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About Inver Hills

Founded in 1970, Inver Hills Community College is a member of Minnesota State 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. Through equity and inclusion, we will enrich individual lives and support our diverse communities, locally and globally.

COLLEGE VALUES

> Student success
> Excellence and innovation in education
> Integrity, reflection and innovation
> Caring for our environmental, human and financial resources
> Equity, inclusion, integrity and respect
> Continuous improvement

FAST FACTS

Inver Hills strives to serve everyone who walks through its doors. Annually, we enroll approximately 4,470 full- and part-time students including over 30 international students. What’s more, the college delivers non-credit and business/industry training programs to nearly 5,100 students each year. For approximately 800 high school students, we provide opportunities to earn college credit through PSEO and concurrent enrollment programs. And, more than 200 area youth experience camps and programs on our beautiful campus. All are proudly served by 106 full-time faculty, 130 adjuncts and 166 staff and administration.

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, MN. 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 651-450-3884.

NON DISCRIMINATION COORDINATORS:

Title IX Coordinator:
Kari Rusch-Curl
College Center Room 231
651-450-3887
krusch-curl@inverhills.edu

Complaints of acts of discrimination or harassment by employees:
Laina Carlson
Liberal Arts Room 232
651-450-3305
lcarlson@inverhills.edu

Complaints of acts of discrimination or harassment by students:
Kari Rusch-Curl
College Center Room 231
651-450-3887
krusch-curl@inverhills.edu

Accommodations for disability:
Randi Goettl, Director of Accessibility Resources
Library 207
651-450-3884
disabilityservices@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 2020
Semester begins .................................. Aug. 24, 2020
Final exams ...................................... Dec. 14-17, 2020

SPRING SEMESTER 2021
Semester begins .................................. Jan. 11, 2021
Spring break ..................................... March 8-12, 2021
Final exams ..................................... May 6-12, 2021

SUMMER SESSION 2021
Session one begins .................................. June 1, 2021
Session one ends .................................. Aug. 6, 2021
Session two begins .................................. June 1, 2021
Session two ends .................................. July 1, 2021
Session three begins .................................. June 14, 2021
Session three ends .................................. Aug. 6, 2021
Session four begins .................................. July 6, 2021
Session four ends .................................. Aug. 6, 2021
ADMISSIONS

ADMISSION POLICY

Inver Hills considers all applicants for admission regardless of age, race, sex, color, religion, sexual orientation, disability or national origin. The college follows an open-door Admission Policy, which means that any person who has graduated from an accredited high school, successfully completed a General Educational Development (GED) examination, or who can demonstrate Ability to Benefit is eligible for admission.

Inver Hills has taken steps to assure that lack of English skills will not pose a barrier to participating in the application, admissions and enrollment process. These include provisions for communicating with college services, a well-defined information and referral process, and the English for Academic Purposes (EAP) program. The full Admission Policy can be found at inverhills.edu/policies.

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 Minnesota State 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 Minnesota State 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 Minnesota State 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 Minnesota State, the support of a chief academic officer or designee is not required.
- Upon receipt of the Minnesota State 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 1131</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 2021</td>
<td>3</td>
</tr>
<tr>
<td>Marketing, Principles of</td>
<td>50</td>
<td>BUS 2004</td>
<td>3</td>
</tr>
</tbody>
</table>

Composition and Literature

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Score</th>
<th>Code</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Literature</td>
<td>50</td>
<td>Goal 6b</td>
<td>3</td>
</tr>
<tr>
<td>Analyzing &amp; Interpreting Literature</td>
<td>50</td>
<td>ENG 1140</td>
<td>3</td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>ENG 1108</td>
<td>4</td>
</tr>
<tr>
<td>College Composition Modular</td>
<td>50</td>
<td>ENG 1110</td>
<td>4</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>Goal 6b</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>Goal 6b</td>
<td>3</td>
</tr>
</tbody>
</table>
### CLEP Exam (cont.)

<table>
<thead>
<tr>
<th>Foreign Languages</th>
<th>Score</th>
<th>Equivalent Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>French Language, Level 1</td>
<td>50</td>
<td>FREN 1101, 1102</td>
<td>6</td>
</tr>
<tr>
<td>French Language, Level 2</td>
<td>59</td>
<td>FREN 1101, 1102, 2201, 2202</td>
<td>9</td>
</tr>
<tr>
<td>German Language, Level 1</td>
<td>50</td>
<td>Goal 8 elective</td>
<td>6</td>
</tr>
<tr>
<td>German Language, Level 2</td>
<td>60</td>
<td>Goal 8 elective</td>
<td>9</td>
</tr>
<tr>
<td>Spanish Language, Level 1</td>
<td>50</td>
<td>SPAN 1101, 1102</td>
<td>6</td>
</tr>
<tr>
<td>Spanish Language, Level 2</td>
<td>63</td>
<td>SPAN 1101, 1102, 2201, 2202</td>
<td>9</td>
</tr>
<tr>
<td>Spanish with Writing, Level 1</td>
<td>50</td>
<td>SPAN 1101, 1102</td>
<td>6</td>
</tr>
<tr>
<td>Spanish with Writing, Level 2</td>
<td>65</td>
<td>SPAN 2201, 2202</td>
<td>12</td>
</tr>
</tbody>
</table>

#### 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](http://inverhills.edu/transferring).
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 &amp; 1106</td>
<td>8</td>
</tr>
<tr>
<td>Environmental Systems (HL)</td>
<td>4-7</td>
<td>BIOL 1116</td>
<td>2</td>
</tr>
<tr>
<td>Film (HL)</td>
<td>4-7</td>
<td>Goal 6b</td>
<td>6</td>
</tr>
<tr>
<td>Film (SL)</td>
<td>4-7</td>
<td>Goal 6b</td>
<td>2</td>
</tr>
<tr>
<td>Geography (HL)</td>
<td>4-7</td>
<td>Goal 5; counts toward two requirements</td>
<td>8</td>
</tr>
<tr>
<td>History of Africa (HL)</td>
<td>4-7</td>
<td>Goals 5 and 8; counts toward two requirements</td>
<td>8</td>
</tr>
<tr>
<td>History of the Americas (HL)</td>
<td>4-7</td>
<td>Goals 5 and 8; counts toward two requirements</td>
<td>8</td>
</tr>
<tr>
<td>History of Asia, Near East (HL)</td>
<td>4-7</td>
<td>Goals 5 and 8</td>
<td>8</td>
</tr>
<tr>
<td>History of Europe (HL)</td>
<td>4-7</td>
<td>Goals 5 and 8; counts toward two requirements</td>
<td>8</td>
</tr>
<tr>
<td>History of the Islamic World (HL)</td>
<td>4-7</td>
<td>General elective</td>
<td>8</td>
</tr>
<tr>
<td>Info Tech in Global Soc (HL)</td>
<td>4-7</td>
<td>General elective</td>
<td>8</td>
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</tbody>
</table>

Language A

<table>
<thead>
<tr>
<th>Language A</th>
<th>Score</th>
<th>Equivalent Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English A1 (HL)</td>
<td>4-7</td>
<td>ENGL 1108 &amp; ENGL 1111 or ENGL 1114</td>
<td>8</td>
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</tbody>
</table>

Language B

<table>
<thead>
<tr>
<th>Language B</th>
<th>Score</th>
<th>Equivalent Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>French (HL)</td>
<td>4-7</td>
<td>FREN 1101 &amp; 1102</td>
<td>10</td>
</tr>
<tr>
<td>German (HL)</td>
<td>4-7</td>
<td>GERM 1101 &amp; 1102</td>
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<tr>
<td>Japanese (HL)</td>
<td>4-7</td>
<td>General elective</td>
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<td>Chinese (HL)</td>
<td>4-7</td>
<td>CHIN 1101</td>
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<tr>
<td>Russian (HL)</td>
<td>4-7</td>
<td>General elective</td>
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<tr>
<td>Spanish (HL)</td>
<td>4-7</td>
<td>SPAN 1101 &amp; 1102</td>
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</tr>
<tr>
<td>Mathematics (HL)</td>
<td>4-7</td>
<td>MATH 1118</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics (SL)</td>
<td>4-7</td>
<td>MATH 1101</td>
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<td>Further Mathematics (SL)</td>
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<td>Goal 4</td>
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<td>Mathematics Studies (SL)</td>
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<td>MATH 1101</td>
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<tr>
<td>Music (HL)</td>
<td>4-7</td>
<td>MUSC 1110 &amp; MUSC elective</td>
<td>8</td>
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<tr>
<td>Music Composition (SL)</td>
<td>4-7</td>
<td>MUSC 1145</td>
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<td>Philosophy (HL)</td>
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<td>PHIL 1110 &amp; PHIL elective</td>
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<td>PHYS 1030 (36)</td>
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<td>Psychology (HL)</td>
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<td>Goal 5; counts for two requirements</td>
<td>8</td>
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<td>Social Anthropology (HL)</td>
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<td>SOC 1100 &amp; ANTH elective</td>
<td>8</td>
</tr>
<tr>
<td>Theatre Arts (HL)</td>
<td>4-7</td>
<td>Goal 6a; counts for two requirements</td>
<td>8</td>
</tr>
<tr>
<td>Visual Arts (HL)</td>
<td>4-7</td>
<td>ART 1100, ART elective</td>
<td>8</td>
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</table>

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.

By using the Veterans Education Transfer System (VETS) you may find out what academic credit is available from Minnesota State based on
your military occupation. To see what credits are available based on your military courses, visit transferology.com.

Inver Hills complies with Minnesota Statute 197.775 which exceeds all criteria of Title 38 United States Section 3679(e).

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 Minnesota State 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 Director of K-12 partnerships (651) 450-3835.

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 ITC department will review all credit equivalencies for ITC 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 ITC department website or by contacting one of the ITC 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 or who are using veterans benefits. 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 Minnesota State 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 Minnesota State system college and universities shall not exceed 22 in any semester. Non-degree seeking students may register for a maximum of 10 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 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 10 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.

**EARLY REGISTRATION FOR VETERANS, SERVICEMEMBERS, AND ELIGIBLE DEPENDENTS**

Inver Hills offers early course registration windows each semester for veterans and military service members. See the Military & Veterans Services office for details. Current early registration windows are posted on the Inver Hills Community College calendar at: inverhills.edu/calendar

**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 plus student fees (except the student life fee). The $20 per credit charges are waived when a course is audited. Senior citizens who register before the second day of the term are required to pay full tuition and fees for all courses.

**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 students to 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 Community-Based Learning may need to complete a criminal background study. 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 reaching out to the community partner directly or contact careerdevelopment@inverhills.edu for further assistance. If you have questions or need clarification about background studies, please visit inverhills.edu/backgroundchecks

**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. For classes 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 no notation on the student’s transcript.

**Withdrawals**

Withdrawing 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 Minnesota State 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 emailed to you and can be tracked 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 Minnesota State 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. 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. Active duty military in Minnesota, veterans, and their spouse and dependent children pay tuition at the Minnesota in-state resident rate.

**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 BankMobile refund preference. Processing of course drops and withdraws 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 MinnState.edu/board/policy/sg12.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 Minnesota State board policy 2.2 on State Residency at MinnState.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

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 Office of Financial Aid. 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 Office of Financial Aid for more information.

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 Office of Financial Aid for current openings.

Office of Financial Aid
Phone: 651-450-3495
E-mail: finaid@inverhills.edu

STUDENT FINANCIAL AID PROGRAMS
Grants

**Federal Pell Grants:** Federal Pell Grants are awards of $623 to $6,195 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. 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 no later than the 30th calendar day of the semester 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 $5,200 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 Office of Financial Aid.

**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 Office of Higher Education. The loan is a variable interest rate loan. The interest rate is variable, not to exceed 9 percent. Repayment begins immediately.

**Work-Study Programs**

**Federal Work-Study (FWS):** The Office of Financial Aid 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 Office of Financial Aid 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 Inver Hills Foundation’s college scholarship page at inverhills.edu/scholarships or contact the Office of Financial Aid.

**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.

Inver Hills 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. Inver Hills may allow the student to repay unearned
aid attributable to a grant under a payment arrangement satisfactory to Inver Hills. 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 Minnesota State Board Policy 2.9, the Office of Financial Aid 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. 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.

2. Apply for admission and declare an eligible program of study. This enables Inver Hills to establish a computer file for each student.

3. Students will receive a Student Aid Report (SAR) approximately five days after completing the FAFSA on the web. Students should review the SAR and notify the Office of Financial Aid immediately if the report contains errors.

4. Students should respond quickly to any request(s) for additional information from the Office of Financial Aid.

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 notification 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 notification.
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.

ACCESSIBILITY RESOURCES
651-450-3884; Library – second floor
The Accessibility Resources 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 Accessibility Resources 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

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 ihccbookstore.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 and 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.

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.

CENTER FOR CAREER DEVELOPMENT AND COMMUNITY-BASED LEARNING
651-450-3683; careerdevelopment@inverhills.edu; College Center – second floor
The Center for Career Development and Community-Based Learning builds careers and strengthens communities by engaging students in the lifelong process of career development and active citizenship. We accomplish our mission through community-based learning, volunteerism, academic internships, career preparation and other engaged learning experiences.

Career Development: Students will 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). Setting up an account will give students access to jobs, internships, and volunteer opportunities.

Internships: Students can gain off-campus, structured, work experiences that directly relate to their major. Internships help students apply their learning, receive direct supervision and feedback, opportunity to develop references, build mentoring relationships and clarify their career and personal goals. The Center staff assists with identifying internship site options and educates students on the process and getting the most out of an internship.

Community-Based Learning: Community-Based Learning (CBL) is learning inside or outside of the classroom that incorporates the community and local environment. Students will become civic-minded professionals by engaging with classroom CBL projects, volunteering and other civic engagement programs.

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, Inver Hills counselors also provide academic advising, career counseling, referral to community resources 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 e-mailing 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 e-mailing 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.

**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 The Commons of Inver Grove apartments are adjacent to the college and provide rental units for single students and those with dependents. For more information, write: Commons of Inver Grove 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 Minnesota State. Enrollment materials are available at the Health Service. International students attending Inver Hills must purchase the Minnesota State-approved policy.

**I.T. SERVICE DESK**
651-450-3444; I.T. Center
Audio-visual equipment and services are available for students to use on campus for most classroom presentations and club events. All services are provided on a first-come, first-served basis. All reservations and requests must be made one working day in advance to allow staff to schedule the delivery and setup of any equipment. A list of services is available from the I.T. Service Desk.

**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 e-mail or IM chat, accessible from the library website at 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 e-mail.

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.

MILITARY & 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 pre-writing, 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.

Inver Hills Community College
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. Minnesota State 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, Minnesota State 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 Minnesota State 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. 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 p.m. and 5:30 a.m. Full parking and traffic regulations and penalties are listed at 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 Minnesota State Board Policy 1b4.

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 Accessibility Resources Office serves as the first contact for students who are requesting reasonable accommodations. The office is located on the second floor of the Library Building. To contact this office, call (651) 450-3305. 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 Accessibility Resources 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, gender expression or familial status is prohibited. 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.

**COMPLAINTS OF ACTS OF DISCRIMINATION OR HARASSMENT BY STUDENTS**

Kari Rusch-Curl, Title IX Gender Equity Coordinator
College Center Room 231
651-450-3887
krusch-curle@inverhills.edu

**COMPLAINTS OF ACTS OF DISCRIMINATION OR HARASSMENT BY EMPLOYEES**

Laina Carlson
Liberal Arts Room 232
651-450-3305
lcarlson@inverhills.edu

**ACCOMMODATIONS FOR DISABILITY**

Randi Goettl, Director of Disability Services
Library 207
651-450-3884
disabilityservices@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. All completed appeals and documentation should be turned in to the Enrollment Center in the College Center building or faxed to 651-450-3677.

<table>
<thead>
<tr>
<th>I want…</th>
<th>Person reviewing request</th>
</tr>
</thead>
<tbody>
<tr>
<td>A degree requirement waived</td>
<td>Academic deans</td>
</tr>
<tr>
<td>A transcript review</td>
<td>Director of enrollment services</td>
</tr>
<tr>
<td>An exception to registration timelines</td>
<td>Director of enrollment services</td>
</tr>
<tr>
<td>Financial aid</td>
<td>Director of financial aid</td>
</tr>
<tr>
<td>To be admitted to the college</td>
<td>Director of enrollment services</td>
</tr>
<tr>
<td>To be admitted to a program (Nursing, EMS)</td>
<td>Academic deans</td>
</tr>
<tr>
<td>To be readmitted because I was suspended</td>
<td>Director of enrollment services</td>
</tr>
<tr>
<td>To drop or withdraw from a course after the deadline</td>
<td>Director of enrollment services</td>
</tr>
<tr>
<td>To graduate, but do not qualify</td>
<td>Director of enrollment services</td>
</tr>
<tr>
<td>To receive financial aid after being suspended</td>
<td>Director of financial aid</td>
</tr>
<tr>
<td>To substitute one course with another</td>
<td>Academic deans</td>
</tr>
<tr>
<td>Transfer credit that was denied</td>
<td>Director of enrollment services</td>
</tr>
</tbody>
</table>
**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 Counseling and Advising 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 Minnesota State 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 Minnesota State 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**

Minnesota State 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 Minnesota State 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 e-mail 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.

**ACADEMIC POLICIES**

**GRADING SYMBOLS AND DESCRIPTORS**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00 Denotes superior achievement</td>
</tr>
<tr>
<td>B</td>
<td>3.00 Denotes above-average achievement</td>
</tr>
<tr>
<td>C</td>
<td>2.00 Denotes average achievement</td>
</tr>
<tr>
<td>D</td>
<td>1.00 Denotes below-average achievement</td>
</tr>
<tr>
<td>F</td>
<td>0.00 Denotes failure to achieve</td>
</tr>
<tr>
<td>FN</td>
<td>0.00 Denotes failure for lack of attendance</td>
</tr>
<tr>
<td>U</td>
<td>0.00 Denotes a college-initiated withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>Denotes incomplete work</td>
</tr>
<tr>
<td>W</td>
<td>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.</td>
</tr>
<tr>
<td>P</td>
<td>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.</td>
</tr>
<tr>
<td>NC</td>
<td>Denotes no credit granted.</td>
</tr>
<tr>
<td>AU</td>
<td>Denotes audit or registration for a class without the intention of earning credit.</td>
</tr>
<tr>
<td>Z</td>
<td>Denotes in-progress course</td>
</tr>
<tr>
<td>CC</td>
<td>In Progress; denotes in-progress concurrent enrollment.</td>
</tr>
</tbody>
</table>

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 basis by contacting the instructor before the fifth business day after the start of the course. If the instructor approves, he or she will submit approval to the Enrollment Center. Not all courses are approved for pass/fail. To earn a grade of P, the student must achieve at the level of a C grade or higher. Because of the nature and intent of some programs and the restrictions of some transfer colleges, students should consult with a counselor or academic advisor prior to choosing this grading option. Some special topics courses, workshops and seminars are offered only on a P/F basis. These will be indicated in the class 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 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. Minnesota State 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.

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 Minnesota State 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.

Students who want to declare a double major or a dual objective must be approved by the institution.

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 cumulative 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.
TRANSFER PATHWAYS

Transfer Pathways are curriculum plans which provide an associate degree to seamlessly transfer into a related degree plan at any one of the seven Minnesota State universities to obtain a bachelor's degree. Students who complete a Transfer Pathway degree will be guaranteed junior status upon admission to the university, and are assured that the bachelor's degree can be completed in 60 additional credits (for 120-credit programs). A student must still meet any special admission requirement for the major and are not guaranteed admission into the major itself.

ASSOCIATE OF ARTS (A.A.)

The Associate of Arts degree (A.A.) is intended primarily for students who plan to transfer to another college and complete a bachelor's degree. The A.A. degree is a generalist liberal arts degree. At least 40 of the 60 credits must be taken within the Minnesota Transfer Curriculum (MnTC).

SPECIALTY A.A. OPTIONS

Discipline-specific A.A. degree options are also available. The Transfer Pathway A.A. and the A.A. Emphasis degree options allow for a more concentrated degree in a particular discipline while including core courses needed in preparation for transfer within that major.

The Transfer Pathway A.A. degrees are specifically designed to prepare students for transfer into similar degree programs at the 7 Minnesota State Universities. In addition to fulfilling prerequisites to the major, the A.A. Transfer Pathway degree fulfills the lower division general education requirements through completion of the Minnesota Transfer Curriculum (MnTC). A Transfer Pathway A.A. degree may also be appropriate for transfer outside of the Minnesota State system. Students are strongly encouraged to develop an educational plan in consultation with an Inver Hills counselor or academic advisor.

A.A. DEGREE PROGRAMS

- Anthropology (A.A. Emphasis)
- Communication Studies (Transfer Pathway)
- Economics (Transfer Pathway)
- Gender & Women Studies (A.A. Emphasis)
- History (Transfer Pathway)
- Mathematics (Transfer Pathway)
- Political Science (Transfer Pathway)
- Psychology (Transfer Pathway)
- Sociology (Transfer Pathway)

ASSOCIATE OF 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 (Transfer Pathway)
- Biology (Transfer Pathway)
- Business (Transfer Pathway)
- Chemistry (Transfer Pathway)
- Computer Science (Transfer Pathway)
- Criminal Justice (Transfer Pathway)
- Education Foundations
- Elementary Education Foundations (Transfer Pathway)
- Emergency Medical Services
- Engineering Fundamentals
- Exercise Science (Transfer Pathway)
- Health Sciences Broadfield
- Individualized Professional Studies
- Law Enforcement (Transfer Pathway)
- Nursing
- Paralegal
- Pre-Social Work (Transfer Pathway)
- Special Education Foundations (Transfer Pathway)
ASSOCIATE OF 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
› Individualized Professional Studies
› Information Technology Support
› Networking Technology and Security

ASSOCIATE OF 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 (Transfer Pathway)
› Music
› Theatre (Transfer Pathway)

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.

DIPLOMA PROGRAMS

› Paramedic

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)
› Advanced Network Security
› Advanced Network Technology
› Business Analytics
› Child Care Teacher
› Community Paramedic
› Corrections
› Customer Service
› Emergency Medical Technician
› Human Resource Management
› Human Service Assistant
› IP Telephony
› IT Help Desk
› Marketing & Sales
› Microsoft Certified Solutions Associate (MCSA)
› Nursing Assistant
› Office Technology
› Paralegal (post-graduate)
› Project Management
› Small Business Development
› Supervision
› Workplace Writing
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 (MNACP)
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 of Science (A.S.), Associate of Applied Science (A.A.S.), Associate of 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 articulations is available on mntransfer.org or by visiting the individual program web pages and selecting the transfer tab. To view program pages, go to: inverhills.edu/programs.
# Programs & Majors

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ASSOCIATE OF ARTS
Minnesota Transfer Curriculum (MnTC)

BUSINESS
Accounting
Business

FINE ARTS
Art
Music
Theatre

HEALTH & EDUCATION
Education Foundations
Elementary Education Foundations
Emergency Medical Services
Exercise Science
Health Sciences Broadfield
Nursing
Pre-Social Work
Special Education Foundations

JUSTICE STUDIES
Corrections
Criminal Justice
Law Enforcement
Paralegal

LIBERAL ARTS & SCIENCES
Anthropology
Communication Studies
Economics
Gender and Women Studies
History
Individualized Professional Studies
Political Science
Psychology
Sociology
Workplace Writing

STEM
Biology
Chemistry
Computer Science
Engineering Fundamentals
Information Technology & Careers
Mathematics
AWARD
Associate of Arts A.A Degree ........................................... 60 cr

ASSOCIATE OF ARTS
A.A., 60 CREDITS

Minnesota Transfer Curriculum (MnTC) .................................. 40 cr
Electives, Liberal Arts and Pre-Major ........................................ 18 cr
Health and Physical Education ............................................. 2 cr

PURPOSE
The Associate of 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 A.A. degree to facilitate Junior level transfer and meet admission requirements at the baccalaureate level.

Students may earn a transfer pathway A.A. or an A.A. with an Emphasis in various academic disciplines.

Utilize the Degree Audit Report System (DARS): inverhills.edu/dars

ADDITIONAL INFORMATION ABOUT TRANSFERRING AT:
inverhills.edu/MnTC
transferology.com
mntransfer.org
inverhills.edu/Counseling
admissions.tc.umn.edu/transfer/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
A. Writing/Composition I (one course)
B. Writing/Composition II (one course)
C. Communication Studies (one course)

Goal 2 Critical Thinking
Satisfied by First Year Experience course or MnTC completion

Goal 3 Natural Science (one course must include lab) ................ 2 courses
A. Life Sciences (one course)
B. Physical Sciences (one course)

Goal 4 Mathematical/Logical Reasoning ................................. 1 course

Goal 5 History/Social Sciences/Behavioral Sciences .................. 3 courses
Include courses from at least two disciplines
A. Fine Arts (one course)
B. Humanities/Literature (one course)
C. Fine Arts or Humanities/Literature (one course)

Goal 6 Humanities/Fine Arts/Literature ................................. 3 courses
A. Fine Arts (one course)
B. Humanities/Literature (one course)
C. Fine Arts or Humanities/Literature (one course)

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
Physical Education ............................................................. 1
Health ................................................................. 1

TOTAL CREDITS ................................. 60
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 of 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 of their intended degree.

For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, visit: inverhills.edu/MnTC

LEGEND

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

Goal 1: Communication 3 courses
One course from each sub-category (A, B & C)

A. WRITING/COMPOSITION I (1 COURSE)
ENG 1108 (4) Writing & Research Skills *2

B. WRITING/COMPOSITION II (1 COURSE)
ENG 1111 (2) Research Writing *2
ENG 1114 (3) The Research Paper *2
ENG 1130 (3) Writing and Research for the Professions *2 (effective Fall 2013)

C. COMMUNICATION STUDIES (1 COURSE)
COMM 1100 (3) Interpersonal Communication *7
COMM 1110 (3) Public Speaking *2
COMM 2230 (3) Small Group Communication *2

Goal 2: Critical Thinking
All new entering, first time college students and/or students with fewer than 12 post-high school transfer credits must complete one of the following courses.

INF 1000 (2) Information Literacy and Research Skills FYE
INTS 1000 (1) On Course: First Year Experience
INTS 1101 (2) College Success Strategies (effective Fall 2019)
INTS 1102 (2) Online Learning Success (effective Fall 2020)
INTS 1010 (3) Educational Planning & Assessment
READ 1000 (3) College Reading & Learning
STSK 1101 (2) College Study Skills (effective Fall 2019)

Transfer students with 12 or more credits with a GPA of 2.0 or higher are exempt from the above requirement and will complete Goal 2 once all other goals have been fulfilled. Courses listed below may be used to apply towards the 40 MnTC credit minimum.

