use of map and compass skills so that students may pursue interests beyond this course. This course takes place over one weekend with one on-campus class prior to the trip for course orientation. This course requires moderate to vigorous physical activity. Equipment is available for rent from the HCC Outdoor Center for a nominal fee. Special fee is required. Pass/fail grading option only. F

PHED 2213 Geocaching

Explores topics in motion, mechanics, fluids, and oscillations. Physics I081 is a continuation of Physics I080. Prerequisites: I080 and MAT 0121 or MAT 1127. S

PHED 2190 Outdoor Activity Sampler

Introduction to a weekend activity in a wilderness setting. This course will take place over one weekend with one-on-one class period on campus prior to the trip for course orientation. This course requires moderate to vigorous physical activity. Equipment is available for rent from the HCC Outdoor Center for a nominal fee. Special fee is required. Pass/fail grading option only. F

PHED 2180 Wilderness Navigation

Explore topics in electricity and magnetism, light and optics. This course is a continuation of Physics I081. Prerequisites: I081 and MAT 1123 or MAT 1127. S

PHED 2170 3 credits; 3 classroom hours/week; 2 lab hours/week

Provides instruction and experience related to the use of map and compass skills so that students may pursue interests beyond this course. This course takes place over one weekend with one on-campus class prior to the trip for course orientation. This course requires moderate to vigorous physical activity. Equipment is available for rent from the HCC Outdoor Center for a nominal fee. Special fee is required. Pass/fail grading option only. F

PHED 2160 3 credits; 3 classroom hours/week; 2 lab hours/week

Provides instruction and experience related to the use of map and compass skills so that students may pursue interests beyond this course. This course takes place over one weekend with one on-campus class prior to the trip for course orientation. This course requires moderate to vigorous physical activity. Equipment is available for rent from the HCC Outdoor Center for a nominal fee. Special fee is required. Pass/fail grading option only. F
Introduces the beginning college student to the demands of college reading.

**READ 0090 Introduction to College Reading and Writing**
- 3 credits; 3 classroom hours/week; 0 lab hours/week
- Focuses on developing the reading and study strategies necessary for success in a college-level reading and textbook study. Prerequisites: Placement into READ 0090 as recommended by IHCC assessments or completion of READ 0903 or EAP 0905 with a grade of C or better.

**READ 0905 Reading College Texts**
- 3 credits; 3 classroom hours/week; 0 lab hours/week
- Emphasizes a psychological approach to the reading and related topics. Explores relevant theories, data, models and ethical issues, and provides an opportunity for class to explore personal fulfillment in reading.

**READ 0908 Social Psychology**
- 3 credits; 3 classroom hours/week; 0 lab hours/week
- Explores the description, causes and treatment of the behavioral disorders most frequently found in the adult population. Includes anxiety disorders, mood disorders, schizophrenia, personality disorders and substance use disorders. Prerequisites: PSYC 1103 or PSYC 1104.

**READ 2900 Special Topics in Psychology (PSYC 2900)**
- 2-4 credits
- Explores various subfields, developments and issues in psychology. Examples of possible topics may include, but are not limited to: Biopsychology, Cognitive Psychology, Research Methods, Counseling Techniques, Sports Psychology, Learning Theory, Industrial/Organizational Psychology and History of Psychology. Prerequisites: PSYC 1103 or PSYC 1104.

**PSYC 2900 Mind and Health (PSYC 2900)**
- 3 credits; 3 classroom hours/week; 0 lab hours/week
- Explores the role of psychological factors in physical health and sickness. The course will cover topics such as psychosomatic disorders, biopsychology, meditation and modern relaxation techniques. Students will critically evaluate the research supporting the use of such techniques. Classes are primarily discussion-based, with opportunities for experiential learning. This course is reading intensive. Prerequisite: PSYC 1103 or PSYC 1104.

**SPANISH**

**SPAN 1101 Beginning Spanish I (MnTC 6B, 8)**
- 3 credits; 3 classroom hours/week; 0 lab hours/week
- Provides functional Spanish language communication skills for educators and other personnel who may have professional contact with Spanish speakers. Offers training in basic Spanish listening, speaking, reading and writing. The course might not be suitable for students who have taken Spanish in high school. Conduct work-specific learning activities dedicated to the school office, course office, classroom and instructional management, extracurricular activities, transportation and school security. NOTE: EDU 1103 and SPAN 1101 are co-listed; departmental permission is required. Credit will be granted for either prerequisite.