BIOL 1120-L (4) Exploring Biology *3a
BIOL 1123-L (4) Introduction to Forensic Science *3a
BIOL 1154-L (4) Principles of Biology I *3a
BIOL 1155-L (5) Principles of Biology II*3a
BIOL 2201-L (4) Human Anatomy & Physiology I *3a
BIOL 2202-L (4) Human Anatomy & Physiology II *3a
BIOL 2205-L (4) Microbiology *3a
BIOL 2301-L (4) Zoology *3a
BIOL 2303-L (5) Genetics *3a
BIOL 2305-L (5) Principles of Microbiology *3a
BIOL 2306-L (4) General Ecology *3a
CHEM 1010-L (4) Introduction to Chemistry *3a
CHEM 1061-L (5) Principles of Chemistry I *3a
CHEM 1062-L (5) Principles of Chemistry II *3a
COMM 1110 (3) Public Speaking *1
COMM 2230 (3) Small Group Communication *1
COMM 2250 (2-3) Topics in Communication *7
ECON 1100 (3) Economics for Consumers *5
ENG 1108 (4) Writing & Research Skills *1
ENG 1111 (2) Research Writing *1
ENG 1114 (3) The Research Paper *1
ENG 1116 (3) Writing for the Web *6a
ENG 1118 (3) Style & Correctness for Writers
ENG 1130 (3) Writing and Research for the Professions *1
ENG 1140 (4) Introduction to Literature *6b
ENG 1145 (3) Introduction to Technical Writing
ENG 2214 (4) Am Lit: Colonial Era - Civil War *6b
ENG 2215 (4) Am Lit: Civil War - Present *6b
ENG 2222 (4) British Literature: Middle Ages-Age of Reason *6b
ENG 2223 (4) British Literature: Romanticism-Present *6b
ENG 2237 (3) The Short Story *6b
ENG 2253 (3) Shakespeare *6b
FS 2250 (3) Topics in Film Studies *6b
FS 2250 (3) Genre Studies in Film *6b
INTS 1400 (3) Leadership Development: A Humanities-Based Approach *9
INTS 2250 (3) Issues & Perspectives *5
MATH (3-5) Any course above 1001 *4
MUSC 2220 (3) Music Education and Pedagogy *6b
PHIL 1110 (3) Introduction to Philosophy *6b
PHIL 1115 (3) Intro to Logic & Critical Reasoning *4
PHIL 1120 (3) Symbolic Logic *4
PHIL 1125 (3) Thinking Critically About Contemporary Issues *9
PHIL 2210 (2) Philosophy and Scientific Thought *8
PHYS 1020-L (5) Descriptive Astronomy *3b
PHYS 1030-L (4) Descriptive Physics *3b
PHYS 1041-L (4) Algebra/Trig Based Physics I *3b
PHYS 1042-L (4) Algebra/Trig Based Physics II *3b
PHYS 1081-L (5) Calculus Based Physics I *3b
PHYS 1082-L (5) Calculus Based Physics II *3b
PSYC 1101 (4) Introduction to Psychology *5
PSYC 1201-L (4) Intro to Psychology with Lab *5
PSYC 2251 (2-4) Special Topics in Psychology *5
PSY 2300 (3) Psychology of Mind & Health *5
READ 1100 (3) Introduction to Critical Reading
THTR 2210 (3) Hitchcock, Master of Suspense *6b
THTR 2220 (3) Documentary Films *6b

Goal 3: Natural Science 2 courses
One course from each subcategory (A & B).
At least one course must include a lab (L).

A. LIFE SCIENCES
ANTH 1130 (3) Biological Anthropology *10
ANTH 1131-L (1) Introduction to Biological Anthropology Lab (Must combine with ANTH 1130 to fulfill a lab science requirement)
BIOL 1107 (3) Biology of Women *7
BIOL 1110-L (1) Human Biology Lab *7 (Must combine with BIOL 1107 or 1114 to fulfill a lab science requirement)
BIOL 1114 (3) Critical Issues in Human Biology *9
BIOL 1115-L (4) Critical Issues in Human Biology with Lab *9
BIOL 1116 (3) Environmental Science *10
BIOL 1117-L (4) Environmental Science *10
BIOL 1120-L (4) Exploring Biology *2
BIOL 1123-L (4) Introduction to Forensic Science *2
BIOL 1154-L (4) Principles of Biology I *2
BIOL 1155-L (5) Principles of Biology II *2
BIOL 2201-L (4) Human Anatomy & Physiology I *3a
BIOL 2202-L (4) Human Anatomy & Physiology II *3a
BIOL 2205-L (4) Microbiology *2
BIOL 2301-L (4) Zoology *2
BIOL 2303-L (5) Genetics *2
BIOL 2305-L (5) Principles of Microbiology *2
BIOL 2306-L (4) General Ecology *2

B. PHYSICAL SCIENCES
CHEM 1010-L (4) Introduction to Chemistry *2
CHEM 1061-L (5) Principles of Chemistry I *2
CHEM 1062-L (5) Principles of Chemistry II *2
EGEO 1119-L (3) Map Interpretation *10
EGEO 1140-L (4) Meteorology *10
EGEO 1150 (3) Renewable & Non-Renewable Natural Resources *10
EGEO 1160-L (4) Physical Geography *10
EGEO 1211-L (4) Introduction to Geographic Information Systems *10
EGEO 1400-L (4) Energy/Environment,Climate *10
GEOL 1101-L (4) Physical Geology *10
GEOL 1105-L (4) Historical Geology *10
GEOL 1115 (3) Natural Disasters *10
PHYS 1020-L (3) Descriptive Astronomy *2
PHYS 1030-L (4) Descriptive Physics *2
PHYS 1041-L (4) Algebra/Trig Based Physics I *2
PHYS 1042-L (4) Algebra/Trig Based Physics II *2
PHYS 1081-L (5) Calculus Based Physics I *2
PHYS 1082-L (5) Calculus Based Physics II *2

Goal 4: Mathematical/Logical Reasoning 1 course

MATH (3-5) Any course above 1001 *2
PHIL 1115 (3) Intro to Logic & Critical Reasoning *4
PHIL 1120 (3) Symbolic Logic *2

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Goal 5: History, Social Sciences, & Behavioral Sciences  3 courses
Must include courses from at least two disciplines

ANTH 1100 (3) Intro to Anthropology *8
ANTH 1110 (3) Cultural Anthropology *8
ANTH 1210 (3) Introduction to Archaeology *7
ANTH 1250 (3) Migrants & Refugees *8
ANTH 2120 (3) Field Experience in Archaeology *7
COMM 2240 (3) Intercultural Communication *8
ECON 1100 (3) Economics for Consumers *2
ECON 1102 (2) Survey of the World Economy *8
ECON 1105 (3) Principles of Macroeconomics *8
ECON 1106 (3) Principles of Microeconomics *8
GEOG 1100 (3) World Regional Geography *8
GEOG 1115 (3) Human Geography *8
GEOG 1130 (3) Minnesota Geography *7
GWS 1000 (3) Intro to Gender & Women Studies *7
GWS 1100 (5) Gender, Race & American Culture *7
HIST 1106 (4) World History *18
HIST 1107 (4) World History *2
HIST 1108 (4) Intro to Latin American History *8
HIST 1114 (4) History of the U.S to 1877 *8
HIST 1115 (4) History of the U.S Since 1865 *8
HIST 1118 (3) Great War To The War on Terror *9
HIST 1122 (3) The United States Since 1945 *8
HIST 1130 (3) Minnesota History *10
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) Journey of Love and Relationships
INTS 2250 (3) Issues & Perspectives *2
POLS 1001 (3) Introduction to Political Science *8
POLS 1111 (3) Introduction to U.S. Politics *9
POLS 1121 (3) State & Local Government *9
POLS 1131 (3) World Politics *8
POLS 1141 (3) Environmental Politics *10
POLS 1161 (3) Intro to Constitutional Law *9
POLS 2250 (3) Special Topics
PSYC 1101 (4) Introduction to Psychology *2
PSYC 1140 (3) Psychology of Women *7
PSYC 1201-L (4) Intro to Psychology with Lab *2
PSYC 1210 (4) Lifespan Development *7
PSYC 1215 (3) Child & Adolescent Psychology *7
PSYC 1220 (3) Adulthood & Aging Psychology *7
PSYC 1230 (3) Theory of Death, Dying, & Loss *9
PSYC 2000 (4) Statistics for Psychology and Behavioral Sciences
PSYC 2100 (3) Social Psychology *7
PSYC 2250 (3) Abnormal Psychology *7
PSYC 2251 (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 2300 (3) Environmental Sociology *10
SOC 2410 (3) Religions & 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
One course from each subcategory (A, B & C).

GOAL 6A. FINE ARTS
ART 1100 (3) Introduction to Art *8
ART 1106 (3) Art History I: From Cave Paintings to Gothic Cathedrals *8
ART 1107 (3) Art History II: From Michangelo to the Modern World *8
ART 1109 (3) Art History, World Art *8
ART 1114 (3) Foundation Drawing I
ART 1115 (3) Foundation Drawing II
ART 1120 (3) Foundation 2D Design
ART 1121 (3) Digital Photography I (no lab)
ART 1122 (3) Digital Photography II (no lab)
ART 1131-L (3) Intro to Digital Photography
ART 1132-L (3) Digital Photography II
ART 1151 (3) Foundation Digital Imaging
ART 1196 (3) Foundation 3D Design
ART 2100 (3) Introduction to Sculpture
ART 2101 (3) Sculpture II
ART 2200 (3) Introduction to Ceramics
ART 2201 (3) Ceramics II
ART 2207 (3) Introduction to Glass
ART 2208 (3) Art & Museums in Twin Cities *8
ART 2217 (3) Glass II
ART 2250 (3) Special Topics in Art
ART 2251 (3) Introduction to Painting
ART 2252 (3) Painting II
ART 2300 (3) Architectural History *8
ENG 1601 (5) Introduction to Creative Writing
ENG 1605 (5) Fiction Writing
ENG 1116 (5) Writing for the Web *2
ENG 2251 (3) Special Topics in Writing *2
JOUR 1130 (3) Writing for Mass Media
MUSC 1104 (3) Class Piano I
MUSC 1105 (2) Choir (effective Fall 2020)
MUSC 1106 (3) Class Piano II
MUSC 1107 (3) Class Voice I
MUSC 1109 (2) African Drum & Dance *8
MUSC 1110 (3) Music Fundamentals
MUSC 1116 (2) Rock, Blues Ensemble
MUSC 1118 (3) Class Drumset
MUSC 1119 (3) Class Guitar I
MUSC 1120 (3) Jazz Guitar II
MUSC 1121 (3) HHC Steel Drum Ensemble *8
MUSC 1124 (3) Introduction to Song Writing & Composition
MUSC 1140 (3) Music Appreciation *8
MUSC 1141 (3) Jazz History
MUSC 1143 (3) History of Rock & Roll *8
MUSC 1144 (3) Broadway Musicals *8
MUSC 1145 (3) World Music *8
MUSC 1146 (3) Music in Film
MUSC 1148 (3) Intro to Music: Video Production
MUSC 2128 (3) Western Music: Ancient - 1700 *8
MUSC 2129 (3) Western Music: 1700 - 1900 *8
MUSC 2220 (3) Music Education and Pedagogy *2
MUSC 2250 (3-6) Special Topics in Music *8
THTR 1107 (3) Film History *8
THTR 1108 (3) Film History II *8
THTR 2110 (3) Hitchcock, Master of Suspense *2
THTR 2220 (3) Documentary Films *2

C. REQUIRED THIRD COURSE
Choose a course from Fine Arts (6A) or Humanities/Literature (6b)

Goal 7: Human Diversity  1 course

ANTH 1101 (3) Intro to American Culture *8
ANTH 1120 (3) Introduction to Archaeology *5
ANTH 1150 (3) American Indian Cultures *10
ANTH 2120 (3) Field Experience in Archaeology *5
BIOL 1107 (3) Biology of Women *9a
  (effective Fall 2020)
COMM 1100 (3) Interpersonal Communication *1
COMM 2250 (2-3) Topics in Communication *2
ENG 2238 (3) Contemporary Fiction *6b
ENG 2239 (3) Women in Literature *6b
ENG 2240 (3) Representation of the Body in Lit *6b
ENG 2252 (3) The Novel *6b
GEOG 1105 (3) U.S. & Canada *10
GEOS 1130 (3) Minnesota Geography *5
Goal 8: Global Perspective 1 course
ANTH 1100 (3) Intro to Anthropology *5
ANTH 1101 (3) Intro to American Culture *7
ANTH 1102 (3) Cultural Anthropology *5
ANTH 1160 (3) Migrants & Refugees *5
ANTH 2130 (3) Intro to Medical Anthropology *9
ART 1100 (3) Introduction to Art *6a
ART 1106 (3) Art History I: From Cave Paintings to Gothic Cathedrals *6a
ART 1107 (3) Art History II: From Michelangelo to the Modern World *6a
ART 1109 (3) Art History - World Art *6a
ART 2208 (3) Art & Museums in Twin Cities *6a
ART 2209 (3) Architecture History *10
ASL 1101 (3) American Sign Language I
ASL 1102 (3) American Sign Language II
ASL 1103 (3) American Sign Language III
ASL 1104 (3) American Sign Language IV
CHIN 1111 (3) Intro to Chinese Culture *6b
COMM 2240 (3) Intercultural Communication *5
ECON 1105 (3) Principles of Macroeconomics *5
ECON 1106 (3) Principles of Microeconomics *5
ENG 1180 (4) Introduction to World Literature *6b
ENG 2253 (3) Mythical Stories *6b
FREN 1101 (3) Beginning French I *6b
FREN 1102 (3) Beginning French II *6b
FREN 1111 (3) French Culture & Civilization *6b
FREN 2201 (5) Intermediate French I *6b
FREN 2202 (5) Intermediate French II *6b
FS/HUM 1115 (3) Holocaust & Genocide Studies in Film *6b
GEOG 1000 (4) Earth as the Home for Humans *10
GEOG 1100 (3) World Regional Geography *5
GEOG 1113 (3) Human Geography *5
GEOG 2250 (3) Topics in Global Studies
GEOG 2290 (3-5) International Experience with Travel
GEOG 2291 (2-4) International Experience
GWS 1200 (3) Women & Global Issues *9
HIST 1106 (4) World History I *5
HIST 1107 (4) World History II *5
HIST 1108 (4) Intro to Latin American History *5
HIST 1114 (4) History of the U.S to 1877 *5
HIST 1115 (4) History of the U.S since 1865 *5
HIST 1122 (3) The United States Since 1945 *5
HUM 1110 (4) Ancient World to Renaissance *6b
HUM 1111 (4) Baroque to Modern World *6b
HUM/FS 1115 (3) Holocaust & Genocide Studies in Film *6b
HUM 1140 (3) Latin American Culture & Civilization *6b
HUM 2250 (1-4) Special Topics in Humanities *6b
INTS 1125 (3) Creative Problem Solving *9
MUSC 1109 (2) African Drum & Dance *6a (effective Fall 2020)
MUSC 1121 (2) HHCC Steel Drum Ensemble *6a
MUSC 1140 (3) Music Appreciation *6a (effective Fall 2020)
MUSC 1143 (3) History of Rock & Roll *6a (effective Fall 2020)
MUSC 1144 (3) Broadway Musicals *6a (effective Fall 2020)
MUSC 1145 (3) World Music *6a
MUSC 2128 (3) Western Music: to 1700 *6a
MUSC 2129 (3) Western Music: 1700 to 1900 *6a
MUSC 2250 (3-6) Special Topics in Music *6a
PHIL 1140 (3) Philosophy & World Religions *6b
PHIL 2120 (3) Philosophy & Scientific Thought *2
PHIL 2140 (3) Eastern Philosophy *6b
POLS 1101 (3) Introduction to Political Science *5 (effective Fall 2019)
POLS 1131 (3) World Politics *5
SOC 2251 (3) Special Topics: Global *5
SPAN 1101 (5) Beginning Spanish I *6b
SPAN 1102 (5) Beginning Spanish II *6b
SPAN 2101 (5) Intermediate Spanish I *6b
SPAN 2202 (5) Intermediate Spanish II *6b
THTR 1101 (3) Intro to Film *6b
THTR 1103 (3) International Cinema *6b
THTR 1107 (3) Film History I *6b
THTR 1108 (3) Film History II *6b

Goal 9: Global Ethical & Civic Responsibility 1 course
ANTH 2130 (3) Intro to Medical Anthropology *8
BIOL 1114 (3) Critical Issues in Human Biol *3a
BIOL 1115-L (4) Critical Issues in Human Biology with lab *3a
GEOG 1000 (4) Earth as the Home for Humans *8
GEOG 1100-L (3) Map Interpretation *3b
GEOG 1140-L (4) Meteorology *3b
GEOG 1150 (3) Renewable & Non-Renewable Natural Resources *3b
GEOG 1160-L (4) Physical Geography *3b
GEOG 1211-L (4) Introduction to Geographic Information Systems *3b
GEOG 1400-L (4) Energy/Environment/Climate *3b
GEOG 1101-L (4) Physical Geology *3b
GEOG 1105-L (4) Historical Geology *3b
GEOG 1115 (3) Natural Disasters *3b
HIST 1130 (3) Minnesota History *5
PHIL 2130 (3) Environmental Philosophy *9
POLS 1121 (5) State & Local Government *5
POLS 1111 (3) Introduction to Political Science *5

Courses that fulfill Phy.Ed. & Health Requirement 2 credits
This requirement is part of the Associate of Arts (A.A.) degree, not a part of the MnTC. Choose Option 1 or Option 2.

OPTION 1:
Choose one of the following courses to satisfy both the Physical Education & Health requirements.
HLTH 1154 (2) Mindfulness, Meditation & Movement
HLTH 1155 (2) Lifetime Fitness & Wellness

OPTION 2:
Choose one course from each section below (A. Physical Education & B. Health)

A. PHYSICAL EDUCATION (1 CREDIT)
PHED 1101 (2) Group Cardio Workout
PHED 1102 (1) Yoga
PHED 1103 (1) Tai Chi
PHED 1106 (1) Bowling
PHED 1109 (2) Weight Training
PHED 1110 (2) Conditioning
PHED 1118 (1) Golf
PHED 1124 (1) Recreational Activities
PHED 1127 (1) Law Enforcement Physical Skills Training
PHED 1129 (1) Racket Sports
PHED 1130 (1) Softball
PHED 1135 (1) Snowboarding and Skiing
PHED 1144 (1) Volleyball
PHED 1145 (2) Walking / Jogging
PHED 1148 (1) Karate
PHED 1150 (1) Self-Defense
PHED 1180 (1) Approved Activity
PHED 2200 (1) Flat Water Canoe
PHED 2201 (1) Outdoor Activity Sampler
PHED 2208 (1) Backpacking
PHED 2210 (1) Winter Skills
PHED 2213 (1) Geocaching
PHED 2214 (1) Wilderness Navigation

B. HEALTH (1 CREDIT)
HLTH 1105 (1) Sleeps, Eats & Exercises
HLTH 1110 (3) Nutrition
HLTH 1120 (3) Personal Health
HLTH 1122 (2) Community Health
HLTH 1123 (2) Stress Management
HLTH 1124 (1) Alcohol & College Life
HLTH 1125 (3) First Aid: Resp. to Emergencies
HLTH 1128 (1) Communicable Disease Topics
HLTH 1129 (1) Tai Chi
HLTH 1130 (3) Drug Use/Abuse
HLTH 2250 (1-3) Special Topics in Health
FULL-TIME RECOMMENDED COURSE OF STUDY
Below is a sample of how to complete the requirements for the A.A. degree. For a complete list of MnTC Goal Area course choices, visit: inverhills.edu/MnTC

Semester 1 15-16 credits
First Year Experience Course (Goal 2) ..................................................... 1-2
ENG 1108 Writing & Research Skills (Goal 1a) ....................................... 4
COMM 1100, 1110 OR 2230 (Goal 1c)¹ .................................................. 3
MnTC Goal 5¹ elective ............................................................................ 3
MnTC Goal 6a¹ elective ........................................................................... 3
Health & PE .............................................................................................. 1

Semester 2 15 credits
ENG 1111, 1114 OR 1130 (Goal 1b) ....................................................... 2-3
MnTC Goal 4 elective .............................................................................. 3-4
MnTC Goal 5¹ elective ............................................................................. 3
MnTC Goal 6b¹ elective .......................................................................... 3
MnTC Goal 7² elective ............................................................................. 3

Semester 3 15-16 credits
MnTC Goal 3a¹ elective ............................................................................ 3-4
MnTC Goal 6a¹ OR 6b¹ elective ............................................................... 3
MnTC Goal 8¹ elective ............................................................................. 3
MnTC Goal 10³ elective .......................................................................... 3
Electives³ .................................................................................................. 3

Semester 4 13-15 credits
MnTC Goal 3b elective ............................................................................ 3-4
MnTC Goal 5¹ elective ............................................................................. 3
MnTC Goal 9² elective ............................................................................. 3
Health & PE elective .............................................................................. 1
Electives³ .................................................................................................. 2-3

TOTAL CREDITS 60

¹ It may be possible to choose a course that also meets MnTC Goal areas 7-10. It is encouraged to take electives and MnTC Goal area course that compliment possible majors at the four year level.
² These credits may be taken as electives if Goal Areas 7, 8, 9 and 10 are completed as part of another course.
³ Electives may be 1000+ level courses from any discipline, including additional MnTC courses. Examples of non-MnTC courses that may be taken include the following disciplines: ACCT, BUS, CS, CRDV, EDU, EMS, ENGR, HLTH, HSER, ITC, PA, and PE.

PART-TIME RECOMMENDED COURSE OF STUDY
Below is a sample of how to complete the requirements for the A.A. degree. For a complete list of MnTC Goal Area course choices, visit: inverhills.edu/MnTC

Semester 1 9-10 credits
First Year Experience Course (Goal 2) ..................................................... 1-2
ENG 1108 Writing & Research Skills (Goal 1a) ....................................... 4
MnTC Goal 5¹ elective .............................................................................. 3
Health & PE elective ................................................................................ 1

Semester 2 9 credits
ENG 1111, 1114 OR 1130 (Goal 1b) ....................................................... 2-3
MnTC Goal 3a¹ elective ............................................................................ 3-4
MnTC Goal 6a¹ elective .......................................................................... 3

Semester 3 10 credits
COMM 1100, 1110 OR 2230 (Goal 1c) ¹ .................................................. 3
MnTC Goal 3b¹ elective ............................................................................ 4
MnTC Goal 6b¹ elective .......................................................................... 3

Semester 4 9 credits
MnTC Goal 5¹ elective ............................................................................. 3
MnTC Goal 6a¹ OR 6b¹ elective ............................................................... 3
MnTC Goal 7² elective ............................................................................. 3

Semester 5 9 credits
MnTC Goal 4 elective .............................................................................. 3-4
MnTC Goal 5¹ elective ............................................................................. 3
Electives³ .................................................................................................. 2-3

Semester 6 9 credits
MnTC Goal 8¹ elective ............................................................................. 3
MnTC Goal 9² elective ............................................................................. 3
MnTC Goal 10³ elective .......................................................................... 3

Semester 7 4-5 credits
Electives³ .................................................................................................. 3-4
Health & PE .............................................................................................. 1

TOTAL CREDITS 60

¹ It may be possible to choose a course that also meets MnTC Goal areas 7-10. It is encouraged to take electives and MnTC Goal area course that compliment possible majors at the four year level.
² These credits may be taken as electives if Goal Areas 7, 8, 9 and 10 are completed as part of another course.
³ Electives may be 1000+ level courses from any discipline, including additional MnTC courses. Examples of non-MnTC courses that may be taken include the following disciplines: ACCT, BUS, CS, CRDV, EDU, EMS, ENGR, HLTH, HSER, ITC, PA, and PE.
AWARD
Accounting Transfer Pathway A.S. Degree .......................... 60 cr

ACCOUNTING TRANSFER PATHWAY
A.S., 60 CREDITS
Accounting Curriculum .............................................. 30 cr
Liberal Arts Curriculum ............................................. 30 cr

PURPOSE
The Accounting Transfer Pathway A.S. degree offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Accounting bachelor’s degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities* enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor’s degree programs in a related field.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

TRANSFER PATHWAYS
With this transfer pathway, you will be able to transfer to the following majors at:

- Bemidji State University
  Accounting – BS
- Metropolitan State University
  Accounting – BS
- Minnesota State University, Mankato
  Accounting – BS
- Minnesota State University, Moorhead
  Accounting - BS
- Southwest Minnesota State University
  Accounting – BS
- St. Cloud State University
  Accounting – BS
- Winona State University
  Accounting – BS

Transfer Pathway Curriculum .......................... 30 credits
- ACCT 2101 Financial Accounting.............................. 4
- ACCT 2102 Managerial Accounting............................ 4
- ACCT 2220 Federal Individual Income Tax Accounting ...... 3
- ACCT 2230 Government and Nonprofit Accounting......... 3
- ACCT 2241 QuickBooks and Excel for Business............ 3
- BUS 1100 Introduction to Business Applications and Computing........ 4
- BUS 1131 Legal Environment of Business................ 3
- BUS 2004 Principles of Marketing.............................. 3
- BUS 2021 Principles of Management.......................... 3

Liberal Arts ...................................................... 30 credits
- ENG 1108 Writing and Research Skills......................... 4
- ENG 1111 Research Writing OR
  ENG 1114 The Research Paper OR
  ENG 1130 Writing and Research for the Professions.......... 2-3
- COMM 1110 Public Speaking.................................... 3
- MnTC Goal 3 (with lab) elective................................. 3
- MATH 1103 Introduction to Statistics............................ 3
- MATH 1118 College Algebra or higher-level math............ 4
- ECON 1105 Principles of Macroeconomics..................... 3
- ECON 1106 Principles of Microeconomics...................... 3
- Liberal Arts elective (MnTC Goal 6 recommended)......... 3-4

TOTAL CREDITS .......................... 60
**RECOMMENDED FULL-TIME COURSE OF STUDY**

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

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<th>Semester 1</th>
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<td>ACCT 2101  Financial Accounting</td>
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<tr>
<td>ENG 1108  Writing and Research Skills</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1100  Introduction to Business Applications and Computing</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2004  Principles of Marketing</td>
<td>3</td>
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<th>Semester 2</th>
<th>16 credits</th>
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<td>ACCT 2102  Managerial Accounting</td>
<td>4</td>
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<tr>
<td>ACCT 2241  QuickBooks and Excel for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2021  Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1131  Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1110  Public Speaking</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>13 credits</th>
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<tbody>
<tr>
<td>ACCT 2220  Federal Individual Income Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1105  Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 3 (with lab) elective</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1118  College Algebra or higher level math</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ACCT 2230  Government and Nonprofit Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1106  Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1103  Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1111, 1114, OR 1130</td>
<td>2-3</td>
</tr>
<tr>
<td>Liberal Arts elective (MnTC courses only)</td>
<td>3-4</td>
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</tbody>
</table>

**TOTAL CREDITS 60**

**RECOMMENDED PART-TIME COURSE OF STUDY**

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

<table>
<thead>
<tr>
<th>Semester 1</th>
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<tbody>
<tr>
<td>BUS 1100  Introduction to Business Applications and Computing</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1118  College Algebra or higher level math</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
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<tbody>
<tr>
<td>ACCT 2101  Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2004  Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1131  Legal Environment of Business</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ACCT 2102  Managerial Accounting</td>
<td>4</td>
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<tr>
<td>ACCT 2241  QuickBooks and Excel for Business</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1108  Writing and Research Skills</td>
<td>4</td>
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</table>

<table>
<thead>
<tr>
<th>Semester 4</th>
<th>9 credits</th>
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<tbody>
<tr>
<td>BUS 2021  Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2220  Federal Individual Income Tax Accounting</td>
<td>3</td>
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<tr>
<td>COMM 1110  Public Speaking</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Semester 5</th>
<th>9 credits</th>
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<tbody>
<tr>
<td>ACCT 2230  Government and Nonprofit Accounting</td>
<td>3</td>
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<tr>
<td>ECON 1105  Principles of Macroeconomics</td>
<td>3</td>
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<tr>
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<table>
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<tr>
<td>ENG 1111, 1114, OR 1130</td>
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<table>
<thead>
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<th>7-8 credits</th>
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<td>MATH 1103  Introduction to Statistics</td>
<td>4</td>
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<tr>
<td>Liberal Arts elective (MnTC courses only)</td>
<td>3-4</td>
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</tbody>
</table>

**TOTAL CREDITS 60**
AWARD
Anthropology A.A. with Emphasis Degree .................. 60 cr

CAMPUS CONTACT FOR THIS PROGRAM
Katie Nelson, knelson@inverhills.edu

ANTHROPOLOGY
A.A. WITH EMPHASIS, 60 CREDITS

<table>
<thead>
<tr>
<th>Component</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Anthropology Curriculum</td>
<td>13 cr</td>
</tr>
<tr>
<td>General Electives</td>
<td>18 cr</td>
</tr>
<tr>
<td>Additional General Education</td>
<td>27 cr</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>2 cr</td>
</tr>
</tbody>
</table>

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 discipline is divided into four subfields, including archaeology, biological anthropology, cultural anthropology and linguistic anthropology. Connecting these 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 advisor or 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.

ARTICULATION AGREEMENTS
Students completing this A.A. degree with emphasis in anthropology who plan to transfer to a four-year institution to complete their B.A. degree in anthropology may benefit from an articulation agreement with one of the following schools:

- **Minnesota State University, Moorhead**
  - Anthropology with Archaeology Emphasis
  - Anthropology with Cultural Anthropology Emphasis

- **St. Cloud State University**
  - Anthropology
## Required Anthropology Emphasis Curriculum  
13 credits  
Taking anthropology courses beyond the five required courses is strongly recommended.

### Anthropology Core Requirements  
7 cr  
- ANTH 1110 Cultural Anthropology  
- ANTH 1130 Intro to Biological Anthropology  
- ANTH 1111 Intro to Biological Anthropology Lab

### Anthropology Electives (choose 2 from the following)  
6 cr  
- ANTH 1101 Introduction to American Culture  
- ANTH 1120 Introduction to Archaeology  
- ANTH 1150 Introduction to American Indian Culture  
- ANTH 1160 Migrants and Refugees  
- ANTH 2100 Visual Anthropology  
- ANTH 2130 Introduction to Medical Anthropology

### General Electives  
18 credits  
Any course numbered 1000 level or higher from any discipline. This may include additional courses from the MnTC and/or health & physical education. The following Anthropology courses are not required, but may be taken and applied to general electives.  
- ANTH 1100 Introduction to Anthropology  
- ANTH 2120 Field Experience in Anthropology

### General Education Requirements  
27 credits  
The Minnesota Transfer Curriculum (MnTC) requires a minimum of 40 credits, some of which will be satisfied by the required anthropology curriculum. You must complete the MnTC courses that are specifically designated below. You may choose the other courses from each goal area from the list located at: inverhills.edu/MnTC. To streamline your degree, you are encouraged to choose MnTC Goal 3 and 6 courses that also meet MnTC Goal areas 8 and 10.

#### Goal 1 Communication  
3 courses  
- ENG 1108 Writing & Research Skills  
- ENG 1111, 1114  
- COMM 1100, 1110 OR 2230

#### Goal 2 Critical Thinking  
- Satisfied by First Year Experience course or MnTC completion

#### Goal 3 Natural Science  
2 courses  
- Goal 3a with lab (Satisfied by Anthropology requirement)  
- Goal 3b (Physical Sciences) course

#### Goal 4 Mathematical/Logical Reasoning  
1 course  
- Any Goal 4 course

#### Goal 5 History/Social Sciences/Behavioral Sciences  
3 courses  
- Two courses satisfied by Anthropology requirement  
- One additional non-ANTH course

#### Goal 6 Humanities/Fine Arts/Literature  
3 courses  
- Goal 6a (Fine Arts) any course  
- Goal 6b (Humanities/Literature) course  
- Any additional Goal 6 course

#### Goal 7 Human Diversity  
1 course  
- Any Goal 7 course

#### Goal 8 Global Perspective  
- Satisfied by Anthropology requirement

#### Goal 9 Ethical and Civic Responsibility  
1 course  
- Any Goal 9 course

#### Goal 10 People and the Environment  
- Satisfied by Anthropology requirement

### Health/Physical Education  
2 credits  
For a list of the requirements and courses, go to: inverhills.edu/MnTC  
- Health  
- Physical Education

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## RECOMMENDED FULL-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

Many B.A. cultural anthropology programs require a second language. For students interested in linguistic anthropology, two or more languages are strongly recommended. Students interested in biological anthropology should consider taking biology general elective courses in consultation with anthropology faculty. Students interested in archaeology should consider taking geography and history general elective courses in consultation with anthropology faculty.

### Semester 1  
16 credits  
- ANTH 1110 Cultural Anthropology* (Goal 5, 8)  
- ENG 1108 Writing & Research Skills (Goal 1a)  
- FREN 1101 Beginning French I (Goal 6b, 8) OR  
- SPAN 1101 Beginning Spanish I (Goal 6b, 8)  
- COMM 1100 Interpersonal Communication (Goal 3c, 7)  
- INTS 1000 On Course: First Year Experience (Goal 2)

### Semester 2  
15 credits  
- ANTH 1130 Intro to Biological Anthropology* (Goal 3a, 10)  
- ANTH 1131 Intro to Biological Anthropology Lab* (Goal 3a)  
- ENG 1114 The Research Paper (Goal 1b)  
- FREN 1102 Beginning French II (Goal 6b, 8) OR  
- SPAN 1102 Beginning Spanish II (Goal 6b, 8)  
- ANTH 1101 Intro to American Culture (Goal 7, 8)

### Semester 3  
15 credits  
- ANTH 1120 Intro to Archaeology (Goal 5, 7)  
- MnTC Goal 3b elective  
- MnTC Goal 6a elective  
- MnTC Goal 4 elective  
- Health & PE

### Semester 4  
14 credits  
- ANTH 2130 Intro to Medical Anthropology (Goal 8, 9)  
- ANTH 1150 Intro to American Indian Cultures (Goal 7, 10)  
- MnTC Goal 5 elective (non-ANTH)  
- General electives

**TOTAL CREDITS 60**

* Course required for major
AWARD
Art Transfer Pathway A.F.A. Degree .......................... 60 cr

CAMPUS CONTACT FOR THIS PROGRAM
Rob Kolomyski, rkolomyski@inverhills.edu

ART
A.F.A. TRANSFER PATHWAY, 60 CREDITS
Art Pathway Curriculum ........................................... 37 cr
Liberal Arts .......................................................... 23 cr

PURPOSE
The Art Transfer Pathway Associate of Fine Arts (AFA) degree is a pre-professional program for students intending to transfer to a four-year program in pursuit of the Bachelor of Fine Arts (BFA)* degree and for students entering the art job market.

The Art Transfer Pathway AFA degree offers students a powerful option: the opportunity to complete an Associate of Fine Arts degree with course credits that directly transfer to designated Art bachelor’s degree programs at Minnesota State Universities. The curriculum has been specifically designed so that students completing the pathway degree and transferring to one of the seven Minnesota State Universities** enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor’s degree programs in a related field.

PROGRAM INFORMATION
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. Students will take 37 credits in Art and 23 credits in general education requirements.

* A portfolio may need to be submitted for transfer to BFA programs at four-year institutions.

** Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University, Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

TRANSFER PATHWAYS
With this transfer pathway, you will be able to transfer to the following majors:

- Metropolitan State University
  Studio Arts – BA
- Minnesota State University, Mankato
  Art – BA
  Art – BFA
- Minnesota State University, Moorhead
  Art – BA
- Southwest Minnesota State University
  Art: Studio Emphasis – BA
- St. Cloud State University
  Art – BFA
  Art (AFA Completer) – BFA
Art Pathway Curriculum  

37 credits

**Required Courses**  ............................................ 19 cr

- ART 1106 Art History I: From Cave Paintings to Gothic Cathedrals . . . 3
- ART 1107 Art History II: From Michelangelo to the Modern World . . . 3
- ART 1114 Foundation Drawing I ................................... 3
- ART 1120 Foundation 2D Design .................................. 3
- ART 1151 Foundation Digital Imaging ................................ 3
- ART 1196 Foundation 3D Design .................................. 3
- ART 2295 Portfolio Development .................................. 1

**Restricted Art Electives**  ........................................ 12 cr  
Choose 4 courses from the following:

- ART 1115 Foundation Drawing II .................................. 3
- ART 1131 Introduction to Digital Photography ...................... 3
- ART 2100 Introduction to Sculpture ................................ 3
- ART 2200 Introduction to Ceramics ................................ 3
- ART 2251 Introduction to Painting .................................. 3

**Free Art Electives**  ................................................ 6 cr  
Choose 2 courses from the following:

- ART 1132 Digital Photography II ................................ 3
- ART 2101 Sculpture II .................................................. 3
- ART 2201 Ceramics II .................................................. 3
- ART 2217 Glass II ....................................................... 3
- ART 2252 Painting II ................................................... 3

Liberal Arts Requirements  

23 credits

Complete the requirements for Goals 1, 3, 4 and 5 listed below. If you need additional credits to reach the 23 credit minimum you may choose courses from any MnTC Goal area: inverhills.edu/MnTC.

**Goal 1 Communication**  ........................................ 3 courses

- Goal 1a: ENG 1108 Writing & Research Skills
- Goal 1b: ENG 1111, 1114 OR 1130
- Goal 1c: COMM 1100, 1110 OR 2230

**Goal 3 Natural Science (must include lab)**  ............... 1 course

- Goal 3a Life Science OR Goal 3b Physical Science

**Goal 4 Mathematical/Logical Reasoning**  ..................... 1 course

- Goal 4 course

**Goal 5 History/Social Sciences/Behavioral Sciences**  ........... 1 course

- Any Goal 5 course

**Liberal Arts Elective**  .............................................. if applicable

- Any MnTC course(s)

**TOTAL CREDITS** 60
**FULL-TIME RECOMMENDED COURSE OF STUDY**

Below is a sample of how to complete the requirements for the Art Transfer Pathway AFA degree. A complete list of MnTC Goal Area course choices is available at: [inverhills.edu/MnTC](http://inverhills.edu/MnTC)

### SEMESTER 1  16 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 1106</td>
<td>Art History I: From Cave Paintings to Gothic Cathedrals</td>
<td>3</td>
</tr>
<tr>
<td>ART 1114</td>
<td>Foundation Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1120</td>
<td>Foundation 2D Design</td>
<td>3</td>
</tr>
<tr>
<td>Restricted ART elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>First Year Experience Course (Goal 2)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>COMM 1100, 1110 OR 2230 (MnTC Goal 1c)</td>
<td>3</td>
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### SEMESTER 2  16 credits

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<tbody>
<tr>
<td>ART 1107</td>
<td>Art History II: Michelangelo to the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>ART 1196</td>
<td>Foundation 3D Design</td>
<td>3</td>
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<tr>
<td>Restricted ART electives</td>
<td>6</td>
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<tr>
<td>ENG 1108</td>
<td>Writing &amp; Research Skills (MnTC Goal 1a, 2)</td>
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### SEMESTER 3  14-16 credits

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<tbody>
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<td>Foundation Digital Imaging</td>
<td>3</td>
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<tr>
<td>Restricted ART elective</td>
<td>3</td>
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</tr>
<tr>
<td>ENG 1111, 1114 OR 1130 (MnTC Goal 1b)</td>
<td>2-3</td>
<td></td>
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<tr>
<td>MnTC Goal 4</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>MnTC Goal 3a OR 3b with lab</td>
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### SEMESTER 4  12-14 credits

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<th>Course Title</th>
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<tbody>
<tr>
<td>ART 2295</td>
<td>Portfolio Development</td>
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<td></td>
</tr>
<tr>
<td>MnTC Goal 5</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>0-3</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CREDITS 60

### PART-TIME RECOMMENDED COURSE OF STUDY

Below is a sample of how to complete the requirements for the Art Transfer Pathway AFA degree. A complete list of MnTC Goal Area course choices is available at: [inverhills.edu/MnTC](http://inverhills.edu/MnTC)

### SEMESTER 1  10 credits

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ART 1106</td>
<td>Art History I: From Cave Paintings to Gothic Cathedrals</td>
<td>3</td>
</tr>
<tr>
<td>ART 1114</td>
<td>Foundation Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1120</td>
<td>Foundation 2D Design</td>
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<tr>
<td>First Year Experience Course (Goal 2)</td>
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</tr>
<tr>
<td>COMM 1100, 1110 OR 2230 (MnTC Goal 1c)</td>
<td>3</td>
<td></td>
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### SEMESTER 2  10 credits

Restricted ART electives                      | 6       |
| ENG 1108 Writing & Research Skills (MnTC Goal 1a, 2) | 4       |

### SEMESTER 3  11-12 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1107</td>
<td>Art History II: Michelangelo to the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>ART 1196</td>
<td>Foundation 3D Design</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1100, 1110 OR 2230 (MnTC Goal 1c)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENG 1111, 1114 OR 1130 (MnTC Goal 1b)</td>
<td>2-3</td>
<td></td>
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### SEMESTER 4  10 credits

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1151</td>
<td>Foundation Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>Restricted ART elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MnTC Goal 3a OR 3b with lab</td>
<td>4</td>
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### SEMESTER 5  10-11 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 2295</td>
<td>Portfolio Development</td>
<td>1</td>
</tr>
<tr>
<td>Free ART electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>MnTC Goal 4</td>
<td>3-4</td>
<td></td>
</tr>
</tbody>
</table>

### SEMESTER 6  7-9 credits

Restricted ART elective                      | 3       |
| MnTC Goal 5                                      | 3-4     |
| Liberal Arts Electives                           | 0-3     |

TOTAL CREDITS 60
Biology

Award
Biology Transfer Pathway A.S. Degree ................................. 60 cr

Campus Contact for This Program
biology@inverhills.edu

Biology Transfer Pathway
A.S., 60 Credits

Biology Curriculum ........................................... 28 cr
Liberal Arts Curriculum ........................................... 32 cr

Purpose
The Biology Transfer Pathway A.S. offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Biology bachelor’s degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor’s degree programs in a related field.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University, Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

Transfer Pathways
With this transfer pathway, you will be able to transfer to the following majors at:

Bemidji State University
Biology – BA, BS

Metropolitan State University
Biology – BA

Minnesota State University, Mankato:
Biology – BS

Minnesota State University, Moorhead:
Biology – BA

Southwest Minnesota State University:
Biology – BA

St. Cloud State University:
Life Sciences – BES

Winona State University:
Biology, Allied Health – BS
Biology, Cell & Molecular – BS
Biology, Ecology – BS
Biology, Environmental Science – BS

Biology Transfer Pathway Curriculum 28 credits

- BIOL 1154 Principles of Biology I .............................................................................. 4
- BIOL 1155 Principles of Biology II ........................................................................... 5
- BIOL 2303 Genetics 1
- BIOL 2306 General Ecology 2 OR
  BIOL 2205 Microbiology 3 .................................................................................... 4
- CHEM 1061 Principles of Chemistry I ...................................................................... 5
- CHEM 1062 Principles of Chemistry II ................................................................... 5

Liberal Arts 32 credits

- ENG 1108 Writing and Research Skills ..................................................................... 4
- ENG 1111 Research Writing OR
  ENG 1114 The Research Paper OR
  ENG 1130 Writing & Research for the Professions .............................................. 2-3
- COMM 1100 Interpersonal Communication OR
  COMM 1110 Public Speaking OR
  COMM 2230 Small Group Communication ....................................................... 3
- MnTC Goal 4 elective
  (MATH 1118 or higher level to fulfill at least 8 credits) ......................................... 8
- MnTC Goal 5 elective ............................................................................................... 3
- MnTC Goal 6 elective ............................................................................................... 3
- Liberal Arts electives (MnTC courses only) ......................................................... 8-9

Recommended Elective Courses
Should be tailored to specific major track and transfer university:
GIS/Geography
Geology or Earth sciences
Higher level math courses, such as Calculus and Statistics
Anatomy and Physiology
Organic Chemistry I and II
Physics
Environmental Science
Microeconomics

Total Credits 60

1 BIOL 2303: Genetics is only offered in Spring Semesters, odd years
2 BIOL 2306: General Ecology is only offered in Fall Semesters, even years
3 BIOL 2305: Principles of Microbiology (5 credits) will also fulfill this requirement
and is strongly recommended for this major.
### RECOMMENDED FULL-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

#### Semester 1  
**15 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1108 Writing &amp; Research Skills (Goal 1, 2)</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1118 College Algebra I (Goal 4)</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1154 Principles of Biology I* (Goal 2, 3a)</td>
<td>4</td>
</tr>
<tr>
<td>COMM 1100 Interpersonal Communication (Goal 1,7) OR COMM 1110 Public Speaking (Goal 1, 2) OR COMM 2230 Small Group Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Semester 2  
**17 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1155 Principles of Biology II* (Goal 2, 3a)</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 1061 Prin. Chemistry I* (Goal 2, 3b)</td>
<td>5</td>
</tr>
<tr>
<td>MATH 1119 College Algebra II (or higher level) (Goal 4)</td>
<td>4</td>
</tr>
<tr>
<td>MnTC Goal 5 elective</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Semester 3  
**15 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2306 General Ecology OR BIOL 2205 Microbiology (Goal 2, 3a)</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1062 Prin. Chemistry II* (Goal 2, 3b)</td>
<td>5</td>
</tr>
<tr>
<td>Liberal Arts electives (MnTC courses only)</td>
<td>6</td>
</tr>
</tbody>
</table>

#### Semester 4  
**13 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2303 Genetics with lab* (Goal 2, 3a)</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1111 Research Writing OR ENG 1114 The Research Paper OR ENG 1130 Writing &amp; Research for the Professions</td>
<td>2-3</td>
</tr>
<tr>
<td>MnTC Goal 6 elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective (MnTC course only)</td>
<td>2-3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS**  
**60**

* Course required for major  
* BIOL 2303: Genetics is only offered in Spring Semesters, odd years  
* BIOL 2205: General Ecology is only offered in Fall Semesters, even years  
* BIOL 2305: Principles of Microbiology (5 credits) will also fulfill this requirement and is strongly recommended for this major.

### RECOMMENDED PART-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

#### Semester 1  
**8 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1154 Principles of Biology I* (Goal 2, 3a)</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1118 College Algebra I (Goal 4)</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Semester 2  
**9 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1155 Principles of Biology II* (Goal 2, 3a)</td>
<td>5</td>
</tr>
<tr>
<td>MATH 1119 College Algebra II (or higher level) (Goal 4)</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Semester 3  
**9 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1108 Writing &amp; Research Skills (Goal 1, 2)</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1061 Prin. Chemistry I* (Goal 2, 3b)</td>
<td>5</td>
</tr>
</tbody>
</table>

#### Semester 4  
**8 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1062 Prin. Chemistry II* (Goal 2, 3b)</td>
<td>5</td>
</tr>
<tr>
<td>COMM 1100 Interpersonal Communication (Goal 1,7) OR COMM 1110 Public Speaking (Goal 1, 2) OR COMM 2230 Small Group Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Semester 5  
**10 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2306 General Ecology OR BIOL 2205 Microbiology (Goal 2, 3a)</td>
<td>4</td>
</tr>
<tr>
<td>MnTC Goal 5 elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective (MnTC course only)</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Semester 6  
**10 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2303 Genetics with lab* (Goal 2, 3a)</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1111 Research Writing OR ENG 1114 The Research Paper OR ENG 1130 Writing &amp; Research for the Professions</td>
<td>2-3</td>
</tr>
<tr>
<td>Liberal Arts elective (MnTC course only)</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Semester 7  
**6 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MnTC Goal 6 elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective (MnTC course only)</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS**  
**60**

* Course required for major  
* BIOL 2303: Genetics is only offered in Spring Semesters, odd years  
* BIOL 2205: General Ecology is only offered in Fall Semesters, even years  
* BIOL 2305: Principles of Microbiology (5 credits) will also fulfill this requirement and is strongly recommended for this major.
AWARDS

Business Transfer Pathway A.S. Degree ........................................ 60 cr
Contemporary Business Practice A.A.S. Degree ......................... 60 cr
Business Analytics Certificate .................................................... 15 cr
Customer Service Certificate .................................................... 12 cr
Human Resource Management Certificate .............................. 18 cr
Marketing & Sales Certificate ................................................... 16 cr
Office Technology Certificate ................................................... 15 cr
Project Management Certificate .............................................. 13 cr
Small Business Development Certificate ................................ 17 cr
Supervision Certificate ........................................................... 12 cr

CAMPUS CONTACT FOR THIS PROGRAM
Don Cassidy, dcassidy@inverhills.edu

BUSINESS TRANSFER PATHWAY
A.S., 60 CREDITS

Business Curriculum ......................................................... 30 cr
Liberal Arts Curriculum ........................................................ 30 cr

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

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

TRANSFER PATHWAYS
With this transfer pathway, you will be able to transfer to the following majors at:

**Bemidji State University**
- Business Administration – BS

**Metropolitan State University**
- Business Administration – BS
- Management – BS
- Entrepreneurship and Innovation – BS
- Human Resource Management – BS
- Finance – BS
- Marketing – BS
- Supply Chain and Operations – BS
- International Business – BS

**Minnesota State University, Mankato**
- Management – BS
- Business Management Emphasis
- Human Resource Management Emphasis
- Finance – BS
- General Finance Emphasis, Investment Analysis Emphasis
- Institutional Finance Emphasis
- Financial Planning and Insurance Emphasis
- Corporate Finance Emphasis
- Marketing – BS
- International Business – BS

**Minnesota State University, Moorhead**
- Business Administration – BS

**Southwest Minnesota State University**
- Management – BS
- General Management Concentration
- Human Resource Management Concentration
- Supply Chain Management Concentration

**St. Cloud State University**
- Management – BS
- Operations Management Concentration
- Human Resources Concentration

**Winona State University**
- Business Administration – BS
### Transfer Pathway Curriculum 30 credits

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

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

### Liberal Arts 30 credits

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

**TOTAL CREDITS 60**
RECOMMENDED FULL-TIME COURSE OF STUDY
Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

Semester 1  15 credits
ENG 1108  Writing and Research Skills .................................. 4
BUS 1100  Introduction to Business Applications and Computing .... 4
BUS 2004  Principles of Marketing ......................................... 3
MATH 1118  College Algebra or higher level math ...................... 4

Semester 2  16 credits
BUS 2021  Principles of Management ..................................... 3
BUS 1131  Legal Environment of Business ............................. 3
ECON 1105  Principles of Macroeconomics ............................. 3
ENG 1130  Writing and Research for the Professions ................. 3
MATH 1103  Introduction to Statistics ................................. 4

Semester 3  16 credits
ACCT 2101  Financial Accounting ....................................... 4
COMM 1110  Public Speaking ...................... ............................ 3
ECON 1106  Principles of Microeconomics .................. 3
Business elective ................................................................. 3
Liberal Arts elective (MnTC courses only) ................................. 3

Semester 4  13 credits
ACCT 2102  Managerial Accounting ................................... 4
Business electives ............................................................... 6
MnTC Goal 6 elective .......................................................... 3

TOTAL CREDITS 60

RECOMMENDED PART-TIME COURSE OF STUDY
Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

Semester 1  8 credits
ENG 1108  Writing and Research Skills .................................. 4
BUS 1100  Introduction to Business Applications and Computing .... 4

Semester 2  9 credits
BUS 2004  Principles of Marketing ......................................... 3
BUS 2021  Principles of Management ..................................... 3
MnTC Goal 6 elective .......................................................... 3

Semester 3  10 credits
BUS 1131  Legal Environment of Business ............................. 3
ECON 1105  Principles of Macroeconomics ............................. 3
MATH 1118  College Algebra or higher level math ...................... 4

Semester 4  10 credits
Business elective ................................................................. 3
ACCT 2101  Financial Accounting ....................................... 4
COMM 1110  Public Speaking .............................................. 3

Semester 5  10 credits
ENG 1130  Writing and Research for the Professions ................. 3
ECON 1106  Principles of Microeconomics .................. 3
MATH 1103  Introduction to Statistics ................................. 4

Semester 6  10 credits
ACCT 2102  Managerial Accounting ................................... 4
Business electives ............................................................... 6

Semester 7  3 credits
Liberal Arts elective (MnTC courses only) ................................. 3

TOTAL CREDITS 60
CONTEMPORARY BUSINESS PRACTICE  
A.A.S., 60 CREDITS

Business Curriculum ......................................... 38 cr
Liberal Arts Curriculum ....................................... 22 cr

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

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

Business Curriculum 38 credits
☐ BUS 1100 Introduction to Business Applications and Computing ........ 4
☐ BUS 1101 Introduction to Business in Society .................................. 3
☐ BUS 1112 Business Math .............................................................. 3
☐ BUS 1131 Legal Environment of Business ....................................... 3
☐ BUS 2004 Principles of Marketing .................................................. 3
☐ BUS 2021 Principles of Management OR
  BUS 1119 Human Relations in Business ......................................... 3
☐ ACCT 2101 Financial Accounting .................................................. 4
☐ Business electives .......................................................................... 15

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

Liberal Arts 22 credits
☐ ENG 1108 Writing and Research Skills .............................................. 4
☐ ENG 1130 Writing and Research for the Professions ............................ 3
☐ COMM 1110 Public Speaking ............................................................ 3
☐ ECON 1105 Principles of Macroeconomics OR
  ECON 1106 Principles of Microeconomics ........................................... 3
☐ MnTC Goal 3 (with lab) OR MnTC Goal 4 elective [Recommend: MATH 1103 or MATH 1118] ............. 3
☐ MnTC Goal 6 elective ...................................................................... 3
☐ Liberal Arts elective (MnTC courses only) ........................................... 3

TOTAL CREDITS 60
BUSINESS ANALYTICS CERTIFICATE, 15 CREDITS

PURPOSE
Business analytics applications allow users to build their own data analysis without going through technology developers. This certificate provides hands-on experience with industry-leading, self-service business analytics applications. Additionally, processes such as ETL (extract, transform, load), and best-practice dashboard design elements are incorporated within the broader context of developing insightful business analysis.

Business Analytics Curriculum 15 credits

- BUS 1100 Introduction to Business Applications and Computing
- MATH 1103 Introduction to Statistics
- BUS 2004 Principles of Marketing
- BUS 2400 Business Analytics Applications

TOTAL CREDITS 15

CUSTOMER SERVICE CERTIFICATE, 12 CREDITS

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

Customer Service Curriculum 12 credits

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

TOTAL CREDITS 12

HUMAN RESOURCE MANAGEMENT CERTIFICATE, 18 CREDITS

PURPOSE
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.

Human Resource Management Curriculum 18 credits

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

TOTAL CREDITS 18

MARKETING AND SALES CERTIFICATE, 16 CREDITS

PURPOSE
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 16 credits

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

TOTAL CREDITS 16
**OFFICE TECHNOLOGY**
**CERTIFICATE, 15 CREDITS**

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

**Office Technology Curriculum**
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1100 Introduction to Business Applications and Computing</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1170 Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1172 Intermediate Excel</td>
<td>1</td>
</tr>
<tr>
<td>BUS 1175 Intermediate Access</td>
<td>1</td>
</tr>
<tr>
<td>BUS 1176 Project Management Software</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2021 Principles of Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS 15**

---

**PROJECT MANAGEMENT**
**CERTIFICATE, 13 CREDITS**

**PURPOSE**
Prepares individuals with critical tools, techniques and skills to work in a dynamic project management environment and learn to run projects within any industry.