**SPAN 1102 Beginning Spanish II (MnTC 6B, 8)**
- 3 credits; 3 classroom hours/week; 0 lab hours/week
- Continuation of SPAN 1101. This course focuses on continued development of listening comprehension, speaking, reading and writing skills. Cultural understanding and sensitivity are important aspects of this language course. Prerequisites: SPAN 1101 or equivalent. F, S, Su

**SPAN/EDU 1103 Spanish for Educators**
- 3 credits; 3 classroom hours/week; 0 lab hours/week
- Provides functional Spanish language communication skills for educators and other personnel who may have professional contact with Spanish speakers. Offers training in basic Spanish listening, speaking, reading and writing. The course might not be suitable for students who have taken Spanish in high school. Conduct work-specific learning activities dedicated to the school office, course office, classroom and instructional management, extracurricular activities, transportation and school security. NOTE: EDU 1103 and SPAN 1101 are co-listed; departmental permission is required. Credit will be granted for either prerequisite.

**SPAN 2101 Conversational Spanish I**
- 3 credits; 3 classroom hours/week; 0 lab hours/week
- Provides a variety of practical speaking situations intended for intermediate-level students. Emphasis is placed on real-life situations, travel, some business situations and cultural issues. Prerequisites: SPAN 1102. F, S, Su

**SPAN 2102 Intermediate Spanish (MnTC 6B, 8)**
- 3 credits; 3 classroom hours/week; 0 lab hours/week
- Provides a comprehensive review and continued development of the strengthening four of the communication skills (reading, writing, listening and speaking), with special emphasis on communicating ideas in conversation and in writing. Cultural and literary materials will acquaint

**SOCIAL WORK**

**SOC 2251 Special Topics Global Perspective (MnTC 5, 8)**
- 3 credits; 3 classroom hours/week; 0 lab hours/week
- Studies a topic, issue or controversy through a sociological lens by using multimedia technology. Coursework may be used to satisfy electives, to cultivate personal interests, or to meet program requirements at four-year institutions.

**SOCIAL WORK**

**SOC 2251 Special Topics Global Perspective (MnTC 5, 8)**
- 3 credits; 3 classroom hours/week; 0 lab hours/week
- Studies a topic, issue or controversy through a sociological lens by examining historical, theoretical perspectives, relationships and/or interactions with a global perspective.
Important films are screened, discussed and critically evaluated. NOTE: 3 credits; 3 classroom hours/week; 0 lab hours/week

THTR/FS 1103 International Cinema (MnTC 6B, 8) 3 credits; 3 classroom hours/week; 0 lab hours/week
Surveys the history of film from the silent era through the sound era of classical Hollywood, with special focus on filmmakers, genres and styles. Influential films are viewed and discussed. NOTE: THTR 1107 and FS 1107 are co-listed; department should be selected at registration. Credit will be given in only one department. V

THTR/FS 1107 Film History II (MnTC 6B, 8) 3 credits; 3 classroom hours/week; 0 lab hours/week
Surveys the history of film from the contemporary American independents. The focus of the course is on analysis and interpretation of films, and evolving national traditions of cinema. Influential films are viewed and discussed. V

THTR 1521 Beginning Acting (MnTC 6A) 3 credits; 3 classroom hours/week; 0 lab hours/week
Develops student understanding of and skills in the theories and practices of stage acting. F, S

THTR 1527 Theatre Makeup (MnTC 6A) 3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces the student to the theory, technique and application of makeup for the theatre. Emphasis placed on practical application of the makeup. F(V)

THTR 1528 Creative Dramatics (MnTC 6A) 3 credits; 3 classroom hours/week; 0 lab hours/week
Provides in-depth coaching in creative drama. Students work in teams to create and present their work. Offered as a collaboration with elementary schools and as part of the Festival of the Arts. Prerequisites: Recommended THTR 1105, V

THTR 1201 Theatre Activities 1 credit
Develops students' understanding of the theatrical process, acting, directing and designing. 3 credits; 3 classroom hours/week; 0 lab hours/week

THTR 1203 Introduction to Film (MnTC 6B, 8) 3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces the student to the study of major world cinemas, including influential filmmakers, screen personalities and motion pictures. Important films are screened, discussed and critically evaluated. NOTE: THTR 1103 and FS 1103 are co-listed; department should be selected at registration. Credit will be given in only one department. F(V), S(V)

THTR 2109 Theatre History I (MnTC 6B, 8) 3 credits; 3 classroom hours/week; 0 lab hours/week
Surveys theatrical history from its origins to 1700. Major periods and movements of theatre are discussed as they occurred chronologically. Analysis of the period's practices, practitioners, playing space and theatrical production. Prerequisites: Recommended THTR 1105. V

THTR 2523 Advanced Acting (MnTC 6A) 3 credits; 3 classroom hours/week; 0 lab hours/week
Develops student understanding of and skills in more advanced theories and practices of stage acting. Prerequisites: THTR 1521 or permission from instructor. S(V)

THTR 2525 Design for the Theatre (MnTC 6A) 3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces the concepts, process, and practices common to the design of scenery, lighting and costume. The study and application of the aesthetic principles and graphic skills involved in all areas of theatrical design. Development of the student's abilities in research methodology, as it applies to design for the theatre. Emphasis on design skills (including CAD programs) as a communication tool in the collaborative process of theatrical production. Prerequisites: Recommended THTR 1105. V