**Project Management Curriculum**
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1100 Introduction to Business Applications and Computing</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1176 Project Management Software</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2021 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2320 Project Management and Planning Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS 13**

---

**SMALL BUSINESS DEVELOPMENT**
**CERTIFICATE, 17 CREDITS**

**PURPOSE**
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**
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1100 Introduction to Business Applications and Computing</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1160 Entrepreneurship and Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1131 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2320 Project Management and Planning Skills</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2101 Financial Accounting</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS 17**

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**SUPERVISION**
**CERTIFICATE, 12 CREDITS**

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

**Supervision Curriculum**
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1118 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1119 Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1150 Supervisory Techniques for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2021 Principles of Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS 12**

---

**INVER HILLS COMMUNITY COLLEGE IS A MEMBER OF MINNESOTA STATE AND AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER/EDUCATOR.**

This information is available in an alternate format by calling 651-450-3884 or TTY/Minnesota Relay at 1-800-627-3529.
AWARDS
Chemistry Transfer Pathway A.S. Degree .......................... 60 cr

CHEMISTRY TRANSFER PATHWAY
A.S., 60 CREDITS
Chemistry Curriculum ........................................... 40 cr
Liberal Arts Curriculum ........................................ 20 cr

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

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University, Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

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

Bemidji State University
Chemistry – BS, BA

Metropolitan State University
Chemistry – BS

Minnesota State University, Mankato
Chemistry – BS, ACS-approved

Minnesota State University, Moorhead
Chemistry – BS, BA

Southwest Minnesota State University
Chemistry – BA

St. Cloud State University
Chemistry – BS, ACS-approved

Winona State University
Chemistry – BS
ACS Environmental Chemistry – BS
ACS Materials Chemistry – BS

Chemistry Transfer Pathway Curriculum 40 credits

- CHEM 1061 Principles of Chemistry I .................................. 5
- CHEM 1062 Principles of Chemistry II ................................. 5
- CHEM 2061 Organic Chemistry I ........................................ 5
- CHEM 2062 Organic Chemistry II ....................................... 5
- MATH 1133 Calculus I ...................................................... 5
- MATH 1134 Calculus II .................................................... 5
- PHYS 1081 Calculus-Based Physics I ................................... 5
- PHYS 1082 Calculus-Based Physics II ................................ 5

Liberal Arts 20 credits

- ENG 1108 Writing and Research Skills ................................. 4
- ENG 1111 Research Writing OR ENG 1114 The Research Paper OR ENG 1130 Writing & Research for the Professions .................. 2-3
- COMM 1100 Interpersonal Communication OR COMM 1110 Public Speaking OR COMM 2230 Small Group Communication ...................... 3
- MnTC Goal 5 elective ....................................................... 3
- MnTC Goal 6 elective ....................................................... 3
- Liberal Arts electives (MnTC courses only) ......................... 4-5

TOTAL CREDITS 60

Specific degree requirements will vary by institution. Students should contact the receiving institution for specific upper division course requirements. General education courses should be selected carefully as double counting may be necessary, and to comply with upper division credit requirements.
**RECOMMENDED FULL-TIME COURSE OF STUDY**

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>14 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1061 Principles of Chemistry I* (Goal 2,3b)</td>
<td>5</td>
</tr>
<tr>
<td>MATH 1133 Calculus I* (Goal 4)</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1108 Writing and Research Skills (Goal 1, 2)</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>16 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1062 Principles of Chemistry II * (Goal 2, 3b)</td>
<td>5</td>
</tr>
<tr>
<td>MATH 1134 Calculus II (Goal 4)</td>
<td>5</td>
</tr>
<tr>
<td>COMM 1100 Interpersonal Communication (Goal 1, 7)</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1110 Public Speaking (Goal 1, 2)</td>
<td>3</td>
</tr>
<tr>
<td>COMM 2230 Small Group Communication (Goal 1, 2)</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 6 elective</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>15-16 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 2061 Organic Chemistry I*</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 1081 Calculus-Based Physics I* (Goal 2, 3b)</td>
<td>5</td>
</tr>
<tr>
<td>MnTC Goal 5 elective</td>
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<tr>
<td>ENG 1111 Research Writing OR</td>
<td></td>
</tr>
<tr>
<td>ENG 1114 The Research Paper OR</td>
<td></td>
</tr>
<tr>
<td>ENG 1130 Writing &amp; Research for the Professions</td>
<td>2-3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4</th>
<th>14-15 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 2062 Organic Chemistry II*</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 1082 Calculus-Based Physics II* (Goal 2, 3b)</td>
<td>5</td>
</tr>
<tr>
<td>Liberal Arts electives (recommend Goals 5-10)</td>
<td>4-5</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS 60**

* Course required for major
Communication Studies

**AWARD**
Communication Studies Transfer Pathway A.A. Degree .......... 60 cr

**CAMPUS CONTACT FOR THIS PROGRAM**
Shiloh Gideon-Sjostrom, sgideon@inverhills.edu

**COMMUNICATION STUDIES TRANSFER PATHWAY**
A.A., 60 CREDITS

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Curriculum</td>
<td>12 cr</td>
</tr>
<tr>
<td>Additional General Education</td>
<td>28 cr</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>2 cr</td>
</tr>
<tr>
<td>General Electives</td>
<td>18 cr</td>
</tr>
</tbody>
</table>

**PURPOSE**
This transfer pathway offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Communication bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing the pathway degree and transferring to one of the seven Minnesota State Universities* enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

The Communication Studies Pathway consists of the Required Pathway Curriculum, the Minnesota Transfer Curriculum (MnTC), and the Health and Physical Fitness Requirement, to bring your credit total to 60 credits.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University, Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

**TRANSFER PATHWAYS**
With this transfer pathway, you will be able to transfer to the following programs at:

- **Metropolitan State University**
  - Professional Communication – BA

- **Minnesota State University, Mankato**
  - Communication Studies – BS

- **Minnesota State University, Moorhead**
  - Communication Studies - BA

- **Southwest Minnesota State University**
  - Communication Studies – BA
  - Communication Studies, Public Relations Emphasis- BA

- **St. Cloud State University**
  - Communication Studies – BA
  - Communication Studies Interdepartmental – BS
  - Communication Studies Supplementary – BA

- **Winona State University**
  - Communication Studies
  - (General, Leadership & Advocacy or Organizational) – BA
Required Communication Pathway Curriculum 12 credits
Communication courses beyond the four recommended courses are not guaranteed to transfer into a Communication major at a Minnesota State university. The courses below must be completed successfully according to the university’s grade standards AND address the required outcomes in the transfer pathway for Communication.

☐ COMM 1100 Interpersonal Communication 3
☐ COMM 1110 Public Speaking 3
☐ COMM 2230 Small Group Communication 3
☐ COMM 2240 Intercultural Communication 3

General Education Requirements 28 credits
The Minnesota Transfer Curriculum (MnTC) requires a minimum of 40 credits, some of which will be satisfied by the required pathway curriculum. You must complete the MnTC courses that are specifically designated below. You may choose the other courses from each goal area from the list located at: inverhills.edu/MnTC
To streamline your degree, you are encouraged to choose MnTC Goal 1-6 courses that also meet MnTC Goal areas 7-10.

Goal 1 Communication 3 courses
☐ ENG 1108 Writing & Research Skills
☐ ENG 1111, 1114 OR 1130
☐ COMM 1100 Interpersonal Communication

Goal 2 Critical Thinking
☐ Satisfied by First Year Experience course or MnTC completion

Goal 3 Natural Science (1 course must include lab) 2 courses
☐ Goal 3a (Life Science) course
☐ Goal 3b (Physical Sciences) course

Goal 4 Mathematical/Logical Reasoning 1 course
☐ Goal 4 course

Goal 5 History/Social Sciences/Behavioral Sciences 3 courses
☐ COMM 2240 - Satisfied by Transfer Pathway
☐ Goal 5 courses
☐ Goal 5 courses

Goal 6 Humanities/Fine Arts/Literature 3 courses
☐ Goal 6a (Fine Arts) course
☐ Goal 6b (Humanities/Literature) course
☐ Any additional Goal 6 course

Goal 7 Human Diversity
☐ Satisfied by Transfer Pathway

Goal 8 Global Perspective
☐ Satisfied by Transfer Pathway

Goal 9 Ethical and Civic Responsibility 1 course
☐ Goal 9 course

Goal 10 People and the Environment 1 course
☐ Goal 10 course

Health/Physical Education 2 credits
For a list of the requirements and courses, go to: inverhills.edu/MnTC
☐ Health 1
☐ Physical Education 1

General Electives 18 credits
Any courses numbered 1000 level or higher from any discipline. This may include additional courses from the MnTC and/or Health & Physical Education.

TOTAL CREDITS 60

RECOMMENDED FULL-TIME COURSE OF STUDY
Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

Semester 1 15-16 credits
COMM 1100 Interpersonal Communication* (Goal 1b, 7) 3
ENG 1108 Writing & Research Skills (Goal 1a) 4
MnTC Goal 5 elective 3
MnTC Goal 6a elective 3
Health & PE 1
First Year Experience course (Goal 2) 1-2

Semester 2 15 credits
COMM 1110 Public Speaking* (Goal 1c) 3
ENG 1111 Research Writing (Goal 1c) OR
ENG 1114 The Research Paper OR
ENG 1130 Writing & Research for the Professions 2-3
MnTC Goal 4 elective 3-4
MnTC Goal 6b elective 3
MnTC Goal 9¹ elective 3

Semester 3 15 credits
COMM 2230 Small Group Communication* (Goal 1c) 3
MnTC Goal 3a elective 3
MnTC Goal 5 elective 3
MnTC Goal 6a OR 6b elective 3
MnTC Goal 10¹ elective 3

Semester 4 14-15 credits
COMM 2240 Intercultural Communication* (Goal 5, 8) 3
MnTC Goal 3b elective 3-4
General electives 7-8
Health & PE 1

TOTAL CREDITS 60

* Course required for major
¹ These credits may be taken as electives if Goal Areas 9 and 10 are completed as part of another course.
**AWARDS**
Computer Science Transfer Pathway A.S. Degree .................. 60 cr
Computer Programmer A.A.S. Degree......................... 60 cr

**CAMPUS CONTACT FOR THIS PROGRAM**
Ben Franske, b.franske@inverhills.edu

**COMPUTER SCIENCE TRANSFER PATHWAY**
A.S., 60 CREDITS

- Computer Science Curriculum ........................................... 22 cr
- Liberal Arts Curriculum ................................................... 38 cr

**PURPOSE**
The Computer Science Transfer Pathway A.S. offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Computer Science bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing the pathway degree and transferring to one of the seven Minnesota State Universities* enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

The Computer Science Pathway consists of the Required Pathway Curriculum and select Minnesota Transfer Curriculum (MnTC) requirements to bring your credit total to 60 credits.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University, Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

**TRANSFER PATHWAYS**
With this transfer pathway, you will be able to transfer to the following majors: at

- Bemidji State University
  - Computer Science – BS

- Metropolitan State University
  - Computer Science - BS

- Minnesota State University, Moorhead
  - Computer Science - BS

- Southwest Minnesota State University
  - Computer Science - BS

- St. Cloud State University
  - Computer Science – BS

- Winona State University
  - Computer Science - BS (Bioinformatics Emphasis, Computer Information Systems Emphasis or Human Computer Interaction Emphasis)
Computer Science Pathway Curriculum  
22 credits

- ITC 2000 PC Hardware and Software (A+) ........................................ 3
- CS 1110 Computer Science I with Java ............................................. 3
- CS 1119 Computer Programming in C++ ........................................... 4
- CS 2200 Computer Architecture ..................................................... 4
- CS 2300 Algorithms and Data Structures ......................................... 4
- CS 2350 Discrete Structures ........................................................... 4

Liberal Arts  
38 credits

- ENG 1108 Writing and Research Skills ............................................ 4
- ENG 1111 Research Writing OR
  ENG 1114 The Research Paper OR
  ENG 1130 Writing & Research for the Professions ............................. 2-3
- COMM 1100 Interpersonal Communication OR
  COMM 1110 Public Speaking OR
  COMM 2230 Small Group Communication ....................................... 3
- MnTC Goal 3 elective [Recommend: PHYS 1081] ............................... 3-5
- MATH 1133 Calculus I ..................................................................... 5
- MnTC Goal 5 elective ....................................................................... 3
- MnTC Goal 6 elective ....................................................................... 3
- MnTC Goal 7-10 any course ............................................................. 3
- Liberal Arts electives (MnTC courses only) ....................................... 9-12

Recommended Elective Courses

Depending on Transfer plans, students may wish to consider taking some/all of the following courses as part of the Liberal Arts electives:

- MATH 1134 Calculus II
- PHYS 1081 Calculus-Based Physics I
- PHYS 1082 Calculus-Based Physics II
- PHIL 1120 Symbolic Logic

TOTAL CREDITS  60

RECOMMENDED FULL-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

Semester 1  
15 credits

- CS 1110 Computer Science I with Java ............................................. 3
- ITC 2000 PC Hardware and Software (A+) ..................................... 3
- ENG 1108 Writing & Research Skills [Goal 1, 2] ............................. 4
- MATH 1133 Calculus I [Goal 4] ....................................................... 5

Semester 2  
16 credits

- CS 1119 Computer Programming in C++ ......................................... 4
- COMM 1100 Interpersonal Communication [Goal 1, 7] ..................... 3
- MnTC Goal 5 elective ..................................................................... 3
- MnTC Goal 6 elective ..................................................................... 3
- Liberal Arts elective (MnTC courses only) ....................................... 3

Semester 3  
15 credits

- CS 2200 Computer Architecture .................................................... 4
- MnTC Goal 3 elective ..................................................................... 3-5
- Liberal Arts elective (MnTC courses only) ....................................... 3
- MnTC Goal 7-10 elective ............................................................... 3

Semester 4  
14 credits

- CS 2300 Algorithms and Data Structures ....................................... 4
- CS 2350 Discrete Structures ........................................................... 4
- ENG 1111 Research Writing OR
  ENG 1114 The Research Paper OR
  ENG 1130 Writing & Research for the Professions ........................... 2-3
- Liberal Arts elective (MnTC courses only) ....................................... 3-4

TOTAL CREDITS  60
COMPUTER PROGRAMMER
A.A.S., 60 CREDITS

Computer Programmer Core Curriculum ...................... 27 cr
Program Electives .................................................. 13 cr
Liberal Arts Curriculum ............................................ 20 cr

PURPOSE
Graduates of this program are well-prepared in software programming and software engineering abilities to help execute a wide variety of information technology projects.

Required Computer Programmer Core 27 credits
- ITC 2000 PC Hardware & Software (A+) .................. 3
- ITC 1480 Linux Essentials .................................. 3
- CS 1110 Computer Science I with Java .................. 3
- CS 1119 Computer Programming with C++ .............. 4
- CS 1127 Advanced Java Programming .................... 3
- CS 2200 Computer Systems Architecture ................. 4
- CS 2300 Algorithms and Data Structures ............... 4
- ITC 2480 Administering Linux Servers .................. 3

Program Electives 13 credits
- Any Computer Science course
- MATH 1120 or higher
- ITC 2000 or higher
- PHIL 1120 Symbolic Logic

Liberal Arts Curriculum 20 credits
- ENG 1108 Writing and Research Skills .................... 4
- COMM 1100 Interpersonal Communication ............... 3
- MATH 1118 OR 1127 ............................................ 4
- MnTC Goal 5 elective .......................................... 3
- MnTC Goal 6 elective .......................................... 3
- Liberal Arts elective (MnTC courses only) ............... 3

TOTAL CREDITS 60
AWARDS
Corrections Certificate .................................................. 16 cr

CORRECTIONS
CERTIFICATE, 16 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 16 credits

- CJS 1156  American Corrections .................................. 3
- CJS 1162  Special Populations in CJ ............................... 3
- CJS 2112  Community Corrections ................................. 3
- CJS 2114  Legal Issues and Corrections ............................ 3
- CJS 2116  Report Writing in Corrections ........................... 1
- HLTH 1130  Drug Use/Abuse .................................... 3

TOTAL CREDITS 16
Criminal Justice

AWARD
Criminal Justice Transfer Pathway A.S. Degree ............................ 60 cr

CAMPUS CONTACT FOR THIS PROGRAM
Leslie Palmer, Lpalmer@inverhills.edu

CRIMINAL JUSTICE TRANSFER PATHWAY
A.S., 60 CREDITS

Criminal Justice Curriculum .................................................. 18 cr
General Education ............................................................... 42 cr

PURPOSE
This course of study is designed to prepare individuals for careers in corrections, security and law enforcement. The Criminal Justice Transfer Pathway A.S. offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Criminal Justice bachelor’s degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing the pathway degree and transferring to one of the seven Minnesota State Universities* enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor’s degree programs in a related field.

The Criminal Justice Pathway consists of the required pathway curriculum, as well as completion of the Minnesota Transfer Curriculum (MnTC), to bring your credit total to 60 credits.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University, Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

TRANSFER PATHWAYS
With this transfer pathway, you will be able to transfer to the following majors at:

- **Bemidji State University**
  - Criminal Justice, Law Enforcement Emphasis - BS

- **Metropolitan State University**
  - Criminal Justice - BA

- **Minnesota State University, Mankato**
  - Criminal Justice - BS

- **Minnesota State University, Moorhead**
  - Criminal Justice - BA

- **St. Cloud State University**
  - Criminal Justice - BA
### Criminal Justice Curriculum  
**18 credits**

#### Required Program Core  
- **15 credits**
  - CJS 1150 Intro to Criminal Justice  
  - CJS 1152 Police and Community  
  - CJS 1154 Juvenile Justice  
  - CJS 1156 American Corrections  
  - CJS 2158 Criminology  

#### Program Electives (choose from the following)  
- **3 credits**
  - CJS 2160 Criminal Justice and the Constitution  
  - CJS 2444 Special Topics in Law Enforcement  
  - EMS 1100 Emergency Medical Responder  
  - HLTH 1130 Drug Use and Abuse  
  - PHED 1127 Law Enforcement Physical Skills Training  
  - POLS 1121 State and Local Government  
  - PSYC 2250 Abnormal Psychology  

### General Education Requirements  
**42 credits**

The Minnesota Transfer Curriculum (MnTC) requires a minimum of 40 credits. You must complete the MnTC courses that are specifically designated below. You may choose the other courses from each goal area from the list located at: inverhills.edu/MnTC

To streamline your degree, you are encouraged to choose MnTC Goal 3 and 6 courses that also meet MnTC Goal areas 8 and 10.

#### Goal 1 Communication  
- **9 cr**
  - ENG 1108 Writing & Research Skills  
  - ENG 1111, 1114 OR 1130  
  - COMM 1100 Interpersonal Communication  

#### Goal 2 Critical Thinking
- Satisfied by First Year Experience course or MnTC completion

#### Goal 3 Natural Science (1 course must include lab)  
- **7 cr**
  - Goal 3a BIOL 1123 recommended  
  - Any Goal 3b course

#### Goal 4 Mathematical/Logical Reasoning  
- **3 cr**
  - Any Goal 4 (MATH 1103 recommended)

#### Goal 5 History/Social Sciences/Behavioral Sciences  
- **10 cr**
  - PSYC 1101 OR PSYC 1201  
  - SOC 1130 Family and Society  
  - SOC 1127 Social Inequalities: Race, Class & Gender

#### Goal 6 Humanities/Fine Arts/Literature  
- **9 cr**
  - PHIL 1112 Ethics  
  - Any Goal 6a course  
  - Any additional Goal 6a or 6b course

#### Goal 7 Human Diversity
- SOC 1127 - Satisfied by Pathway

#### Goal 8 Global Perspective
- May be satisfied by utilizing a course from Goal 6

#### Goal 9 Ethical and Civic Responsibility  
- **4 cr**
  - SOC 1100 Introduction to Sociology

#### Goal 10 People and the Environment
- May be satisfied by utilizing a course from Goal 3

**TOTAL CREDITS**  
**60**

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1. CJS 2289 Field Experience in Criminal Justice may be substituted to fill this requirement
### RECOMMENDED FULL-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

#### Semester 1 14 credits
- ENG 1108 Writing and Research Skills ........................................... 4
- SOC 1100 Introduction to Sociology .............................................. 4
- MnTC Goal 6a elective .............................................................. 3
- CJS 1150 Introduction to Criminal Justice ...................................... 3

#### Semester 2 15 credits
- ENG 1111, 1114 OR 1130 ............................................................... 2
- COMM 1100 Interpersonal Communication ..................................... 3
- CJS 1154 Juvenile Justice ............................................................. 3
- SOC 1130 Family and Society ........................................................ 3
- MnTC Goal 3a elective (BIOL 1123 recommended) ....................... 4

#### Semester 3 16 credits
- CJS 1152 Police and Community ................................................... 3
- MnTC Goal 6a OR 6b elective ....................................................... 3
- SOC 1127 Social Inequality: Race, Class, Gender ............................. 3
- CJS 1156 American Corrections .................................................... 3
- PSYC 1101 OR PSYC 1201 ............................................................ 4

#### Semester 4 15 credits
- CJS 2158 Criminology .................................................................. 3
- MnTC Goal 3b elective .................................................................. 3
- MnTC Goal 6a elective .................................................................. 3

#### Semester 5 10 credits
- SOC 1127 Social Inequality: Race, Class, Gender ............................. 3
- CJS 1156 American Corrections .................................................... 3
- PSYC 1101 OR PSYC 1201 ............................................................ 4

#### Semester 6 9 credits
- CJS 2158 Criminology .................................................................. 3
- PHIL 1112 Ethics .......................................................................... 3
- MnTC Goal 4 elective .................................................................. 3

#### Semester 7 7 credits
- MnTC Goal 3a elective .................................................................. 4
- Program elective¹ ........................................................................ 3

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### TOTAL CREDITS 60

¹ Recommended electives for students pursuing Law Enforcement:
- EMS 1100 Emergency Medical Responder
- PHED 1127 Law Enforcement Physical Skills Training

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### RECOMMENDED PART-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

#### Semester 1 8 credits
- ENG 1108 Writing and Research Skills ........................................... 4
- SOC 1100 Introduction to Sociology .............................................. 4

#### Semester 2 8 credits
- CJS 1150 Introduction to Criminal Justice ...................................... 3
- COMM 1100 Interpersonal Communication ..................................... 3
- ENG 1111, 1114 OR 1130 ............................................................... 2

#### Semester 3 9 credits
- CJS 1154 Juvenile Justice ............................................................. 3
- SOC 1130 Family and Society ........................................................ 3
- MnTC Goal 6a elective .................................................................. 3

#### Semester 4 9 credits
- MnTC Goal 3b elective .................................................................. 3
- CJS 1152 Police and Community ................................................... 3
- MnTC Goal 6a OR 6b elective ....................................................... 3

#### Semester 5 10 credits
- SOC 1127 Social Inequality: Race, Class, Gender ............................. 3
- CJS 1156 American Corrections .................................................... 3
- PSYC 1101 OR PSYC 1201 ............................................................ 4

#### Semester 6 9 credits
- CJS 2158 Criminology .................................................................. 3
- PHIL 1112 Ethics .......................................................................... 3
- MnTC Goal 4 elective .................................................................. 3

#### Semester 7 7 credits
- MnTC Goal 3a elective .................................................................. 4
- Program elective¹ ........................................................................ 3

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¹ Recommended electives for students pursuing Law Enforcement:
- EMS 1100 Emergency Medical Responder
- PHED 1127 Law Enforcement Physical Skills Training

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AWARD
Economics Transfer Pathway A.A. Degree .......................... 60 cr

CAMPUS CONTACT FOR THIS PROGRAM
Scott Sandok, scott.sandok@inverhills.edu

ECONOMICS TRANSFER PATHWAY
A.A., 60 CREDITS

Economics/Math Curriculum ........................................ 14 cr
Electives ................................................................. 18 cr
Health and Physical Education ................................. 2 cr
Additional General Education ................................. 26 cr

PURPOSE
The Economics Transfer Pathway A.A. offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Economics bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing the pathway degree and transferring to one of the seven Minnesota State Universities* enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor’s degree programs in a related field.

The Economics Pathway consists of 2 required economics courses, two required mathematics courses, the Minnesota Transfer Curriculum (MnTC) and the Health and Physical Fitness requirement to bring the total credits to 60.

Students planning to transfer to non-Minnesota State universities (including the University of Minnesota) are advised to consult with an advisor and their intended transfer institution to determine transferability of the courses in this curriculum. To guarantee admission to a Minnesota State University's designated bachelor's program in your major, you must first meet the admitting institution's minimum transfer GPA and then the admission to major GPA.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University, Moorhead; St. Cloud State University; Southwest Minnesota State University; and Winona State University.

TRANSFER PATHWAYS
With this transfer pathway, you will be able to transfer to the following majors at:

- Bemidji State University
  Economics – BS
- Metropolitan State University
  Economics (General and Business tracks) – BS
- Minnesota State University, Mankato
  Economics – BS
- Minnesota State University, Moorhead
  Economics - BA
- St. Cloud State University
  Business Economics – BA
  Economics – BA
- Winona State University
  Economics – BA
**Required Economics Pathway Curriculum**  
14 credits

The Economics Transfer Pathway A.A. consists of the required Pathway Curriculum, the Minnesota Transfer Curriculum, the Health and Physical Fitness requirement and electives.

1. **Introduction to Economics**  
   - ECON 1105 Principles of Macroeconomics (Goal 5, 8)  
   - ECON 1106 Principles of Microeconomics (Goal 5, 8)

2. **Mathematical Foundation**  
   - MATH 1103 Introduction to Statistics (Goal 2, 4)
   - MATH 1118 College Algebra I (Goal 2, 4) or higher

**General Electives**  
18 credits

Any courses numbered 1000 level or higher from any discipline. This may include additional courses from the MnTC and/or Health & Physical Education. Several receiving institutions recommend MATH 1133 (Calculus) and BUS 1100 (Introduction to Business Applications and Computing).

**Health/Physical Education**  
2 credits

For a list of the requirements and courses, go to: inverhills.edu/MnTC

- Health
- Physical Education

**Additional General Education Requirements**  
26 credits

The Minnesota Transfer Curriculum (MnTC) requires a minimum of 40 credits, some of which will be satisfied by the required pathway curriculum. You must complete the MnTC courses that are specifically designated below. You may choose the other courses from each goal area from the list located at: inverhills.edu/MnTC

To streamline your degree, you are encouraged to choose MnTC Goal 1-6 courses that also meet MnTC Goal areas 7-10.

- **Goal 1 Communication**  
  - ENG 1108 Writing & Research Skills
  - ENG 1111, 1114 OR 1130
  - COMM 1100, 1110 OR 2230

- **Goal 2 Critical Thinking**  
  - Satisfied by First Year Experience course or MnTC completion

- **Goal 3 Natural Science (1 course must include lab)**  
  - Goal 3a (Life Science) course
  - Goal 3b (Physical Sciences) course

- **Goal 4 Mathematical/Logical Reasoning**  
  - MATH 1103 - Satisfied by Transfer Pathway
  - MATH 1118 - Satisfied by Transfer Pathway

- **Goal 5 History/Social Sciences/Behavioral Sciences**  
  - ECON 1105 - Satisfied by Transfer Pathway
  - ECON 1106 - Satisfied by Transfer Pathway
  - Any additional Goal 5 course (non-ECON)

- **Goal 6 Humanities/Fine Arts/Literature**  
  - Goal 6a (Fine Arts) course
  - Goal 6b (Humanities/Literature) course
  - Any additional Goal 6 course

- **Goal 7 Human Diversity**  
  - Goal 7 course

- **Goal 8 Global Perspective**  
  - Satisfied by Transfer Pathway

- **Goal 9 Ethical and Civic Responsibility**  
  - Goal 9 course

- **Goal 10 People and the Environment**  
  - Goal 10 course

**TOTAL CREDITS** 60
**RECOMMENDED FULL-TIME COURSE OF STUDY**  
Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

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<thead>
<tr>
<th>Semester 1</th>
<th>15-16 credits</th>
</tr>
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<tbody>
<tr>
<td>ECON 1105 Principles of Macroeconomics* (Goal 5, 8)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1108 Writing &amp; Research Skills (Goal 1a)</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1118 College Algebra OR higher* (Goal 4)</td>
<td>4</td>
</tr>
<tr>
<td>MnTC Goal 6a elective</td>
<td>3</td>
</tr>
<tr>
<td>First Year Experience course (Goal 2)</td>
<td>1-2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>14-15 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 1106 Principles of Microeconomics* (Goal 5, 8)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1111 Research Writing (Goal 1b) OR ENG 1114 The Research Paper OR ENG 1130 Writing &amp; Research for the Professions</td>
<td>2-3</td>
</tr>
<tr>
<td>COMM 1100 Interpersonal Communication (Goal 1c) OR COMM 1110 Public Speaking OR COMM 2230 Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 6b elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 3a elective</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Semester 3</th>
<th>15-16 credits</th>
</tr>
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<tbody>
<tr>
<td>MATH 1103 Introduction to Statistics* (Goal 4)</td>
<td>4</td>
</tr>
<tr>
<td>MnTC Goal 5 elective (non-ECON)</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 3b elective</td>
<td>3-4</td>
</tr>
<tr>
<td>MnTC Goal 9† elective</td>
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<tr>
<td>Health and PE</td>
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<thead>
<tr>
<th>Semester 4</th>
<th>14-15 credits</th>
</tr>
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<tbody>
<tr>
<td>MnTC Goal 6a OR 6b elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 10†</td>
<td>3</td>
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<tr>
<td>MnTC Goal 7† elective</td>
<td>3</td>
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<tr>
<td>General electives</td>
<td>5-6</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 60

* Course required for major  
† These credits may be taken as electives if Goal Areas 7, 9, and 10 are completed as part of another course.

**RECOMMENDED PART-TIME COURSE OF STUDY**  
Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>10-11 credits</th>
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</thead>
<tbody>
<tr>
<td>ECON 1105 Principles of Macroeconomics* (Goal 5, 8)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1108 Writing &amp; Research Skills (Goal 1a)</td>
<td>4</td>
</tr>
<tr>
<td>Health and PE</td>
<td>2</td>
</tr>
<tr>
<td>First Year Experience course (Goal 2)</td>
<td>1-2</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>9-10 credits</th>
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<tbody>
<tr>
<td>ECON 1106 Principles of Microeconomics* (Goal 5, 8)</td>
<td>3</td>
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<tr>
<td>ENG 1111 Research Writing (Goal 1b) OR ENG 1114 The Research Paper OR ENG 1130 Writing &amp; Research for the Professions</td>
<td>2-3</td>
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<tr>
<td>MATH 1118 College Algebra OR higher* (Goal 4)</td>
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<thead>
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<th>Semester 3</th>
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<tr>
<td>MATH 1103 Introduction to Statistics* (Goal 4)</td>
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<tr>
<td>MnTC Goal 6a elective</td>
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<tr>
<td>MnTC Goal 5 elective (non-ECON)</td>
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<table>
<thead>
<tr>
<th>Semester 4</th>
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<tbody>
<tr>
<td>MnTC Goal 6b elective</td>
<td>3</td>
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<tr>
<td>MnTC Goal 3b elective</td>
<td>3</td>
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<tr>
<td>COMM 1100 Interpersonal Communication (Goal 1c) OR COMM 1110 Public Speaking OR COMM 2230 Small Group Communication</td>
<td>3</td>
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<tr>
<th>Semester 5</th>
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<td>MnTC Goal 3a elective</td>
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<tr>
<td>MnTC Goal 6a OR 6b elective</td>
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</tr>
<tr>
<td>MnTC Goal 7† elective</td>
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<table>
<thead>
<tr>
<th>Semester 6</th>
<th>11-12 credits</th>
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<tr>
<td>MnTC Goal 9† elective</td>
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<tr>
<td>MnTC Goal 10† elective</td>
<td>3</td>
</tr>
<tr>
<td>General electives</td>
<td>5-6</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 60

* Course required for major  
† These credits may be taken as electives if Goal Areas 7, 9, and 10 are completed as part of another course.
**AWARD**
Education Foundations A.S. ........................................... 60 cr
Child Care Teacher Certificate ...................................... 30 cr

**EDUCATION FOUNDATIONS - EARLY CHILDHOOD, ELEMENTARY, MIDDLE & SECONDARY SCHOOL**
A.S., 60 CREDITS

Education Foundations Curriculum ............................... 20 cr
MnTC Curriculum ......................................................... 40 cr

**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** .......................................................... 9 cr
- EDU 1109 Introduction to Education and Reflective Teaching ........ 4 cr
- EDU 1141 Learning Technology for Educators ............................ 2 cr
- EDU 1143 Multicultural Education/Human Relations ....................... 3 cr

**Electives** ................................................................. 11 cr
Select from 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 Introduction to Special Education .................................... 3 cr
- EDU 2008 Introduction to Infant/Child Mental Health ...................... 3 cr
- EDU 2018 Instructional Strategies for Diverse Learners ...................... 3 cr
- EDU 2020 Foundations of Early Literacy .................................... 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
- MUSC 2220 Music Education and Pedagogy .................................... 3 cr
- HLTH 1130 Drug Use and Abuse .............................................. 3 cr
- Physical Education .................................................................... 1 cr
- Health .................................................................................. 1 cr
- Any additional MnTC credits

(See MnTC curriculum, next page)
**MnTC Curriculum**

The Minnesota Transfer Curriculum (MnTC) requires a minimum of 40 credits. You must complete the MnTC courses that are specifically designated below, such as ENG 1108 Writing & Research Skills for MnTC Goal Area 1. You may choose the other courses from each goal area from the list located at: inverhills.edu/MnTC

To streamline your degree, you are encouraged to choose MnTC Goal 1-6 courses that also meet MnTC Goal areas 7-10. Students should choose courses that best work for their intended transfer college/program.

### Goal 1 Communication ........................................... 3 courses
- ENG 1108 Writing & Research Skills
- ENG 1111, 1114 OR 1190
- COMM 1110 (recommended), 1100 OR 2230

### Goal 2 Critical Thinking
- Satisfied by First Year Experience course or MnTC completion

### Goal 3 Natural Science (1 course must include lab) ............ 2 courses
- Goal 3a (Life Science) course
- Goal 3b (Physical Sciences) course

### Goal 4 Mathematical/Logical Reasoning ........................ 1 course
- Goal 4 Course (MATH 1107 OR MATH 1118 recommended)

### Goal 5 History/Social Sciences/Behavioral Sciences ......... 3 courses
- PSYC 1101 OR 1201 (recommended)
- PSYC 1215 (recommended)
- SOC 1100 (recommended)

### Goal 6 Humanities/Fine Arts/Literature .......................... 3 courses
- Goal 6a (Fine Arts) course
- Goal 6b (Humanities/Literature) course
- Any additional Goal 6 course

### Goal 7 Human Diversity ......................................... 1 course
- Goal 7 course

### Goal 8 Global Perspective ....................................... 1 course
- Goal 8 course

### Goal 9 Ethical and Civic Responsibility ........................ 1 course
- Goal 9 course

### Goal 10 People and the Environment ............................ 1 course
- Goal 10 course

**TOTAL CREDITS** 60

---

**CHILD CARE TEACHER CERTIFICATE, 30 CREDITS**

**Child Care Curriculum** ......................................... 17 cr

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSYC 1215</td>
<td>Child and Adolescent Psychology</td>
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<tr>
<td>ENG 1110</td>
<td>Education: Early Childhood Birth to Grade 3</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1132</td>
<td>Creative Activities for the Young Child</td>
<td>2</td>
</tr>
<tr>
<td>EDU 2020</td>
<td>Foundations of Early Literacy</td>
<td>3</td>
</tr>
<tr>
<td>EDU 2008</td>
<td>Introduction to Infant/Child Mental Health</td>
<td>2</td>
</tr>
<tr>
<td>EDU 2805</td>
<td>Introduction to Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>HSER 1123</td>
<td>Family Functions and Interactions</td>
<td>3</td>
</tr>
<tr>
<td>HSER 1112</td>
<td>Crisis Assessment and Intervention</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1215</td>
<td>Child and Adolescent Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives** ...................................................... 13 cr

Select from any EDU courses or additional MnTC courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDU 2805</td>
<td>Introduction to Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>HSER 1123</td>
<td>Family Functions and Interactions</td>
<td>3</td>
</tr>
<tr>
<td>HSER 1112</td>
<td>Crisis Assessment and Intervention</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1215</td>
<td>Child and Adolescent Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 30
Elementary Education Foundations

AWARD
Elementary Education Foundations Transfer Pathway A.S. Degree … 60 cr

CAMPUS CONTACT FOR THIS PROGRAM
Cheryl Redinger, credinger@inverhills.edu

ELEMENTARY EDUCATION FOUNDATIONS
A.S. TRANSFER PATHWAY, 60 CREDITS
Elementary Education Core Curriculum ................................. 42 cr
Additional General Education .............................................. 13-18 cr
Electives ................................................................................... 0-5 cr

PURPOSE
The Elementary Education Foundations Transfer Pathway A.S. offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Elementary Education bachelor’s degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing the pathway degree and transferring to one of the seven Minnesota State universities* enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor’s degree programs in a related field.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University, Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

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.

TRANSFER PATHWAYS
With this transfer pathway, you will be able to transfer to the following majors at:

Bemidji State University
Elementary Education - BS

Metropolitan State University
Urban Elementary Education - BS

Minnesota State University, Mankato
Elementary Education - BS

Minnesota State University, Moorhead
Elementary Inclusive - BS

Southwest Minnesota State University
Elementary Education - BS

St. Cloud State University
Elementary Education K-6 - BA

Winona State University
Elementary Education K6 - BT
Elementary Education Foundations Curriculum  
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDU 1109</td>
<td>Intro to Education and Reflective Teaching</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1141</td>
<td>Learning Technology Educators</td>
<td>2</td>
</tr>
<tr>
<td>EDU 1143</td>
<td>Multicultural Education/Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>EDU 2018</td>
<td>Instructional Strategies</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1130</td>
<td>Drug Use and Abuse</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1100</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1117</td>
<td>Environmental Science with Lab</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 1101</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1107</td>
<td>Mathematical Foundations</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 1215</td>
<td>Child and Adolescent Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1127</td>
<td>Social Inequalities: Race, Class &amp; Gender</td>
<td>3</td>
</tr>
<tr>
<td>ART 1100</td>
<td>Introduction to Art</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 2220</td>
<td>Music Education and Pedagogy</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives  
Any additional course from the EDU department or the MnTC.

MnTC Curriculum  
13-18 credits

This degree requires full completion of the Minnesota Transfer Curriculum (MnTC). The MnTC requires a minimum of 40 credits, of which 27 are included in the Elementary Education Foundation coursework. Complete the MnTC courses that are specifically designated below. You may choose the other courses from each goal area from the list located at: inverhills.edu/MnTC.

To streamline your degree, you are encouraged to choose MnTC Goal 5 or 6b course that also satisfies MnTC Goal 9.

Goal 1 Communication  
- Goal 1a: ENG 1108 Writing & Research Skills
- Goal 1b: ENG 1111, 1114 OR 1130
- Goal 1c: COMM 1100 (Satisfied by Pathway)

Goal 2 Critical Thinking  
- Satisfied by First Year Experience course or MnTC completion

Goal 3 Natural Science (1 course must include lab)  
- Goal 3a: BIOL 1117 (Satisfied by Pathway)
- Goal 3b: GEOL 1101 (Satisfied by Pathway)

Goal 4 Mathematical/Logical Reasoning  
- MATH 1107 (Satisfied by Pathway)

Goal 5 History/Social Sciences/Behavioral Sciences  
- PSYC 1215 (Satisfied by Pathway)
- SOC 1127 (Satisfied by Pathway)
- Any Goal 5 course

Goal 6 Humanities/Fine Arts/Literature  
- Goal 6a: ART 1100 (Satisfied by Pathway)
- Goal 6b: Any course
- Goal 6c: MUSC 2220 (Satisfied by Pathway)

Goal 7 Human Diversity  
- SOC 1127 (Satisfied by Pathway)

Goal 8 Global Perspective  
- Art 1100 (Satisfied by Pathway)

Goal 9 Ethical and Civic Responsibility  
- May be satisfied by utilizing a course from Goal 5 or 6

Goal 10 People and the Environment  
- GEOL 1101 (Satisfied by Pathway)

TOTAL CREDITS 60
### RECOMMENDED FULL-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. A complete list of MnTC Goal Area course choices is available at: inverhills.edu/MnTC

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
<th>Courses</th>
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<tbody>
<tr>
<td><strong>Semester 1</strong></td>
<td>15 credits</td>
<td>EDU 1109 Intro to Education and Reflective Teaching* .......... 4 &lt;br&gt; ENG 1108 Writing &amp; Research Skills .......... 4 &lt;br&gt; PSYC 1215 Child Psychology* .......... 3 &lt;br&gt; BIOL 1117 Environmental Science with Lab* .......... 4</td>
</tr>
<tr>
<td><strong>Semester 4</strong></td>
<td>14-15 credits</td>
<td>ART 1100 Introduction to Art* .......... 3 &lt;br&gt; MnTC Goal 5 elective .......... 3 &lt;br&gt; MnTC Goal 6b elective .......... 3 &lt;br&gt; MnTC Goal 9 elective .......... 3 &lt;br&gt; Elective (any EDU or MnTC course) .......... 2-3</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>60</strong></td>
<td></td>
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</tbody>
</table>

* Course required for major
1 These credits may be taken as electives if Goal 9 is taken as part of a goal 5 or 6b course.

### RECOMMENDED PART-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. A complete list of MnTC Goal Area course choices is available at: inverhills.edu/MnTC

<table>
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<th>Credits</th>
<th>Courses</th>
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<tbody>
<tr>
<td><strong>Semester 1</strong></td>
<td>8 credits</td>
<td>EDU 1109 Intro to Education and Reflective Teaching* .......... 4 &lt;br&gt; ENG 1108 Writing &amp; Research Skills .......... 4</td>
</tr>
<tr>
<td><strong>Semester 2</strong></td>
<td>10 credits</td>
<td>PSYC 1215 Child Psychology* .......... 3 &lt;br&gt; BIOL 1117 Environmental Science with Lab* .......... 4 &lt;br&gt; EDU 1143 Multicultural Education/Human Relations* .......... 3</td>
</tr>
<tr>
<td><strong>Semester 3</strong></td>
<td>9 credits</td>
<td>EDU 1141 Learning Technology for Educators* .......... 2 &lt;br&gt; COMM 1100 Interpersonal Communication* .......... 3 &lt;br&gt; MATH 1107 Mathematical Foundations* .......... 4</td>
</tr>
<tr>
<td><strong>Semester 4</strong></td>
<td>10 credits</td>
<td>SOC 1127 Social Inequalities: Race, Class &amp; Gender* .......... 3 &lt;br&gt; EDU 2018 Instructional Strategies* .......... 3 &lt;br&gt; GEOL 1101 Physical Geology* .......... 4</td>
</tr>
<tr>
<td><strong>Semester 5</strong></td>
<td>8-9 credits</td>
<td>MUSC 2220 Music Education and Pedagogy* .......... 3 &lt;br&gt; HLTH 1130 Drug Use and Abuse* .......... 3 &lt;br&gt; ENG 1111, 1114 OR 1130 .......... 2-3</td>
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<tr>
<td><strong>Semester 6</strong></td>
<td>9 credits</td>
<td>ART 1100 Introduction to Art* .......... 3 &lt;br&gt; MnTC Goal 5 elective .......... 3 &lt;br&gt; MnTC Goal 6b elective .......... 3</td>
</tr>
<tr>
<td><strong>Semester 7</strong></td>
<td>5-6 credits</td>
<td>MnTC Goal 9 elective .......... 3 &lt;br&gt; Elective (any EDU or MnTC course) .......... 2-3</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>60</strong></td>
<td></td>
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</table>

* Course required for major
1 These credits may be taken as electives if Goal 9 is taken as part of a goal 5 or 6b course.
EMERGENCY MEDICAL SERVICES - TRADITIONAL TRACK (PARAMEDIC)
A.S., 70 CREDITS

Paramedic Curriculum ................................................... 40 cr
Liberal Arts ................................................................. 30 cr

Clinical learning experiences are provided with ambulance services and hospitals throughout the metropolitan area. A Minnesota EMT certificate is required prior to taking the pre-core classes. Graduates are awarded an A.S. degree and are eligible to take the National Registry Paramedic written and practical exam.

Paramedic Curriculum 40 credits

Pre-Core Program
- EMS 1122 EMS Systems ........................................... 2
- EMS 1130 Advanced EMT ........................................ 4
- EMS 1131 Advanced EMT Practicum .......................... 2
- EMS 1188 Advanced EMT Patient Care Experience ....... 2

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

Liberal Arts 30 credits
- ENG 1108 Writing and Research Skills ....................... 4
- ENG 1111 Research Writing ........................................ 2
- COMM 1100 Interpersonal Communication OR 
  COMM 2240 Intercultural Communication ................. 3
- BIOL 1120 Exploring Biology OR 
  BIOL 1154 Principles of Biology I ............................. 4
- BIOL 2201 Human Anatomy & Physiology I ............... 4
- BIOL 2202 Human Anatomy & Physiology II .............. 4
- PSYC 1230 Psychology of Death, Dying and Loss ..... 3
- MnTC Goal 5 elective ............................................... 3
- MnTC Goal 6 elective ............................................... 3

TOTAL CREDITS 70

AWARDS
Emergency Medical Services A.S. Degree (Traditional Track) .... 70 cr
Emergency Medical Services A.S. Degree (Accelerated Track) .... 70 cr
Paramedic Diploma ....................................................... 40 cr
Emergency Medical Technician Certificate ........................ 9 cr
Advanced Emergency Medical Technician (AEMT) Certificate 10 cr
Community Paramedic Certificate ................................... 12 cr

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. Two degree tracks are offered, both leading to an Associate of Science in Emergency Medical Services; a third diploma option is offered for those who may already have a degree, or are seeking a career as a paramedic without completing additional liberal arts coursework.

The Emergency Medical Services program also offers emergency medical technician (EMT) training in basic emergency medical care, as well as training towards the Advanced EMT certificate.

PROGRAM INFORMATION
A separate program application is required for admittance into the Paramedic Core Program.

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

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.

PROGRAM INFORMATION

A.S. Degree (Traditional Track) .... 70 cr
A.S. Degree (Accelerated Track) .... 70 cr
Paramedic Diploma ....................................................... 40 cr
Emergency Medical Technician Certificate ........................ 9 cr
Advanced Emergency Medical Technician (AEMT) Certificate 10 cr
Community Paramedic Certificate ................................... 12 cr

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. Two degree tracks are offered, both leading to an Associate of Science in Emergency Medical Services; a third diploma option is offered for those who may already have a degree, or are seeking a career as a paramedic without completing additional liberal arts coursework.

The Emergency Medical Services program also offers emergency medical technician (EMT) training in basic emergency medical care, as well as training towards the Advanced EMT certificate.

PROGRAM INFORMATION
A separate program application is required for admittance into the Paramedic Core Program.

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

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.
EMERGENCY MEDICAL SERVICES -
ACCELERATED TRACK (PARAMEDIC)
A.S., 70 CREDITS

Department Curriculum ........................................... 40 cr
Liberal Arts .......................................................... 30 cr

PROGRAM INFORMATION
The accelerated track is a separate program offered to paramedics with a
current paramedic certification. 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 Inver credit residency requirement for graduation.

Department Curriculum 40 credits
Equivalent Credit for Paramedic Certificate/Experience ........... 40

Liberal Arts 30 credits
☐ ENG 1108 Writing and Research Skills .................................... 4
☐ ENG 1111 Research Writing ............................................ 2
☐ COMM 1100 Interpersonal Communication OR
COMM 2240 Intercultural Communication ............................ 3
☐ BIOL 1120 Exploring Biology OR
BIOL 1154 Principles of Biology I ........................................ 4
☐ BIOL 2201 Human Anatomy & Physiology I ....................... 4
☐ BIOL 2202 Human Anatomy & Physiology II ..................... 4
☐ PSYC 1230 Psychology of Death, Dying and Loss .............. 3
☐ MnTC Goal 5 elective .................................................. 3
☐ MnTC Goal 6 elective .................................................. 3

TOTAL CREDITS 70

PARAMEDIC
DIPLOMA, 40 CREDITS

PURPOSE
This program is designed to offer comprehensive education and
occupational preparation in the field of advanced pre-hospital emergency
care, intended for those who already have a degree or those who wish
to obtain certification as a paramedic without taking additional liberal
arts coursework. 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.

Paramedic Curriculum 40 credits

Pre-Core Program
☐ EMS 1122 EMS Systems ........................................... 2
☐ EMS 1130 Advanced EMT ......................................... 4
☐ EMS 1131 Advanced EMT Practicum ................................ 2
☐ EMS 1188 Advanced EMT Patient Care Experience ................ 2

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

TOTAL CREDITS 40
EMERGENCY MEDICAL TECHNICIAN (EMT) 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 will teach responsibility in emergency care of the critically sick or injured and develop skills in the use of and care of all basic emergency equipment. The 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. In order to enroll in any pre-core paramedic course, you will need to obtain EMT certification.

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 EMT’s practical and written examinations for State of Minnesota and National Certification and employment as an EMT.

EMT Certificate Curriculum 9 credits
- EMS 1101 Emergency Medical Technician .......................... 6
- EMS 1102 Emergency Medical Technician Practicum .......... 3

TOTAL CREDITS 9

ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT) CERTIFICATE, 10 CREDITS

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. Current EMT certification required prior to and during all coursework.

Core AEMT Curriculum 10 credits
- EMS 1122 EMS Systems .................................................. 2
- EMS 1130 Advanced EMT Lecture .................................. 4
- EMS 1131 Advanced EMT Lab ........................................ 2
- EMS 1188 Advanced EMT Experience ......................... 2

TOTAL CREDITS 10

COMMUNITY PARAMEDIC CERTIFICATE, 12 CREDITS

PURPOSE
Provides additional training to certified, experienced 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.

Community Paramedic Core Curriculum 12 credits
- EMS 2900 Role of the Community Paramedic .................. 2
- EMS 2910 Community Assessment ................................. 3
- EMS 2920 Pathophysiology and Disease Management for the Community Paramedic .................. 2
- EMS 2930 Community Paramedic Patient Care Experience .......... 5

TOTAL CREDITS 12
AWARD
Engineering Fundamentals A.S. Degree .......................... 60 cr

CAMPUS CONTACT FOR THIS PROGRAM
Joan Carter, jcarter@inverhills.edu

ENGINEERING FUNDAMENTALS
A.S., 60 CREDITS

Engineering Core Curriculum ........................................ 13-14 cr
Liberal Arts ........................................................................ 46-47 cr

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 engineering, including civil, electrical, mechanical, or other engineering disciplines. The program covers courses typically offered in first and second years of an accredited engineering curriculum in the United States. Students are strongly encouraged to become informed of the rules and requirements related to the major department at the four-year college or university to which they plan to transfer. This program also prepares students seeking employment with a strong foundation in engineering principles and practices. Students are advised to work with academic advisors and counselors to complete a course plan.

ENGR 1000 meets the FYE requirement for new, entering, first time college students and/or students with fewer than 12 post-high school transfer credits and is especially encouraged for students interested in Engineering.

Engineering Core Curriculum Choose 13-14 credits
ENGR 1000 Orientation to Engineering ........................................ 1
ENGR 1110 Introduction to Engineering ...................................... 4
ENGR 2000 Thermodynamics ...................................................... 4
ENGR 2020 Statics .................................................................... 3
ENGR 2024 Mechanics of Materials .......................................... 3
ENGR 2025 Dynamics ............................................................... 3
ENGR 2041 Linear Circuits I .................................................... 4

Liberal Arts Curriculum 46-47 credits
☐ MATH 1133 Calculus I .......................................................... 5
☐ MATH 1134 Calculus II ........................................................ 5
☐ MATH 2219 Multivariable Calculus ....................................... 5
☐ MATH 2221 Introduction to Linear Algebra ......................... 3
☐ MATH 2222 Introduction to Differential Equations ............ 3
☐ CHEM 1061 Principles of Chemistry I ................................. 5
☐ PHYS 1081 Calculus Based Physics I .................................. 5
☐ PHYS 1082 Calculus Based Physics II ................................ 5
☐ ENGR 1108 Writing and Research Skills ............................ 4
☐ COMM 1100 Interpersonal Communication ..................... 3
☐ MnTC Goal 5, 6, 8, 9 OR 10 elective .................................. 3 or 4

TOTAL CREDITS 60
Exercise Science

AWARD
Exercise Science Transfer Pathway A.S. Degree .......................... 60 cr

CAMPUS CONTACT FOR THIS PROGRAM
Christine Petrich, cpetrich@inverhills.edu

EXERCISE SCIENCE TRANSFER PATHWAY
A.S., 60 CREDITS
Exercise Science Curriculum .................................................. 20 cr
Liberal Arts Curriculum .................................................. 40 cr

PURPOSE
The Exercise Science Transfer Pathway A.S. offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Exercise Science, Kinesiology, Physical Education or Human Performance bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing the pathway degree and transferring to one of the seven Minnesota State Universities* enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

The Exercise Science Pathway consists of the Required Pathway Curriculum and select Minnesota Transfer Curriculum (MnTC) requirements to bring your credit total to 60 credits.

This degree is part of a Minnesota State system agreement and will articulate with all other system universities and some metro-area private institutions. While this degree program prepares students to transfer to a 4-year program in Exercise Science or Kinesiology, it also prepares students to begin a career in the fitness industry.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University, Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

TRANSFER PATHWAYS
With this transfer pathway, you will be able to transfer to the following majors: at

- Bemidji State University
  Exercise Science - BS
- Minnesota State University, Mankato
  Exercise Science – BS
- Minnesota State University, Moorhead
  Exercise Science - BS
- Southwest Minnesota State University *
  Exercise Science – BS
- Winona State University
  Exercise & Rehabilitative Sciences - BS

* Southwest Minnesota State University offers a BS option within the Twin Cities metropolitan area for interested students.
Pathway Curriculum  

- PHED 1100  Introduction to Physical Education, Kinesiology, Exercise and Sport Science ................................. 2
- PHED 1109  Weight Training ................................................. 2
- PHED 2000  Introduction to Personal Training .......................... 2
- HLTH 1110  Nutrition .......................................................... 3
- HLTH 1155  Lifetime Fitness & Wellness .................................. 2
- HLTH/PHED Electives* .......................................................... 1
- BIOL 2201  Human Anatomy & Physiology I ........................... 4
- BIOL 2202  Human Anatomy & Physiology II .......................... 4

* Electives may be chosen from any physical education courses.

Liberal Arts Curriculum  

Goal 1 Communication
- ENG 1108  Writing & Research Skills ..................................... 4
- ENG 1111, 1114, OR 1130 .................................................... 2-3
- COMM 1100, 1110 OR 2230 ................................................... 3

Goal 2 Critical Thinking
- Satisfied by Pathway

Goal 3 Natural Science
- BIOL 1120  Exploring Biology OR BIOL 1154  Principles of Biology I .......................................................... 4
- CHEM 1010  Introductory Chemistry OR CHEM 1061  Principles of Chemistry I .................................................... 4-5

Goal 4 Mathematical/Logical Reasoning
- MATH 1103  Introduction to Statistics ..................................... 4

Goal 5 History/Social Sciences/Behavioral Sciences
- PSYC 1101 OR PSYC 1201 .................................................... 4
- Goal 5 course (may be from PSYC) ........................................ 3-4
- Goal 5 course (not from PSYC) ............................................. 3-4

Goal 6 Humanities/Fine Arts/Literature
- Any Goal 6 course ............................................................... 3

Liberal Arts electives (any MnTC course, recommend Goal 6) ............... 2-6

TOTAL CREDITS 60

RECOMMENDED FULL-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. For a complete list of MnTC Goal Area course choices, please visit: inverhills.edu/MnTC

Semester 1  

- PHED 1100  Introduction to Exercise Science ............................ 2
- PHED 1109  Weight Training ................................................... 2
- BIOL 1120  Exploring Biology OR BIOL 1154  Principles of Biology I .................................................... 4
- ENG 1108  Writing & Research Skills (Goal 1, 2) ......................... 4
- MnTC Goal 5 elective ............................................................ 3

Semester 2  

- HLTH 1155  Lifetime Fitness & Wellness .................................. 2
- CHEM 1010  Introductory Chemistry OR CHEM 1061  Principles of Chemistry I .................................................... 4-5
- PSYC 1101  Introduction to Psychology OR PSYC 1201  Introduction to Psychology with Lab ................................. 4
- ENG 1111  Research Writing (Goal 1) OR ENG 1114  The Research Paper OR ENG 1130  Writing & Research for the Professions ............... 2-3
- MnTC Goal 6 elective ............................................................ 3

Semester 3  

- HLTH 1110  Nutrition ........................................................... 3
- PHED elective ........................................................................ 1
- BIOL 2201  Human Anatomy & Physiology I ........................... 4
- COMM 1100  Interpersonal Communication (Goal 1, 7) OR COMM 1110  Public Speaking (Goal 1, 2) OR COMM 2230  Small Group Communication (Goal 1, 2) .................................................... 3
- MnTC Goal 5 elective ............................................................ 3

Semester 4  

- PHED 2000  Introduction to Personal Training ........................... 2
- BIOL 2202  Human Anatomy & Physiology II .......................... 4
- MATH 1103  Introduction to Statistics ..................................... 4
- Liberal Arts electives (MnTC courses only) .................................. 4-6

TOTAL CREDITS 60
Gender & Women Studies

AWARD
Gender and Women Studies A.A. with Emphasis Degree ........ 60 cr

CAMPUS CONTACT FOR THIS PROGRAM
Mary Petrie, mpetrie@inverhills.edu

GENDER AND WOMEN STUDIES
A.A. WITH EMPHASIS, (60 CREDITS)

Gender and Women Studies Curriculum ......................... 12 cr
Additional General Education ........................................ 28 cr
Electives ........................................................................ 18 cr
Health and Physical Education ....................................... 2 cr

PROGRAM INFORMATION
The A.A. degree with Emphasis in Gender and Women Studies 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.

Gender and Women Studies Curriculum 12 credits

Required ................................................................. 6
Choose 2 courses from the following for 6 total credits:
☐ GWS 1000 Introduction to Gender and Women Studies (Goal 5, 7) .... 3
☐ GWS 1100 Gender, Race and American Culture (Goal 5, 7) OR
  GWS 1200 Women and Global Issues (Goal 8, 9) .................. 3

Restricted Program Electives .......................................... 6 cr
Choose 2 courses from the following for 6 total credits:
☐ GWS 1100 Gender, Race and American Culture (Goal 5, 7) ........ 3
☐ GWS 1200 Women and Global Issues (Goal 8, 9) .................. 3
☐ GWS 2100 Constructions of Masculinity and Femininity (Goal 6b, 7) .... 3
☐ BIOL 1107 Biology of Women (Goal 3a, 7) .......................... 3
☐ BIOL 1114 Critical Issues in Human Biology (Goal 3a, 9) ............ 3
☐ ENG 2239 Women in Literature (Goal 6b, 7) .......................... 3
☐ INTS 1140 Human Sexuality (Goal 5, 9) .............................. 3
☐ HIST 1135 History of the Family (Goal 5, 7) ......................... 3
☐ PSYC 1140 Psychology of Women (Goal 5, 7) ..................... 3

Additional General Education ...................................... 28 credits
The Minnesota Transfer Curriculum (MnTC) requires a minimum of 40 credits, some of which will be satisfied by the required pathway curriculum. You must complete the MnTC courses that are specifically designated below. You may choose the other courses from each goal area from the list located at: inverhills.edu/MnTC

To streamline your degree, you are encouraged to choose MnTC Goal 1-6 courses that also meet MnTC Goal areas 7-10.

Goal 1 Communication ............................................. 3 courses
☐ Goal 1a: ENG 1101 Writing & Research Skills
☐ Goal 1b: ENG 1111, 1114 OR 1130
☐ Goal 1c: COMM 1100, 1110 OR 2230

Goal 2 Critical Thinking
☐ Satisfied by First Year Experience course or MnTC completion

Goal 3 Natural Science (1 course must include lab) .............. 2 courses
☐ Goal 3a (Life Science) course
☐ Goal 3b (Physical Sciences) course

Goal 4 Mathematical/Logical Reasoning .......................... 1 course
☐ Goal 4 course

Goal 5 History/Social Sciences/Behavioral Sciences ............ 3 courses
☐ Satisfied by GWS 1000
☐ Goal 5 course
☐ Goal 5 (non-GWS) course

Goal 6 Humanities/Fine Arts/Literature ............................ 3 courses
☐ Goal 6a (Fine Arts) course
☐ Goal 6b (Humanities/Literature) course
☐ Any additional Goal 6 course

Goal 7 Human Diversity ............................................. 1 course
☐ Satisfied by GWS 1000

Goal 8 Global Perspective
☐ Goal 8 course

Goal 9 Ethical and Civic Responsibility ............................ 1 course
☐ Goal 9 course

Goal 10 People and the Environment .............................. 1 course
☐ Goal 10 course

Electives ................................................................. 18 credits
Electives may be courses numbered 1000 level or higher from any discipline. This may include additional courses from the Restricted Program electives and/or the MnTC. Examples of non-MnTC courses that may be taken include the following disciplines: ACCT, BUS, CS, CRDV, EDU, EMS, ENGR, HTH, HSER, ITC, PA and PE.

Health/Physical Education ......................................... 2 credits
For a list of the requirements and courses, go to: inverhills.edu/MnTC

Health .......................................................... 1
Physical Education .............................................. 1

TOTAL CREDITS 60
**AWARD**
Health Sciences Broadfield A.S. Degree. 60 cr

**CAMPUS CONTACT FOR THIS PROGRAM**
healthsciences@inverhills.edu

## HEALTH SCIENCES BROADFIELD A.S., 60 CREDITS

Health Sciences Requirements 53-55 cr

General Electives 5-7 cr

### PURPOSE
This degree program provides students a broad base of coursework relevant to the field of health sciences. It may be used to transfer to a variety of majors at the upper division level or for students who have not yet decided on a particular health science field. A statewide articulation with this degree exists for the following programs within the Minnesota State System:

**Bemidji State University**
- Community Health
- Exercise Science
- Nursing (limited seats available on a competitive basis)

**Minnesota State University, Mankato**
- Communication Disorders
- Foods and Nutrition
- Dental Hygiene (limited seats available on a competitive basis)
- Therapeutic Recreation
- Dietetics
- Nursing (limited seats available on a competitive basis)
- Corrections
- Psychology
- Health Science
- Social Work

**Minnesota State University, Moorhead**
- Health Education
- Exercise Science
- Community Health

**Southwest Minnesota State University**
- Exercise Science

**St. Cloud State University**
- Athletic Training
- Community Health

**Winona State University**
- Health, Exercise and Rehabilitative Sciences
- Movement Sciences
- Cardiopulmonary Rehabilitation
- Exercise Science
- Health Promotion
- Nursing (limited seats available on a competitive basis)
- Biology – Allied Health

### Required Health Sciences Curriculum 53-55 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1108 Writing and Research Skills</td>
<td>4</td>
</tr>
<tr>
<td>COMM 1100 Interpersonal Communication OR COMM 1110 Public Speaking OR COMM 2230 Small Group Communication</td>
<td>3-4</td>
</tr>
<tr>
<td>BIOL 1120 Exploring Biology OR BIOL 1154 Principles of Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2201 Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2202 Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2205 Microbiology OR BIOL 2305 Principles of Microbiology</td>
<td>4-5</td>
</tr>
<tr>
<td>CHEM 1010 Introduction to Chemistry OR CHEM 1061 Principles of Chemistry</td>
<td>4-5</td>
</tr>
<tr>
<td>MATH 1103 Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1118 College Algebra I</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 1101 Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 1210 Lifespan Development</td>
<td>4</td>
</tr>
<tr>
<td>SOC 1100 Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 1112 Ethics</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1110 Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

### General Electives 5-7 credits

Electives may be courses numbered 1000 level or higher from any discipline. It is recommended to consult with a counselor or advisor on the best choices for your intended goals. Some of the following courses may be chosen to complement the degree or satisfy transfer requirements for your intended career or major choice.

- BIOL/HCM 1111 Medical Terminology 2
- COMM 2240 Intercultural Communication 3
- MATH 1118 College Algebra I 4
- NURS 1001 Nursing Assistant 5
- ANTH 2190 Introduction to Medical Anthropology 3

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**TOTAL CREDITS** 60
AWARD
History Transfer Pathway A.A. Degree......................... 60 cr

CAMPUS CONTACT FOR THIS PROGRAM
David Riggs, driggs@inverhills.edu

HISTORY TRANSFER PATHWAY
A.A., 60 CREDITS

<table>
<thead>
<tr>
<th>Component</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>History Curriculum</td>
<td>12 cr</td>
</tr>
<tr>
<td>General Electives</td>
<td>18 cr</td>
</tr>
<tr>
<td>Additional General Education</td>
<td>28 cr</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>2 cr</td>
</tr>
</tbody>
</table>

PROGRAM INFORMATION
The History Transfer Pathway A.A. offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated History bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing the pathway degree and transferring to one of the seven Minnesota State Universities* enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

The History Pathway consists of the Required Pathway Curriculum, the Minnesota Transfer Curriculum (MnTC), and the Health and Physical Fitness Requirement, to bring your credit total to 60 credits.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University, Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

TRANSFER PATHWAYS
With this transfer pathway, you will be able to transfer to the following programs at:

- **Bemidji State University**
  History – BA, BS

- **Metropolitan State University**
  History – BA

- **Minnesota State University, Mankato**
  History – BA, BS

- **Minnesota State University, Moorhead**
  History - BA

- **Southwest Minnesota State University**
  History - BA

- **St. Cloud State University**
  History – BA

- **Winona State University**
  History – BA
### Required History Pathway Curriculum 12 credits

History courses beyond the four recommended courses are not guaranteed to transfer into a history major at a Minnesota State university. The courses below must be completed successfully according to the university’s grade standards AND address the required outcomes in the transfer pathway for history.

1. **Introduction to US History** ................................. 4
   - HIST 1114 US History to 1877 OR
   - HIST 1115 US History since 1865

2. **Introduction to World History** ................................ 4
   - HIST 1106 World History 1 OR
   - HIST 1107 World History 2

3. **One additional survey course to complete a sequence** ........ 4
   - HIST 1114 US History to 1877 OR
   - HIST 1115 US History since 1865 OR
   - HIST 1106 World History 1 OR
   - HIST 1107 World History 2

### Electives 18 credits

Electives may be any course numbered 1000 level or higher from any discipline. This may include additional courses from the MnTC. It is recommended students take one additional history survey course to complete the other sequence, or an additional history course (please check with the receiving university to understand how it will transfer; a fourth history course may transfer into the major program in history or it may transfer only as an elective toward the bachelor’s degree).

### General Education Requirements 28 credits

The Minnesota Transfer Curriculum (MnTC) requires a minimum of 40 credits, some of which will be satisfied by the required pathway curriculum. You must complete the MnTC courses that are specifically designated below. You may choose the other courses from each goal area from the list located at: [inverhills.edu/MnTC](http://inverhills.edu/MnTC)

To streamline your degree, you are encouraged to choose MnTC Goal 1-6 courses that also meet MnTC Goal areas 7-10.

#### Goal 1 Communication.......................... 3 courses
- ENG 1108 Writing & Research Skills
- ENG 1111, 1114 OR 1130
- COMM 1100, 1110 OR 2230

#### Goal 2 Critical Thinking
- Satisfied by First Year Experience course or MnTC completion

#### Goal 3 Natural Science (1 course must include lab) .... 2 courses
- Goal 3a (Life Science) course
- Goal 3b (Physical Sciences) course

#### Goal 4 Mathematical/Logical Reasoning ............. 1 course
- Goal 4 course

#### Goal 5 History/Social Sciences/Behavioral Sciences .... 3 courses
- Two courses satisfied by Transfer Pathway
- Any additional Goal 5 (non-HIST) course

#### Goal 6 Humanities/Fine Arts/Literature ............ 3 courses
- Goal 6a (Fine Arts) course
- Goal 6b (Humanities/Literature) course
- Any additional Goal 6 course

#### Goal 7 Human Diversity ........................... 1 course
- Goal 7 course

#### Goal 8 Global Perspective
- Satisfied by Transfer Pathway

#### Goal 9 Ethical and Civic Responsibility ........... 1 course
- Goal 9 course

#### Goal 10 People and the Environment .......... 1 course
- Goal 10 course

### Health/Physical Education 2 credits

For a list of the requirements and courses, go to: [inverhills.edu/MnTC](http://inverhills.edu/MnTC)

- Health ........................................................................ 1
- Physical Education .................................................... 1

**TOTAL CREDITS** 60
**RECOMMENDED FULL-TIME COURSE OF STUDY**

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>15-16 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>History Survey (first in a sequence of US or World)*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1108 Writing &amp; Research Skills (Goal 1a)</td>
<td>4</td>
</tr>
<tr>
<td>MnTC Goal 5 elective (non-HIST)</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 6a elective</td>
<td>3</td>
</tr>
<tr>
<td>First Year Experience course (Goal 2)</td>
<td>1-2</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>15-16 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>History Survey (second in the sequence of US or World)*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1111 Research Writing (Goal 1b) OR ENG 1114 The Research Paper OR ENG 1130 Writing &amp; Research for the Professions</td>
<td>2-3</td>
</tr>
<tr>
<td>COMM 1100 Interpersonal Communication (Goal 1c, 7) OR COMM 1110 Public Speaking (Goal 1c) OR COMM 2230 Small Group Communication (Goal 1c, 5)</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 6a OR 6b elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 9¹ elective</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>15 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>History Survey (first in the sequence of US or World)*</td>
<td>4</td>
</tr>
<tr>
<td>MnTC Goal 3a elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 6b elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 7¹ elective</td>
<td>3</td>
</tr>
<tr>
<td>Health &amp; PE</td>
<td>2</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4</th>
<th>14-15 credits</th>
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</thead>
<tbody>
<tr>
<td>History Survey (second in the sequence of US or World)</td>
<td>4</td>
</tr>
<tr>
<td>MnTC Goal 3b elective</td>
<td>3-4</td>
</tr>
<tr>
<td>MnTC Goal 4 elective</td>
<td>3-4</td>
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<tr>
<td>MnTC Goal 10¹ elective</td>
<td>3</td>
</tr>
<tr>
<td>General elective</td>
<td>0-1</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 60

* Course required for major

¹ These credits may be taken as electives if Goal Areas 7, 9, and 10 are completed as part of another course.

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**RECOMMENDED PART-TIME COURSE OF STUDY**

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>9-10 credits</th>
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<tbody>
<tr>
<td>History Survey (first in a sequence of US or World)*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1108 Writing &amp; Research Skills (Goal 1a)</td>
<td>4</td>
</tr>
<tr>
<td>First Year Experience course (Goal 2)</td>
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</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Semester 2</th>
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<tbody>
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<td>History Survey (second in the sequence of US or World)*</td>
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<tr>
<td>ENG 1111 Research Writing (Goal 1b) OR ENG 1114 The Research Paper OR ENG 1130 Writing &amp; Research for the Professions</td>
<td>2-3</td>
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<tr>
<td>COMM 1100 Interpersonal Communication (Goal 1c, 7) OR COMM 1110 Public Speaking (Goal 1c) OR COMM 2230 Small Group Communication (Goal 1c, 5)</td>
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<tr>
<th>Semester 3</th>
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<tbody>
<tr>
<td>History Survey (first in the sequence of US or World)*</td>
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<tr>
<td>MnTC Goal 3b elective</td>
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<table>
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<th>Semester 4</th>
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<tbody>
<tr>
<td>History Survey (second in the sequence of US or World)</td>
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<tr>
<td>MnTC Goal 5 elective (non-HIST)</td>
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</tr>
<tr>
<td>MnTC Goal 6a elective</td>
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<table>
<thead>
<tr>
<th>Semester 5</th>
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<tbody>
<tr>
<td>MnTC Goal 4 elective</td>
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</tr>
<tr>
<td>MnTC Goal 3a elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 6b elective</td>
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</table>

<table>
<thead>
<tr>
<th>Semester 6</th>
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<tbody>
<tr>
<td>MnTC Goal 6a OR 6b elective</td>
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<tr>
<td>MnTC Goal 7¹ elective</td>
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<tr>
<td>Health &amp; PE</td>
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<tr>
<th>Semester 7</th>
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<td>MnTC Goal 9¹ elective</td>
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<tr>
<td>MnTC Goal 10¹ elective</td>
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<tr>
<td>General elective</td>
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</table>

**TOTAL CREDITS** 60

* Course required for major

¹ These credits may be taken as electives if Goal Areas 7, 9, and 10 are completed as part of another course.
AWARDS
Individualized Professional Studies A.S. Degree ............... 60 cr
Individualized Professional Studies A.A.S. Degree ............... 60 cr

PROGRAM INFORMATION
The Individualized Professional Studies (IPS) degree programs were developed in consultation with leadership from corporate, non-profit, and educational organizations. These leaders helped shape the programs and are in agreement that these type of programs are needed in all facets of the world of work. Their direction validated the programs’ 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)

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
Augsburg College
Metropolitan State University

INDIVIDUALIZED PROFESSIONAL STUDIES
A.S., 60 CREDITS

Individualized Professional Studies ....................... 30 cr
Liberal Arts .................................................... 30 cr

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.

Individualized Professional Studies 30 credits
All courses must support stated degree objectives, but may come from any discipline including liberal arts.

Planning courses - highly recommended ........................... (0-4 cr)
□ INTS 1010 Educational Planning and Assessment AND/OR ........ 3
□ INTS 1011 Prior Learning Assessment Development .................. 1

Liberal Arts 30 credits
□ ENG 1108 Writing and Research Skills ............................ 4
□ COMM 1110 Interpersonal Communication OR
COMM 1110 Public Speaking OR
COMM 2230 Small Group Communication ........................... 3
□ MnTC Goal 3 (with lab) OR MnTC Goal 4 elective .................. 3
□ MnTC Goal 5 elective ............................................. 3
□ MnTC Goal 6 elective ............................................. 3
□ MnTC Goal 7-10 elective ......................................... 3
□ Liberal Arts electives (MnTC courses only) ......................... 11

TOTAL CREDITS 60
INDIVIDUALIZED PROFESSIONAL STUDIES
A.A.S., 60 CREDITS

Individualized Professional Studies ........................................ 44 cr
Liberal Arts ........................................................................... 16 cr

PURPOSE
The AAS-IPS is a personalized, cost-effective, accelerated degree that is designed for the adult learner to obtain a career goal that cannot be met through the completion of any other program offered at the college. Using a structured process with faculty and advisors, students create a college-approved emphasis in an area that is related to the student’s field of work. The AAS-IPS allows students to build upon their vocational credits, technical credits and/or work experience. The AAS-IPS degree is intended for students to go right into the work force; students intending to transfer to earn a bachelor’s degree should pursue the AS in Individualized Professional Studies.

Individualized Professional Studies ........................................ 44 credits
All courses must support stated degree objectives, but may come from any discipline including liberal arts.

Planning courses - highly recommended ................................ (0-4 cr)
□ INTS 1010 Educational Planning and Assessment AND/OR ........ 3
□ INTS 1011 Prior Learning Assessment Development .................. 1

Liberal Arts ........................................................................... 16 credits
□ ENG 1108 Writing and Research Skills ........................................ 4
□ COMM 1100 Interpersonal Communication OR
COMM 1110 Public Speaking OR
COMM 2230 Small Group Communication ................................... 3
□ MnTC Goal 3 [with lab] OR MnTC Goal 4 elective ......................... 3
□ MnTC Goal 5 elective ............................................................... 3
□ MnTC Goal 6 elective ............................................................... 3

TOTAL CREDITS ................................................................. 60

WHAT YOU WILL DO IN INTS 1010 AND INTS 1011
> 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, Human Services, Sociology and Interdisciplinary Studies.

PLA BENEFITS
> PLAs 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) 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

FOR MORE INFORMATION, CONTACT OR VISIT:
651-450-3367, ASAP@inverhills.edu, inverhills.edu/ASAP

INVERHILLS.EDU  •  2020-2021 CATALOG
Information Technology Support A.A.S., 60 CREDITS

Information Technology Support .......................... 44 cr
Liberal Arts .................................................. 16 cr

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, security, 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 training for a variety of IT industry certifications including the CompTIA A+, Microsoft MCSA, and CCNA Cyber Operations.

Important Note: Many of the courses in ITC degree programs have prerequisites which limit the minimum number of technical courses which can be taken in any one semester. In order to ensure timely graduation, appropriate course loads, and the correct mix of technical and liberal arts courses students are strongly encouraged to meet with an academic advisor, counselor, and/or faculty member from the ITC department before registering for classes to determine a degree plan.
NETWORK TECHNOLOGY AND SECURITY
A.A.S., 60 CREDITS

Network Technology and Security .......................................................... 44 cr
Liberal Arts ................................................................. 16 cr

PURPOSE
This program prepares students for rewarding careers in the dynamic field of computer networking and security. 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 program covers the workings of networks and systems from desktop and mobile devices to cloud servers 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 IT industry certifications, for example CompTIA’s A+, Network+, Linux+, and Security+; Cisco CCNA, CCNP, and CCNA Cyber Operations; and Microsoft Certified Solutions Associate (MCSA), so students will gain the knowledge and skills that are recognized as important for employment in the field.

Note: Many of the courses in ITC degree programs have prerequisites which limit the maximum number of technical courses which can be taken in any one semester. In order to ensure timely graduation, appropriate course loads, and the correct mix of technical and liberal arts courses students are strongly encouraged to meet with an academic advisor, counselor, and/or faculty member from the ITC department before registering for classes to determine a degree plan.

Network Technology and Security Curriculum ........................................ 44 credits
- ITC 2000 PC Hardware and Software (A+) ........................................... 3
- ITC 2100 IT Career Success Skills and Strategies .................................. 2
- ITC 2189 Information Technology Careers Internship .......................... 3
- ITC 2300 Information Technology Services and Applications ................ 3
- ITC 2410 Installing and Configuring Windows Clients ......................... 3
- ITC 2430 Installation, Storage, and Compute with Windows Server .......... 3
- ITC 2480 Administering Linux Servers .............................................. 3
- ITC 2516 Introduction to Networks and Switching, Routing, and Wireless Essentials (CCNA 1/2) .......................................................... 6
- ITC 2536 Enterprise Networking, Security, Automation, and Core Technologies (CCNA 3/CCNP 1) .................................................... 6
- ITC 2621 Cisco Enterprise Advanced Routing and Services (CCNP 2) .... 3
- ITC 2810 CCNA Cybersecurity Operations ......................................... 3
- ITC 2830 Implementing Cisco Network Security (CCNA Security) ....... 3
- ITC 2900 Information Technology Careers Capstone .......................... 3

Liberal Arts ................................................................. 16 credits
- ENG 1108 Writing and Research Skills ............................................... 4
- COMM 1100 Interpersonal Communication OR COMM 1110 Public Speaking OR COMM 2230 Small Group Communication OR COMM 2240 Intercultural Communication ............................................ 3
- MnTC Goal 3 (with lab) OR MnTC Goal 4 elective .................................. 3
- MnTC Goal 5 elective ........................................................................... 3
- MnTC Goal 6 elective ........................................................................... 3

TOTAL CREDITS ................................................................. 60
ADVANCED NETWORK SECURITY
CERTIFICATE, 15 CREDITS

PURPOSE
This certificate program provides comprehensive knowledge and skills needed for IT professionals who have network security and information assurance responsibilities. Courses cover industry standard topics including security incident management, Cisco IOS and ASA firewalls, ethical hacking, VPNs, intrusion detection, and overall security policy and practices. Participants must have CCENT certification or three years of experience as a network technician, administrator or analyst in a Cisco environment.

Advanced Network Security Certificate 15 credits
☐ ITC 2480 Administering Linux Servers ...................... 3
☐ ITC 2810 CCNA Cybersecurity Operations .................. 3
☐ ITC 2820 Information Systems Security Advanced ........ 3
☐ ITC 2830 Implementing Cisco Network Security (CCNA Security) ... 3
☐ ITC 2840 Advanced Network Security ....................... 3

TOTAL CREDITS 15

ADVANCED NETWORK TECHNOLOGY
CERTIFICATE, 12-15 CREDITS

PURPOSE
This certificate provides IT employees with knowledge and skills needed to assume additional or higher-level responsibilities for a large enterprise networked environment. The curriculum focuses on content from the Cisco CCNP Enterprise and Cisco CCNA Security certifications, and provides flexibility for various levels 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 Certificate 12-15 credits
☐ ITC 2480 Administering Linux Servers ...................... 3
☐ ITC 2830 Implementing Cisco Network Security (CCNA Security) ... 3
☐ ITC 2611 Cisco Enterprise Network Core Technologies (CCNP 1) OR ... 3
ITC 2536 Enterprise Networking, Security, Automation, and Core Technologies (CCNA 3/CCNP 1) .................. 6
☐ ITC 2621 Cisco Enterprise Advanced Routing and Services (CCNP 2) ... 3

TOTAL CREDITS 12-15

IP TELEPHONY
CERTIFICATE, 15 CREDITS

PURPOSE
The ability to communicate effectively and efficiently is critical to all businesses today. The convergence of voice, video, and data networks into single networks supporting Voice over IP (VoIP), team collaboration, chat services, video conferencing, email, and other communication methods has transformed the way these services are delivered. This certificate provides IT employees with the knowledge and skills to implement and administer these converged communications networks. Participants must have CCNA certification or three years of experience as a network technician, administrator or analyst in a Cisco environment.

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

TOTAL CREDITS 15

I.T. HELP DESK
CERTIFICATE, 15 CREDITS

PURPOSE
This program 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 function of the hardware and software used in specific desktop applications. Interpersonal relations and customer service will be covered.

IP Help Desk Certificate 15 credits
☐ ITC 2000 PC Hardware and Software (A+) .................. 3
☐ ITC 2410 Installing and Configuring Windows Clients ......... 3
☐ ITC 2420 Configuring Windows Devices ................... 3
☐ ITC 2516 Introduction to Networks and Switching, Routing, and Wireless Essentials (CCNA 1/2) ............. 6

TOTAL CREDITS 15
MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE (MCSA) CERTIFICATE, 15 CREDITS

PURPOSE
Microsoft software and systems are pervasive within the enterprise computing environment. This certificate will provide the student necessary system administration skills to operate in the Microsoft server and client environment, and will provide the student training for the MCSA certifications in Windows Client and Windows Server.

Microsoft Cert. Solutions Assoc. Certificate 15 credits
☐ ITC 2410 Installing and Configuring Windows Clients .............. 3
☐ ITC 2420 Configuring Windows Devices ......................... 3
☐ ITC 2430 Installation, Storage, and Compute with Windows Server .... 3
☐ ITC 2440 Identity with Windows Server .......................... 3
☐ ITC 2450 Networking with Windows Server .................... 3

TOTAL CREDITS 15
AWARDS
Law Enforcement Transfer Pathway A.S. Degree ...................... 68 cr
Law Enforcement Certificate .................................................. 28-29 cr

LAW ENFORCEMENT TRANSFER PATHWAY
A.S., 68 CREDITS
Law Enforcement Curriculum .............................................. 16 cr
Professional Licensing Core .................................................. 22 cr
Liberal Arts ............................................................................. 30 cr

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.

The degree offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Law Enforcement bachelor’s degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities* enter the university with junior-year status. All courses in the Transfer Pathways associate degree will directly transfer and apply to the designated bachelor’s degree programs in a related field.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

TRANSFER PATHWAYS
With this transfer pathway, you will be able to transfer to the following majors:

Bemidji State University
Criminal Justice, Law Enforcement Emphasis - BS

Metropolitan State University
Law Enforcement - BS

Minnesota State University, Mankato
Law Enforcement - BS

Minnesota State University, Moorhead
Criminal Justice - BA

Southwest Minnesota State University
Law Enforcement Administration - BAS

St. Cloud State University
Criminal Justice, 21st Century Policing Emphasis - BA

Winona State University
Sociology: Criminal Justice - BS
## Law Enforcement Curriculum
- **Total Credits:** 16

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CJS 1150</td>
<td>Intro to the Criminal Justice System</td>
<td>3</td>
</tr>
<tr>
<td>CJS 1152</td>
<td>Police and Community</td>
<td>3</td>
</tr>
<tr>
<td>CJS 1154</td>
<td>Juvenile Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2160</td>
<td>Criminal Justice and the Constitution</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1100</td>
<td>Emergency Medical Responder</td>
<td>3</td>
</tr>
<tr>
<td>PHED 1127</td>
<td>Law Enforcement Physical Skills Training</td>
<td>1</td>
</tr>
</tbody>
</table>

## Professional Licensing Core
- **Total Credits:** 22

Formal application and acceptance required prior to enrollment in the Professional Licensing Core. Second semester taken at a MN POST Board approved skills provider—separate application required after completion of prerequisite coursework.

### First Semester (Academic, Theory Based Courses) 14 credits
- CJS 2225 Criminal Investigations 3
- CJS 2230 Legal Issues in Law Enforcement 3
- CJS 2231 Minnesota Criminal and Traffic Code 3
- CJS 2235 Report Writing and Interviewing 2
- CJS 2240 Police and Human Behavior 3

### Second Semester (Practice, Skills Development) 8 credits
- CJS 2261 In Progress 2
- CJS 2275 Traffic and Driving School 1
- CJS 2280 Defensive Tactics 2
- CJS 2285 Crime Scene and Evidence 1
- CJS 2290 Firearms 2

## Liberal Arts Curriculum
- **Total Credits:** 30

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 1108</td>
<td>Writing and Research Skills</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1111</td>
<td>Research Writing OR ENG 1114 The Research Paper</td>
<td>1</td>
</tr>
<tr>
<td>ENG 1130</td>
<td>Writing and Research for the Professions</td>
<td>2-3</td>
</tr>
<tr>
<td>COMM 1100</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1101</td>
<td>MnTC Goal 3 (with lab) OR MnTC Goal 4 elective</td>
<td>3-4</td>
</tr>
<tr>
<td>SOCC 1100</td>
<td>Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1120</td>
<td>Social Inequality: Race, Class and Gender</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1130</td>
<td>Family and Society</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 1112</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective (MnTC courses only)</td>
<td>0-2</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS 68**

1. 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.
2. If you choose these courses (ENG 1111, PSYC 1215, PSYC 1120, PSYC 1230), you will need 1-2 additional MnTC liberal arts elective credits.

## RECOMMENDED FULL-TIME COURSE OF STUDY
Note: not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: [inverhills.edu/MnTC](http://inverhills.edu/MnTC)

### Semester 1 15-16 credits
- ENG 1108 Writing and Research Skills OR ENG 1114 The Research Paper OR ENG 1130 Writing & Research for the Professions 2-3
- COMM 1100 Interpersonal Communications 3
- CJS 1154 Juvenile Justice 3
- SOC 1130 Family and Society 3
- MnTC Goal 3 (with lab) OR MnTC Goal 4 elective 3-4

### Semester 2 14-16 credits
- ENG 1111 Research Writing (Goal 1) OR ENG 1114 The Research Paper OR ENG 1130 Writing & Research for the Professions 2-3
- CJS 2225 Criminal Investigations 3
- CJS 2230 Legal Issues in Law Enforcement 3
- CJS 2231 Minnesota Criminal and Traffic Code 3
- CJS 2235 Report Writing and Interviewing 2
- CJS 2240 Police and Human Behavior 3
- EMS 1100 Emergency Medical Responder 3
- MnTC Goal 3 (with lab) OR MnTC Goal 4 elective 3-4

### Semester 3 15-18 credits
- CJS 1152 Police and Community 3
- PHIL 1112 Ethics 3
- SOC 1127 Social Inequality: Race, Class and Gender 3
- CJS 2160 Criminal Justice and the Constitution 3
- EMS 1100 Emergency Medical Responder 3
- Liberal Arts elective (MnTC courses only) 0-3

## Professional Licensing Core (acceptance required prior to enrollment)

### Semester 4 14 credits
- CJS 2225 Criminal Investigations 3
- CJS 2230 Legal Issues in Law Enforcement 3
- CJS 2231 Minnesota Criminal and Traffic Code 3
- CJS 2240 Police and Human Behavior 3
- CJS 2235 Report Writing and Interviewing 2

### Semester 5 8 credits
- CJS 2261 In Progress 2
- CJS 2275 Traffic and Driving School 1
- CJS 2280 Defensive Tactics 2
- CJS 2285 Crime Scene and Evidence 1
- CJS 2290 Firearms 2

**TOTAL CREDITS 68**

1. 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.
2. If you choose these courses (ENG 1111, PSYC 1215, PSYC 1120, PSYC 1230), you will need 1-2 additional MnTC liberal arts elective credits.
LAW ENFORCEMENT
CERTIFICATE, 28-29 CREDITS

PURPOSE
The Law Enforcement 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 Professional Licensing Core. Upon successful completion of the certificate program and the Professional Licensing Core, the student will be eligible to take the POST licensing examination, which is required to be hired as a police officer in Minnesota. 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 Curriculum Certification Program provides the additional courses that will lead to the practical skills component, which then qualifies the person to take the POST licensing exam. The Inver Hills courses listed below are the required courses to be completed for the Professional Licensing Core. 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.

<table>
<thead>
<tr>
<th>Law Enforcement Curriculum</th>
<th>28-29 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1108 Writing and Research Skills</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1111 Research Writing</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 1101, 1201, 1210, 1215, 1220, OR 1230</td>
<td>3-4</td>
</tr>
<tr>
<td>SOC 1100 Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>SOC 1127 Social Inequalities: Race, Class, and Gender</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1130 Family and Society</td>
<td>3</td>
</tr>
<tr>
<td>CJS 1150 Intro to the Criminal Justice System</td>
<td>3</td>
</tr>
<tr>
<td>CJS 1152 Police and Community</td>
<td>3</td>
</tr>
<tr>
<td>CJS 1154 Juvenile Justice</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS 28-29
AWARD
Mathematics Transfer Pathway A.A. Degree ..................... 60 cr

CAMPUS CONTACT FOR THIS PROGRAM
Angela Gallant, agallant@inverhills.edu

MATHEMATICS TRANSFER PATHWAY
A.A., 60 CREDITS
Mathematics Curriculum ........................................... 18-21 cr
Additional General Education ................................. 35 cr
Health and Physical Education .............................. 2 cr
General Electives .................................................. 2-5 cr

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

The Mathematics Pathway consists of the Required Pathway Curriculum, the Minnesota Transfer Curriculum (MnTC), the Health and Physical Fitness Requirement, and any electives to bring your credit total to 60 credits.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University, Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

TRANSFER PATHWAYS
With this transfer pathway, you will be able to transfer to the following majors at:

Bemidji State University
    Mathematics - BS

Metropolitan State University
    Industrial & Applied Mathematics – BS

Minnesota State University, Mankato:
    Mathematics – BS

Minnesota State University, Moorhead:
    Mathematics - BA, BS

Southwest Minnesota State University:
    Mathematics – BA

St. Cloud State University:
    Mathematics – BA

Winona State University:
    Mathematics – BA
Mathematics Transfer Pathway Requirements 15 credits

The courses below must be completed successfully according to the university’s grade standards AND address the required outcomes in the transfer pathway for mathematics.

- MATH 1133 Calculus I ........................................ 5
- MATH 1134 Calculus II ....................................... 5
- MATH 2219 Multivariable Calculus .......................... 5

Mathematics Electives 3-6 credits

Students may select from Math 2221 or Math 2222, or may elect to take both courses. Students should consult with the requirements of their transfer institution when making this decision.

- MATH 2221 Linear Algebra .................................. 3
- MATH 2222 Introduction to Differential Equations ........ 3

Additional General Education Requirements 35 credits

Goal 1 Communication ........................................ 3 courses
- ENG 1108 Writing & Research Skills
- ENG 1111, 1114 OR 1130
- COMM 1100, 1110 OR 2230

Goal 2 Critical Thinking
- Satisfied by First Year Experience course or MnTC completion

Goal 3 Natural Science (1 course must include lab) .......... 2 courses
- Goal 3a (Life Science) course
- Goal 3b (Physical Sciences) course

Goal 4 Mathematical/Logical Reasoning
- Goal 4 course - Satisfied by MATH 1133

Goal 5 History/Social Sciences/Behavioral Sciences ....... 3 courses
- Include courses from at least 2 disciplines
- Goal 5 course
- Goal 5 course
- Goal 5 course

Goal 6 Humanities/Fine Arts/Literature ..................... 3 courses
- Goal 6a (Fine Arts) course
- Goal 6b (Humanities/Literature) course
- Any additional Goal 6 course

Goal 7 Human Diversity ....................................... 1 course
- May be satisfied by utilizing course from Goals 1-6 above

Goal 8 Global Perspective ..................................... 1 course
- May be satisfied by utilizing course from Goals 1-6 above

Goal 9 Ethical and Civic Responsibility ........................ 1 course
- May be satisfied by utilizing course from Goals 1-6 above

Goal 10 People and the Environment .......................... 1 course
- May be satisfied by utilizing course from Goals 1-6 above

Health/Physical Education 2 credits

For a list of the requirements and courses, go to: inverhills.edu/MnTC

- Health .............................................................. 1
- Physical Education ........................................... 1

General Electives 2-5 credits

Any courses numbered 1000 level or higher from any discipline. This may include additional courses from the MnTC and/or Health & Physical Education.

TOTAL CREDITS 60
### RECOMMENDED FULL-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>15-16 credits</th>
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</thead>
<tbody>
<tr>
<td>MATH 1133  Calculus I* (Goal 4)</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1108  Writing &amp; Research Skills (Goal 1a)</td>
<td>4</td>
</tr>
<tr>
<td>MnTC Goal 6a elective</td>
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<tr>
<td>Health and PE</td>
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<td>First Year Experience course (Goal 2)</td>
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<table>
<thead>
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<tbody>
<tr>
<td>MATH 1134  Calculus II*</td>
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<tr>
<td>COMM 1100, 1110 OR 2230 (Goal 1c)</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 3a with lab elective</td>
<td>4</td>
</tr>
<tr>
<td>MnTC Goal 5a elective</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>15 credits</th>
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<tbody>
<tr>
<td>MATH 2219  Multivariable Calculus*</td>
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<tr>
<td>ENG 1114  The Research Paper OR ENG 1130  Writing &amp; Research for the Professions (Goal 1b)</td>
<td>2-3</td>
</tr>
<tr>
<td>MnTC Goal 3b elective</td>
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<td>MnTC Goal 5b elective</td>
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<table>
<thead>
<tr>
<th>Semester 4</th>
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<tr>
<td>MATH 2221  Linear Algebra AND/OR MATH 2222  Intro to Differential Equations*</td>
<td>3-6</td>
</tr>
<tr>
<td>MnTC Goal 5a elective</td>
<td>3</td>
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<tr>
<td>MnTC Goal 6b elective</td>
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<tr>
<td>MnTC Goal 6a OR 6b elective</td>
<td>3</td>
</tr>
<tr>
<td>General elective</td>
<td>0-3</td>
</tr>
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</table>

**TOTAL CREDITS** 60

* Course required for major
1 You are encouraged to take a course that also meets MnTC Goal Areas 7, 8, 9, or 10 to streamline your course choices.

### RECOMMENDED PART-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>10-11 credits</th>
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<tbody>
<tr>
<td>MATH 1133  Calculus I* (Goal 4)</td>
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<tr>
<td>ENG 1108  Writing &amp; Research Skills (Goal 1a)</td>
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<tr>
<td>First Year Experience course (Goal 2)</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
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<tbody>
<tr>
<td>MATH 1133  Calculus I*</td>
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<tr>
<td>COMM 1100, 1110 OR 2230 (Goal 1c)</td>
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<table>
<thead>
<tr>
<th>Semester 3</th>
<th>8 credits</th>
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</thead>
<tbody>
<tr>
<td>MATH 2219  Multivariable Calculus*</td>
<td>5</td>
</tr>
<tr>
<td>MnTC Goal 6a elective</td>
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<table>
<thead>
<tr>
<th>Semester 4</th>
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</tr>
<tr>
<td>Health and PE</td>
<td>2</td>
</tr>
<tr>
<td>General elective</td>
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<td>MnTC Goal 3a with lab elective</td>
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<table>
<thead>
<tr>
<th>Semester 6</th>
<th>6 credits</th>
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<tbody>
<tr>
<td>ENG 1114  The Research Paper OR ENG 1130  Writing &amp; Research for the Professions (Goal 1b)</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 5a</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Semester 7</th>
<th>7 credits</th>
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</thead>
<tbody>
<tr>
<td>MnTC Goal 6a elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 3b elective</td>
<td>4</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 8</th>
<th>6 credits</th>
</tr>
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<tbody>
<tr>
<td>MnTC Goal 6a OR 6b elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 5a elective</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 60

* Course required for major
1 You are encouraged to take a course that also meets MnTC Goal Areas 7, 8, 9, or 10 to streamline your course choices.
Music CURRICULUM

AWARD
Music A.F.A. Degree ................................................. 68 cr

MUSIC
A.F.A., 68 CREDITS

Music Curriculum .............................................. 20 cr
Music Electives .................................................. 10 cr
Business and Economics ...................................... 8 cr
Liberal Arts ......................................................... 30 cr

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 Electives Curriculum 10 credits

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

Choose 2 credits from the following:
MUSC 1105 IHCC Choir 2
MUSC 1109 African Drum and Dance 2
MUSC 1121 IHCC Steel Drum Ensemble 2

Business and Economics Curriculum 8 credits

Choose at least 8 credits from the following:
BUS 2004 Principles of Marketing 3
BUS 1109 Introduction to International Business 3
BUS 1111 Principles of International Marketing 3
BUS 1115 Principles of International Trade 3
ECON 1105 Principles of Macroeconomics 3
ECON 1106 Principles of Microeconomics 3

Liberal Arts 30 credits

- ENG 1108 Writing and Research Skills 4
- COMM 1100, 1110, 2230 OR 2240 3
- MnTC Goal 5 (with lab) OR MnTC Goal 4 elective 3
- MnTC Goal 5 elective 3
- MnTC Goal 7-10 elective 3
- Liberal Arts electives (MnTC courses only) 14

TOTAL CREDITS 68

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 and will be arranged by the department.

3 Some of these courses may also count toward the Liberal Arts Curriculum.
**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.

**Inver Hills Nursing Program Philosophy:** The core of the Inver Hills MANE 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 admission 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 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 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 upon the completion of associate degree requirements (listed below). For more information about the bachelor’s degree visit: metrostate.edu.

**AWARD**
Nursing A.S. Degree ............................................. 75 cr
Nursing Mobility - License Practical Nurse (LPN) A.S. Degree .... 75 cr
Nursing Assistant Certificate .................................... 5 cr

**BACHELOR OF SCIENCE IN NURSING**
As a dual admission 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: 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. 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, “Traditional Track,” requires completion of the entire three semester nursing course sequence and liberal arts requirements. The “Mobility Track” is offered to licensed practical nurses or qualified paramedics, and requires completion of three semester nursing course sequence and completion of the liberal arts requirements to obtain an AS degree in nursing. 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 the Accreditation Commission for Education in Nursing, 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.

**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 – TRADITIONAL TRACK**

**A.S., 75 CREDITS**

**Nursing Curriculum**

**35 credits**

**Fall or Spring semester start**

- NURS 2700 Health Promotion and the Role of the Professional Nurse ........................................ 9
- NURS 2750 Nutrition and the Role of the Professional Nurse ...................................................... 2
- NURS 2800 Chronic and Palliative Care in Nursing ...................................................................... 7
- NURS 2820 Pharmacology and the Role of the Professional Nurse ........................................ 3
- NURS 2850 Applied Pathophysiology for Nursing I .................................................................. 2
- NURS 2900 Acute and Complex Care in Nursing ...................................................................... 7
- NURS 2920 Applied Pathophysiology for Nursing II ................................................................. 2
- NURS 2950 Nursing Leadership I .......... .................................................................................. 3

**Liberal Arts Curriculum**

**40 credits**

- COMM 1100 Interpersonal Communication OR COMM 2230 Small Group Communication OR COMM 2240 Intercultural Communication .................. 3
- BIOL 1120 Exploring Biology OR BIOL 1154 Principles of Biology I ........................................ 4
- BIOL 2201 Human Anatomy & Physiology I 1 ...................................................................... 4
- BIOL 2202 Human Anatomy & Physiology II 1 ...................................................................... 4
- BIOL 2205 Microbiology 1, 2 ........................................................................................................ 4
- PSYC 1101 General Psychology OR PSYC 1201 General Psychology with Lab ................ 4
- PSYC 1210 Lifespan Psychology 3 ................................................................. .................................. 4
- ENG 1108 Writing and Research Skills ................................................................. .................................. 4
- MnTC Goal 6 elective .................................................................................................................. 3
- ANTH 1110 Cultural Anthropology OR ANTH 2130 Introduction to Biological Anthropology OR ANTH 1130 Medical Anthropology OR SOC 1127 Social Inequalities .................................................. 3
- PHIL 1112 Ethics OR BIOL 1114 Critical Issues in Human Biology 4 ................................ .... 3

**TOTAL CREDITS** 75

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 MOBILITY – LICENSED PRACTICAL NURSE (LPN)**

**A.S., 75 CREDITS**

**Nursing Curriculum**

**35 credits**

**Fall or Spring semester start**

- Assessment of LPN Knowledge and Skills .................................................................................. 5
- NURS 2720 Transition to the Role of the Professional Nurse ..................................................... 4
- NURS 2750 Nutrition and the Role of the Professional Nurse ..................................................... 4
- NURS 2800 Chronic and Palliative Care in Nursing .................................................................. 7
- NURS 2820 Pharmacology and the Role of the Professional Nurse ........................................ 3
- NURS 2850 Applied Pathophysiology for Nursing I ................................................................. 2
- NURS 2900 Acute and Complex Care in Nursing ...................................................................... 7
- NURS 2920 Applied Pathophysiology for Nursing II ................................................................. 2
- NURS 2950 Nursing Leadership I ............................................................................................... 3

**Liberal Arts Curriculum**

**40 credits**

- ENG 1108 Writing and Research Skills ......................................................................................... 4
- COMM 1100 Interpersonal Communication OR COMM 2230 Small Group Communication OR COMM 2240 Intercultural Communication .................................................. 3
- BIOL 1120 Exploring Biology OR BIOL 1154 Principles of Biology I ........................................ 4
- BIOL 2201 Human Anatomy & Physiology I 1 ...................................................................... 4
- BIOL 2202 Human Anatomy & Physiology II 1 ...................................................................... 4
- BIOL 2205 Microbiology 1, 2 ........................................................................................................ 4
- PSYC 1101 General Psychology OR PSYC 1201 General Psychology with Lab ................ 4
- PSYC 1210 Lifespan Psychology 3 .............................................................................................. 4
- MnTC Goal 6 elective .................................................................................................................. 3
- ANTH 1110 Cultural Anthropology OR ANTH 2130 Introduction to Biological Anthropology OR ANTH 1130 Medical Anthropology OR SOC 1127 Social Inequalities .................................................. 3
- PHIL 1112 Ethics OR BIOL 1114 Critical Issues in Human Biology 4 ................................ .... 3

**TOTAL CREDITS** 75

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.

Nursing Core Curriculum 5 credits

- NURS 1001 Nursing Assistant .................................. 5

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.
AWARDS
Paralegal A.S. Degree .............................................. 60 cr
Post-Graduate Paralegal Certificate ............................... 30 cr

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.

PARALEGAL
A.S., 60 CREDITS

Paralegal Curriculum .............................................. 30 cr
Liberal Arts .......................................................... 30 cr

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 2201 Family Law ........................................... 3
- PA 2202 Litigation and Trial Practice ..................... 3
- PA 2204 Probate Law .......................................... 3
- PA 2205 Real Estate Law ...................................... 3
- PA 2220 Legal Research ...................................... 3
- PA 2222 Legal Writing and Analysis ..................... 3
- PA 2289 Paralegal Internship .............................. 2

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
- ENG 1111 Research Writing OR
  ENG 1114 Research Paper .................................. 2-3
- COMM 1100 Interpersonal Communication OR
  COMM 1110 Public Speaking OR
  COMM 2230 Small Group Communication ............. 3
- COMM 2240 Intercultural Communication .............. 3
- MnTC Goal 3 (with lab) OR MnTC Goal 4 elective .... 3
- MnTC Goal 5 elective ........................................ 3
- MnTC Goal 6 elective ........................................ 3
- Liberal Arts electives (MnTC courses only) .......... 8-9

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

TOTAL CREDITS .............................. 60
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PA 1102</td>
<td>Introduction to the Law and Contracts</td>
<td>4</td>
</tr>
<tr>
<td>PA 1103</td>
<td>UCC and Business Organizations</td>
<td>4</td>
</tr>
<tr>
<td>PA 1105</td>
<td>Criminal Justice System</td>
<td>2</td>
</tr>
<tr>
<td>PA 2201</td>
<td>Family Law</td>
<td>2</td>
</tr>
<tr>
<td>PA 2202</td>
<td>Litigation and Trial Practice</td>
<td>3</td>
</tr>
<tr>
<td>PA 2204</td>
<td>Probate Law</td>
<td>3</td>
</tr>
<tr>
<td>PA 2205</td>
<td>Real Estate Law</td>
<td>3</td>
</tr>
<tr>
<td>PA 2220</td>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>PA 2222</td>
<td>Legal Writing and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>PA 2289</td>
<td>Paralegal Internship</td>
<td>2</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>PA 1115</td>
<td>Law Office Procedures and Technology</td>
</tr>
<tr>
<td>PA 2206</td>
<td>Interviewing and Investigative Techniques for Paralegals</td>
</tr>
<tr>
<td>PA 2208</td>
<td>Employment Law</td>
</tr>
<tr>
<td>PA 2212</td>
<td>Personal Injury and E-Discovery</td>
</tr>
<tr>
<td>PA 2218</td>
<td>Computerized Legal Research and the Internet</td>
</tr>
</tbody>
</table>

TOTAL CREDITS 30
AWARD
Political Science Transfer Pathway A.A. Degree ............... 60 cr

CAMPUS CONTACT FOR THIS PROGRAM
Zack Sullivan, zsullivan@inverhills.edu

POLITICAL SCIENCE TRANSFER PATHWAY
A.A., 60 CREDITS

Political Science Curriculum ........................................ 9 cr
General Electives .......................................................... 18 cr
Additional General Education ........................................ 31 cr
Health and Physical Education ...................................... 2 cr

PURPOSE
The Political Science Transfer Pathway A.A. offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Political Science bachelor’s degree programs at Minnesota State Universities. The curriculum has been specifically designed so that students completing the pathway degree and transferring to one of the seven Minnesota State Universities* enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor’s degree programs in a related field.

The Political Science Pathway consists of the Required Pathway Curriculum, the Minnesota Transfer Curriculum (MnTC), and the Health and Physical Fitness Requirement, to bring your credit total to 60 credits.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University, Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

TRANSFER PATHWAYS
With this transfer pathway, you will be able to transfer to the following majors at:

Bemidji State University
Political Science - BA

Metropolitan State University
Political Science - BA

Minnesota State University, Mankato
Political Science - BS

Minnesota State University, Moorhead
Political Science - BA

Southwest Minnesota State University
Political Science - BA

St. Cloud State University
Political Science - BA

Winona State University
Political Science (minor required) - BA
**Required Political Science Pathway Curriculum**  
9 credits

Political Science courses beyond the recommended courses are not guaranteed to transfer into a Political Science major at a Minnesota State university. The courses below must be completed successfully according to the university’s grade standards AND address the required outcomes in the transfer pathway for Political Science.

1. **Introduction to United States Politics**  
   - POLS 1111 Intro to U.S. Politics (Goal 5, 9)  
   - 3 credits

2. **International Relations/Comparative Politics**  
   - POLS 1101 Intro to Political Science (Goal 5, 8)  
   - 3 credits

3. **Political Science Elective (choose one of the following courses)**  
   - POLS 1121 State and Local Government (Goal 5, 9)  
   - POLS 1161 Intro to Constitutional Law (Goal 5, 9)  
   - POLS 1190 Political Science Internship  
   - 3 credits

**General Electives**  
18 credits

Any courses numbered 1000 level or higher from any discipline. This may include additional courses from the MnTC and/or Health & Physical Education.

**General Education Requirements**  
31 credits

The Minnesota Transfer Curriculum (MnTC) requires a minimum of 40 credits, some of which will be satisfied by the required pathway curriculum. You must complete the MnTC courses that are specifically designated below. You may choose the other courses from each goal area from the list located at: [inverhills.edu/MnTC](http://inverhills.edu/MnTC)

To streamline your degree, you are encouraged to choose MnTC Goal 1-6 courses that also meet MnTC Goal areas 7-10.

- **Goal 1 Communication**  
  - ENG 1108 Writing & Research Skills  
  - ENG 1111, 1114 OR 1130  
  - COMM 1100, 1110 OR 2230  
  - 3 courses

- **Goal 2 Critical Thinking**  
  - Satisfied by First Year Experience course or MnTC completion

- **Goal 3 Natural Science (1 course must include lab)**  
  - Goal 3a (Life Science) course  
  - Goal 3b (Physical Sciences) course  
  - 2 courses

- **Goal 4 Mathematical/Logical Reasoning**  
  - Goal 4 course  
  - 1 course

- **Goal 5 History/Social Sciences/Behavioral Sciences**  
  - Two courses, satisfied by Transfer Pathway  
  - Any additional Goal 5, non-POLS course  
  - 3 courses

- **Goal 6 Humanities/Fine Arts/Literature**  
  - Goal 6a (Fine Arts) course  
  - Goal 6b (Humanities/Literature) course  
  - Any additional Goal 6 course  
  - 3 courses

- **Goal 7 Human Diversity**  
  - Goal 7 course  
  - 1 course

- **Goal 8 Global Perspective**  
  - Satisfied by Transfer Pathway

- **Goal 9 Ethical and Civic Responsibility**  
  - Satisfied by Transfer Pathway

- **Goal 10 People and the Environment**  
  - Goal 10 course  
  - 1 course

**Health/Physical Education**  
2 credits

For a list of the requirements and courses, go to: [inverhills.edu/MnTC](http://inverhills.edu/MnTC)

- Health  
  - 1 course

- Physical Education  
  - 1 course

**TOTAL CREDITS**  
60
**RECOMMENDED FULL-TIME COURSE OF STUDY**

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>15-16 credits</th>
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</thead>
<tbody>
<tr>
<td>POLS 1111  Intro to U.S. Politics* (Goal 5, 9)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1108  Writing &amp; Research Skills (Goal 1a)</td>
<td>4</td>
</tr>
<tr>
<td>COMM 1100, 1110 OR 2230 (Goal 1c)</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 6a elective</td>
<td>3</td>
</tr>
<tr>
<td>Health &amp; PE</td>
<td>1</td>
</tr>
<tr>
<td>First Year Experience Course (Goal 2)</td>
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**Semester 2**

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>15 credits</th>
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<tr>
<td>POLS 1101 Intro to Political Science* (Goal 5, 8)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1111, 1114 OR 1130 (Goal 1b)</td>
<td>2-3</td>
</tr>
<tr>
<td>MnTC Goal 4 elective</td>
<td>3-4</td>
</tr>
<tr>
<td>MnTC Goal 6b elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 7* elective</td>
<td>3</td>
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**Semester 3**

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>15 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MnTC Goal 5 elective</td>
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<tr>
<td>MnTC Goal 3a elective</td>
<td>3</td>
</tr>
<tr>
<td>General elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 6a OR 6b elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 10* elective</td>
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**Semester 4**

<table>
<thead>
<tr>
<th>Semester 4</th>
<th>14-15 credits</th>
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<tbody>
<tr>
<td>MnTC Goal 5 elective (non-POLS)</td>
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</tr>
<tr>
<td>MnTC Goal 3b elective</td>
<td>3-4</td>
</tr>
<tr>
<td>General Electives</td>
<td>6-7</td>
</tr>
<tr>
<td>Health &amp; PE</td>
<td>1</td>
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</table>

**TOTAL CREDITS** 60

* Course required for major

¹These credits may be taken as electives if Goal Areas 7 and 10 are completed as part of another course.

**RECOMMENDED PART-TIME COURSE OF STUDY**

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

<table>
<thead>
<tr>
<th>Semester 1</th>
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<tr>
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<tr>
<td>ENG 1108 Writing &amp; Research Skills (Goal 1a)</td>
<td>4</td>
</tr>
<tr>
<td>Health &amp; PE</td>
<td>1</td>
</tr>
<tr>
<td>First Year Experience Course (Goal 2)</td>
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**Semester 2**

<table>
<thead>
<tr>
<th>Semester 2</th>
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</thead>
<tbody>
<tr>
<td>POLS 1101 Intro to Political Science* (Goal 5, 8)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1111, 1114 OR 1130 (Goal 1b)</td>
<td>2-3</td>
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<tr>
<td>MnTC Goal 3a elective</td>
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**Semester 3**

<table>
<thead>
<tr>
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<tbody>
<tr>
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<tr>
<td>MnTC Goal 3b elective</td>
<td>4</td>
</tr>
<tr>
<td>MnTC Goal 6a elective</td>
<td>3</td>
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</table>

**Semester 4**

<table>
<thead>
<tr>
<th>Semester 4</th>
<th>9 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MnTC Goal 7* elective</td>
<td>3</td>
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<tr>
<td>MnTC Goal 6b elective</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1100, 1110 OR 2230 (Goal 1c)</td>
<td>3</td>
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**Semester 5**

<table>
<thead>
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<th>Semester 5</th>
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</thead>
<tbody>
<tr>
<td>MnTC Goal 4 elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 6a OR 6b elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 5 elective (non-POLS)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester 6**

<table>
<thead>
<tr>
<th>Semester 6</th>
<th>9 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MnTC Goal 10* elective</td>
<td>3</td>
</tr>
<tr>
<td>General electives</td>
<td>6</td>
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</table>

**Semester 7**

<table>
<thead>
<tr>
<th>Semester 7</th>
<th>4-5 credits</th>
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<tbody>
<tr>
<td>General elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Health &amp; PE</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 60

* Course required for major

¹These credits may be taken as electives if Goal Areas 7 and 10 are completed as part of another course.
AWARDS
Pre-Social Work Transfer Pathway A.S. Degree ............................... 60 cr
Human Services Assistant Certificate ............................................. 30 cr

CAMPUS CONTACT FOR THIS PROGRAM
Cheryl Redinger, credinger@inverhills.edu

PRE-SOCIAL WORK TRANSFER PATHWAY
A.S., 60 CREDITS
Pre-Social Work Curriculum .......................................................... 38 cr
Additional General Education/MnTC ............................................. 22 cr

PURPOSE
The Pre-Social Work Transfer Pathway A.S. offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Social Work bachelor’s degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing the pathway degree and transferring to one of the seven Minnesota State Universities* enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor’s degree programs in a related field.

The Pre-Social Work Pathway consists of the Required Pathway Curriculum and the Minnesota Transfer Curriculum (MnTC), to bring your credit total to 60 credits.

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.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University, Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

TRANSFER PATHWAYS
With this transfer pathway, you will be able to transfer to the following majors at:

- **Bemidji State University**
  Social Work – BS
- **Metropolitan State University**
  Social Work – BSW
- **Minnesota State University, Mankato**
  Social Work – BSSW
- **Minnesota State University, Moorhead**
  Social Work – BSW
- **Southwest Minnesota State University**
  Social Work – BS
- **St. Cloud State University**
  Social Work – BS
- **Winona State University**
  Social Work - BSW
Required Pathway Curriculum 38 credits

- HSER 1100 Intro to Social Work ............................................. 3
- HSER Electives ................................................................. 6

Choose from the following or any HSER course(s):
- HSER 1104 Multicultural Awareness in the Helping Professions
- HSER 1112 Crisis Intervention
- HSER 1117 Mental Disorder through the Lifespan
- HSER 1123 Family Functions and Interactions

- HSER 1179 Human Service Seminar ........................................ 1
- HSER 1189 Internship ............................................................ 3
- BIOL 1114 Critical Issues In Human Biology .................................. 3
- MATH 1103 Statistics ............................................................. 4
- PSYC 1101 Introduction to Psychology OR PSYC 1201 Introduction to Psychology with Laboratory ........................................... 4
- PSYC 1210 Lifespan Development ............................................... 4
- SOC 1100 Introduction to Sociology ............................................. 4
- SOC 1127 Social Inequalities: Race, Class, & Gender ................................ 3
- POLS 1111 Introduction to U.S. Politics ......................................... 3

MnTC Curriculum 22 credits

The MnTC requires a minimum of 40 credits, some of which will be satisfied by the required pathway curriculum. You must complete the MnTC courses that are specifically designated below. You may choose the other courses from each goal area from the list located at: inverhills.edu/MnTC

To streamline your degree, you are encouraged to choose MnTC Goal 1-6 courses that also meet MnTC Goal areas 8 and 10.

- **Goal 1 Communication** ...................................................... 3 courses
  - ENG 1108 Writing & Research Skills
  - ENG 1111, 1114 OR 1130
  - COMM 1100, 1110 OR 2230

- **Goal 2 Critical Thinking**
  - Satisfied by First Year Experience course or MnTC completion

- **Goal 3 Natural Science (1 course must include lab)** .................. 2 courses
  - Goal 3a (Life Sciences) BIOL 1114 - Satisfied by Pathway
  - Goal 3b (Physical Sciences) course

- **Goal 4 Mathematical/Logical Reasoning**
  - MATH 1103 - Satisfied by Pathway

- **Goal 5 History/Social Sciences/Behavioral Sciences**
  - PSYC 1101 or 1201 - Satisfied by Pathway
  - PSYC 1210 - Satisfied by Pathway
  - SOC 1100 - Satisfied by Pathway

- **Goal 6 Humanities/Fine Arts/Literature** ................................. 3 courses
  - Goal 6a (Fine Arts) course
  - Goal 6b (Humanities/Literature) course
  - Any additional Goal 6 course

- **Goal 7 Human Diversity**
  - SOC 1127 - Satisfied by Pathway

- **Goal 8 Global Perspective** .................................................. 1 course
  - May be satisfied by utilizing course from Goal 6

- **Goal 9 Ethical and Civic Responsibility**
  - POLS 1111 - Satisfied by Pathway

- **Goal 10 People and the Environment** .................................... 1 course
  - May be satisfied by utilizing course from Goal 3

**TOTAL CREDITS** 60
### RECOMMENDED FULL-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>15 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HSER 1100</strong> Intro to Social Work*</td>
<td>3</td>
</tr>
<tr>
<td><strong>SOC 1100</strong> Intro to Sociology* (Goal 5, 9)</td>
<td>4</td>
</tr>
<tr>
<td><strong>MATH 1103</strong> Intro to Statistics* (Goal 4)</td>
<td>4</td>
</tr>
<tr>
<td><strong>ENG 1108</strong> Writing &amp; Research Skills (Goal 1,2)</td>
<td>4</td>
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</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>15 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HSER elective</strong>*</td>
<td>3</td>
</tr>
<tr>
<td><strong>ENG 1111</strong> Research Writing (Goal 1) OR</td>
<td></td>
</tr>
<tr>
<td><strong>ENG 1114</strong> The Research Paper OR</td>
<td></td>
</tr>
<tr>
<td><strong>ENG 1130</strong> Writing &amp; Research for the Professions</td>
<td>2-3</td>
</tr>
<tr>
<td><strong>MnTC Goal 6a elective</strong></td>
<td>2-3</td>
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<tr>
<td><strong>COMM 1100</strong> Interpersonal Communication (Goal 1, 7) OR</td>
<td></td>
</tr>
<tr>
<td><strong>COMM 1110</strong> Public Speaking (Goal 1, 2) OR</td>
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<tr>
<td><strong>COMM 2230</strong> Small Group Communication (Goal 1, 2)</td>
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<tr>
<td><strong>PSYC 1101</strong> Intro to Psychology* (Goal 2, 5) OR</td>
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<tr>
<td><strong>PSYC 1201</strong> Intro to Psychology with lab* (Goal 2, 5)</td>
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<table>
<thead>
<tr>
<th>Semester 3</th>
<th>15 credits</th>
</tr>
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<tbody>
<tr>
<td><strong>HSER Elective</strong>*</td>
<td>3</td>
</tr>
<tr>
<td><strong>PSYC 1210</strong> Lifespan Development* (Goal 5, 7)</td>
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</tr>
<tr>
<td><strong>BIOL 1114</strong> Critical Issues in Human Biology* (Goal 3a)</td>
<td>3</td>
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<tr>
<td><strong>BIOL 1110</strong> Human Biology Lab &amp; Goal 3b/10 without lab OR</td>
<td>3</td>
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<tr>
<td><strong>Goal 3b/10 with lab</strong></td>
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<tbody>
<tr>
<td><strong>HSER 1179</strong> Human Services Seminar*</td>
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<tr>
<td><strong>HSER 1189</strong> Internship*</td>
<td>3</td>
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<tr>
<td><strong>MnTC Goal 6b elective</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>MnTC Goal 6a elective OR</strong></td>
<td></td>
</tr>
<tr>
<td><strong>MnTC Goal 6b/8 elective</strong></td>
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<tr>
<td><strong>POLS 1111</strong> Introduction to U.S. Politics*</td>
<td>3</td>
</tr>
<tr>
<td><strong>SOC 1127</strong> Social Inequalities: Race, Class, &amp; Gender*</td>
<td>3</td>
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</table>

**TOTAL CREDITS** 60

* Course required for major

### RECOMMENDED PART-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

<table>
<thead>
<tr>
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<tbody>
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<td><strong>ENG 1108</strong> Writing &amp; Research Skills (Goal 1,2)</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
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<tbody>
<tr>
<td><strong>HSER elective</strong>*</td>
<td>3</td>
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<tr>
<td><strong>SOC 1100</strong> Intro to Sociology* (Goal 5, 9)</td>
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<tr>
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<tr>
<td><strong>PSYC 1101</strong> Intro to Psychology* (Goal 2, 5) OR</td>
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<tr>
<td><strong>PSYC 1201</strong> Intro to Psychology with lab* (Goal 2, 5)</td>
<td>4</td>
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<table>
<thead>
<tr>
<th>Semester 4</th>
<th>9 credits</th>
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</thead>
<tbody>
<tr>
<td><strong>HSER Elective</strong>*</td>
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</tr>
<tr>
<td><strong>POLS 1111</strong> Introduction to U.S. Politics*</td>
<td>3</td>
</tr>
<tr>
<td><strong>SOC 1127</strong> Social Inequalities: Race, Class, &amp; Gender*</td>
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<table>
<thead>
<tr>
<th>Semester 5</th>
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<tbody>
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<td><strong>PSYC 1210</strong> Lifespan Development* (Goal 5, 7)</td>
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</tr>
<tr>
<td><strong>ENG 1111</strong> Research Writing (Goal 1) OR</td>
<td></td>
</tr>
<tr>
<td><strong>ENG 1114</strong> The Research Paper OR</td>
<td></td>
</tr>
<tr>
<td><strong>ENG 1130</strong> Writing &amp; Research for the Professions</td>
<td>2-3</td>
</tr>
<tr>
<td><strong>MnTC Goal 6a elective</strong></td>
<td>2-3</td>
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<table>
<thead>
<tr>
<th>Semester 6</th>
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<tbody>
<tr>
<td><strong>MnTC Goal 6b elective</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>BIOL 1114</strong> Critical Issues in Human Biology* (Goal 3a)</td>
<td>3</td>
</tr>
<tr>
<td><strong>BIOL 1110</strong> Human Biology Lab &amp; Goal 3b/10 without lab OR</td>
<td>3</td>
</tr>
<tr>
<td><strong>Goal 3b/10 with lab</strong></td>
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<table>
<thead>
<tr>
<th>Semester 7</th>
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<tbody>
<tr>
<td><strong>HSER 1179</strong> Human Services Seminar*</td>
<td>1</td>
</tr>
<tr>
<td><strong>HSER 1189</strong> Internship*</td>
<td>3</td>
</tr>
<tr>
<td><strong>COMM 1100</strong> Interpersonal Communication (Goal 1, 7) OR</td>
<td></td>
</tr>
<tr>
<td><strong>COMM 1110</strong> Public Speaking (Goal 1, 2) OR</td>
<td></td>
</tr>
<tr>
<td><strong>COMM 2230</strong> Small Group Communication (Goal 1, 2)</td>
<td></td>
</tr>
<tr>
<td><strong>MnTC Goal 6a elective OR</strong></td>
<td></td>
</tr>
<tr>
<td><strong>MnTC Goal 6b/8 elective</strong></td>
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**TOTAL CREDITS** 60

* Course required for major
# Human Services Assistant Certificate, 30 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HSER 1100</td>
<td>Introduction to Social Work</td>
<td>3</td>
</tr>
<tr>
<td>HSER 1104</td>
<td>Multicultural Awareness in the Helping Profession</td>
<td>3</td>
</tr>
<tr>
<td>HSER 1106</td>
<td>Basic Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>HSER 1107</td>
<td>Group Processes</td>
<td>3</td>
</tr>
<tr>
<td>HSER 1112</td>
<td>Crisis Assessment and Intervention</td>
<td>3</td>
</tr>
<tr>
<td>HSER 1123</td>
<td>Family Functions and Interactions</td>
<td>3</td>
</tr>
<tr>
<td>HSER 1179</td>
<td>Human Services Seminar</td>
<td>1</td>
</tr>
<tr>
<td>HSER 1189</td>
<td>Internship</td>
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**Electives** 8 credits

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<tr>
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<tbody>
<tr>
<td>EDU 1110</td>
<td>Education: Early Childhood Birth to Grade 3</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1128</td>
<td>Guidance/Communication and Development of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1130</td>
<td>Early Childhood Education</td>
<td>3</td>
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<tr>
<td>EDU 1132</td>
<td>Creative Activities for the Young Child</td>
<td>2</td>
</tr>
<tr>
<td>EDU 1133</td>
<td>Children’s Health, Nutrition, Physical Development, and the Effects of Drugs</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1136</td>
<td>Infant and Toddler Development</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1138</td>
<td>Introduction to Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 2008</td>
<td>Introductions to Infant/Child Mental Health</td>
<td>2</td>
</tr>
<tr>
<td>EDU 2020</td>
<td>Foundations of Early Literacy</td>
<td>3</td>
</tr>
<tr>
<td>EDU 2805</td>
<td>Introduction to Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>CJS 1154</td>
<td>Juvenile Justice</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1215</td>
<td>Child and Adolescent Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1220</td>
<td>Adult and Aging Psychology</td>
<td>3</td>
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<tr>
<td>HLTH 1130</td>
<td>Drug Use and Abuse</td>
<td>3</td>
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<tr>
<td>INTS 1777</td>
<td>The Journey of Love</td>
<td>3</td>
</tr>
<tr>
<td>INTS 1140</td>
<td>Human Sexuality</td>
<td>3</td>
</tr>
</tbody>
</table>

**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. Please refer to the Criminal Background section of the catalog for more information on the criminal background study.
AWARD
Psychology Transfer Pathway A.A. Degree......................... 60 cr

CAMPUS CONTACT FOR THIS PROGRAM
Janet Finlayson, jfinlayson@inverhills.edu

PSYCHOLOGY TRANSFER PATHWAY
A.A., 60 CREDITS

<table>
<thead>
<tr>
<th>Component</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Psychology Curriculum</td>
<td>21-22 cr</td>
</tr>
<tr>
<td>Additional General Education</td>
<td>22+ cr</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>2 cr</td>
</tr>
<tr>
<td>Electives</td>
<td>0-15 cr</td>
</tr>
</tbody>
</table>

PURPOSE
The Psychology Transfer Pathway A.A. offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Psychology bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing the pathway degree and transferring to one of the seven Minnesota State Universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor’s degree programs in a related field.

The Psychology Pathway consists of the Required Pathway Curriculum, the Minnesota Transfer Curriculum (MnTC), and the Health and Physical Fitness Requirement, to bring your credit total to 60 credits.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University, Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

TRANSFER PATHWAYS
With this transfer pathway, you will be able to transfer to the following majors at:

- **Bemidji State University**
  - Psychology - BA, BS
- **Metropolitan State University**
  - Psychology - BA
- **Minnesota State University, Moorhead**
  - Psychology - BA
- **Minnesota State University, Mankato**
  - Psychology - BS
- **Southwest Minnesota State University**
  - Psychology - BA
- **St. Cloud State University**
  - Psychology - BA
  - Community Psychology - BS
- **Winona State University**
  - Psychology, Option A - BA
  - Psychology, Option B - BA

Please note: Universities will hold transfer students to the same grade and major admission requirements as their own students. Be sure to review the individual requirements for the university you wish to attend.
Required Psychology Pathway Curriculum 21-22 credits

Please take only four psychology courses as part of the required pathway curriculum. Psychology courses beyond the four required courses are not guaranteed to transfer into a psychology major at a Minnesota State university. The courses below must be completed successfully according to the university's grade standards AND address the required outcomes in the transfer pathway for psychology.

1. Introduction to Psychological Science ........................... 4
   □ PSYC 1101 Introduction to Psychology* OR
   PSYC 1201 Introduction to Psychology with Laboratory*

2. Core Psychology Course ........................................ 3-4
   □ PSYC 1210 Lifespan Development 1 OR
   PSYC 2100 Social Psychology 1 OR
   PSYC 2250 Abnormal Psychology 1

3. Elective Psychology Course ........................................ 3
   □ PSYC 1140 Psychology of Women 2 OR
   PSYC 1215 Child and Adolescent Psychology 2 OR
   PSYC 1220 Adulthood and Aging Psychology 2 OR
   PSYC 2251 Special Topics in Psychology 2 OR
   PSYC 2300 Psychology of Mind and Health 2 OR
   Any additional core psychology course, above

4. Mathematical Foundation ........................................... 4
   □ MATH 1103 Introduction to Statistics (Recommended) OR
   MATH 1118 College Algebra OR
   any higher level MATH course

5. Foundation of Scientific Inquiry .................................. 4
   □ PSYC 2000 Statistics for Psychology and Behavioral Sciences

6. Effective Communication ............................................ 3
   □ COMM 1100 Interpersonal Communication

Additional General Education Requirements 22+ credits

The Minnesota Transfer Curriculum (MnTC) requires a minimum of 40 credits, some of which will be satisfied by the required pathway curriculum. You must complete the MnTC courses that are specifically designated below. You may choose the other courses from each goal area from the list located at: inverhills.edu/MnTC

To streamline your degree, you are encouraged to choose MnTC Goal 1-6 courses that also meet MnTC Goal areas 7-10.

Goal 1 Communication ................................................. 3 courses
   □ ENG 1108 Writing & Research Skills
   □ ENG 1111, 1114** OR 1130**
   □ COMM 1100 - Satisfied by Transfer Pathway

Goal 2 Critical Thinking
   □ Satisfied by First Year Experience course or MnTC completion

Goal 3 Natural Science (1 course must include lab) ........... 2 courses
   □ Goal 3a (Life Science) course
   □ Goal 3b (Physical Sciences) course

Goal 4 Mathematical/Logical Reasoning
   □ Satisfied by Transfer Pathway

Goal 5 History/Social Sciences/Behavioral Sciences ........ 3 courses
   □ Two courses satisfied by Transfer Pathway
   □ Any additional Goal 5 (non-PSYC) course

Goal 6 Humanities/Fine Arts/Literature ............................ 3 courses
   □ Goal 6a (Fine Arts) course
   □ Goal 6b (Humanities/Literature) course
   □ Any additional Goal 6 course

Goal 7 Human Diversity
   □ Satisfied by Transfer Pathway

Goal 8 Global Perspective ............................................ 1 course
   □ May be satisfied by utilizing a course from Goal 5 or 6

Goal 9 Ethical and Civic Responsibility .......................... 1 course
   □ May be satisfied by utilizing a course from Goal 5, 6 or 6

Goal 10 People and the Environment ............................... 1 course
   □ May be satisfied by utilizing a course from Goal 3 or 5

Health/Physical Education ............................................ 2 credits

For a list of the requirements and courses, go to: inverhills.edu/MnTC

   □ Health ............................................................... 1
   □ Physical Education .............................................. 1

General Electives .................................................. 0-15 credits

Any courses numbered 1000 level or higher from any discipline. This may include additional courses from the MnTC and/or Health & Physical Education.

TOTAL CREDITS 60

* Transfers as Introduction to Psychology in major
** ENG 1114 and ENG 1130 are recommended
1 Transfers as direct equivalent in major if the university offers an equivalent course; otherwise transfers as a major elective
2 Transfers as a direct equivalent in major or major elective, depending on university
### RECOMMENDED FULL-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>15-16 credits</th>
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</thead>
<tbody>
<tr>
<td>PSYC 1101 Introduction to Psychology* (Goal 5) OR PSYC 1201 Introduction to Psychology with Lab* (Goal 5)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1108 Writing &amp; Research Skills (Goal 1a)</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1103 Intro to Statistics* (Recommended) (Goal 4) OR MATH 1118 College Algebra or higher* (Goal 4)</td>
<td>4</td>
</tr>
<tr>
<td>Health &amp; PE</td>
<td>2</td>
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<tr>
<td>First Year Experience course (Goal 2)</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>16 credits</th>
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</thead>
<tbody>
<tr>
<td>Any Core Psychology course*</td>
<td>3</td>
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<tr>
<td>COMM 1100 Interpersonal Communication* (Goal 1c, 7)</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 5 elective (non-PSYC)*</td>
<td>4</td>
</tr>
<tr>
<td>MnTC Goal 6a¹ elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 8² elective</td>
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<table>
<thead>
<tr>
<th>Semester 3</th>
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<tbody>
<tr>
<td>PSYC 2000 Statistics for Psychology and Behavioral Sciences* (Goal 5)</td>
<td>4</td>
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<tr>
<td>MnTC Goal 3a¹ with lab elective (BIOL recommended)</td>
<td>4</td>
</tr>
<tr>
<td>MnTC Goal 9³ elective</td>
<td>3-4</td>
</tr>
<tr>
<td>ENG 1114 The Research Paper OR ENG 1130 Writing for the Disciplines (Goal 1)</td>
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<thead>
<tr>
<th>Semester 4</th>
<th>15 credits</th>
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<tbody>
<tr>
<td>Any elective PSYC course*¹ (Goal 5)</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 3b¹ elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 6b³ elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 6a OR 6b¹ elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 10² elective</td>
<td>3</td>
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</tbody>
</table>

**TOTAL CREDITS 60**

* Course required for major

¹ You are encouraged to take a course that also meets MnTC Goal Areas 8, 9, or 10 to streamline your course choices.

² These credits may be taken as electives if Goal Areas 8, 9, and 10 are completed as part of another course.

³ A philosophy course (PHIL) is recommended. Most PHIL offerings are Goal 6b, but you may choose from PHIL courses in any MnTC Goal Area.

### RECOMMENDED PART-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>9-10 credits</th>
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<tbody>
<tr>
<td>PSYC 1101 Introduction to Psychology* (Goal 5) OR PSYC 1201 Introduction to Psychology with Lab* (Goal 5)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1108 Writing &amp; Research Skills (Goal 1a)</td>
<td>4</td>
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<tr>
<td>First Year Experience course (Goal 2)</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>7 credits</th>
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<tbody>
<tr>
<td>MATH 1103 Intro to Statistics* (Recommended) (Goal 4) OR MATH 1118 College Algebra or higher* (Goal 4)</td>
<td>4</td>
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<tr>
<td>MnTC Goal 6a¹ elective</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Semester 3</th>
<th>9 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Core Psychology course*</td>
<td>3</td>
</tr>
<tr>
<td>Health &amp; PE</td>
<td>2</td>
</tr>
<tr>
<td>MnTC Goal 3a¹ with lab elective (BIOL recommended)</td>
<td>4</td>
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<table>
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<tr>
<th>Semester 4</th>
<th>8 credits</th>
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<tbody>
<tr>
<td>PSYC 2000 Statistics for Psychology and Behavioral Sciences* (Goal 5)</td>
<td>4</td>
</tr>
<tr>
<td>MnTC Goal 3b¹ elective</td>
<td>4</td>
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<table>
<thead>
<tr>
<th>Semester 5</th>
<th>9 credits</th>
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</thead>
<tbody>
<tr>
<td>Any elective PSYC course*¹ (Goal 5)</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 5 elective (non-PSYC)*¹</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1114 The Research Paper OR ENG 1130 Writing for the Disciplines (Goal 1b)</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Semester 6</th>
<th>9 credits</th>
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<tbody>
<tr>
<td>COMM 1100 Interpersonal Communication* (Goal 1c, 7)</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 6b³ elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 9² elective</td>
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<table>
<thead>
<tr>
<th>Semester 7</th>
<th>8-9 credits</th>
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</thead>
<tbody>
<tr>
<td>MnTC Goal 6a OR 6b¹ elective</td>
<td>2-3</td>
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<tr>
<td>MnTC Goal 8² elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 10² elective</td>
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</tbody>
</table>

**TOTAL CREDITS 60**

* Course required for major

¹ You are encouraged to take a course that also meets MnTC Goal Areas 8, 9, or 10 to streamline your course choices.

² These credits may be taken as electives if Goal Areas 8, 9, and 10 are completed as part of another course.

³ A philosophy course (PHIL) is recommended. Most PHIL offerings are Goal 6b, but you may choose from PHIL courses in any MnTC Goal Area.
AWARD
Special Education Foundations Transfer Pathway A.S. Degree . . . 60 cr

CAMPUS CONTACT FOR THIS PROGRAM
Cheryl Redinger, credinger@inverhills.edu

SPECIAL EDUCATION FOUNDATIONS
TRANSFER PATHWAY
A.S., 60 CREDITS

<table>
<thead>
<tr>
<th>Course Type</th>
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<tr>
<td>Special Education Core Curriculum</td>
<td>42 cr</td>
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<tr>
<td>Electives</td>
<td>0-5 cr</td>
</tr>
<tr>
<td>Additional General Education</td>
<td>13-18 cr</td>
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PURPOSE
The Special Education Foundations Transfer Pathway A.S. offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Special Education bachelor’s degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing the pathway degree and transferring to one of the seven Minnesota State Universities* enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor’s degree programs in a related field.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University, Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

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.

TRANSFER PATHWAYS
With this transfer pathway, you will be able to transfer to the following majors at:

- **Minnesota State University, Mankato**
  Special Education: ABS - BS

- **Southwest Minnesota State University**
  Special Education - BS

- **St. Cloud State University**
  Special Education (ABS Licensure) - BS
### Required Pathway Curriculum 42 credits
- EDU 1109 Intro to Education and Reflective Teaching ............... 4
- EDU 1138 Introduction to Special Education .......................... 3
- EDU 1141 Learning Technology Educators ............................ 2
- EDU 1143 Multicultural Education/Human Relations ............... 3
- EDU 2018 Instructional Strategies .................................... 3
- COMM 1100 Interpersonal Communication ............................ 3
- BIOL 1117 Environmental Science with Lab .......................... 4
- GEOL 1101 Physical Geology ........................................... 4
- MATH 1107 Mathematical Foundations ................................. 4
- PSYC 1215 Child and Adolescent Psychology ....................... 3
- SOC 1127 Social Inequalities: Race, Class & Gender ................ 3
- ART 1100 Introduction to Art ........................................... 3
- MUSC 2220 Music Education and Pedagogy ........................... 3

### Electives 0-5 credits
Any additional course from the EDU department or the MnTC.

### Additional MnTC Requirements 13-18 credits
The Minnesota Transfer Curriculum (MnTC) requires a minimum of 40 credits, some of which will be satisfied by the required pathway curriculum. You must complete the MnTC courses that are specifically designated below. You may choose the other courses from each goal area from the list located at: inverhills.edu/MnTC

To streamline your degree, you are encouraged to choose MnTC Goal 1-6 courses that also meet MnTC Goal areas 7-10.

**Goal 1 Communication** .............................................. 3 courses
- ENG 1108 Writing & Research Skills
- ENG 1111, 1114 OR 1130
- COMM 1100 - Satisfied by Transfer Pathway

**Goal 2 Critical Thinking**
- Satisfied by First Year Experience course or MnTC completion

**Goal 3 Natural Science**
- Satisfied by Transfer Pathway

**Goal 4 Mathematical/Logical Reasoning**
- Satisfied by Transfer Pathway

**Goal 5 History/Social Sciences/Behavioral Sciences** .............. 3 courses
- PSYC 1215 - Satisfied by Transfer Pathway
- SOC 1127 - Satisfied by Transfer Pathway
- Any additional Goal 5 course

**Goal 6 Humanities/Fine Arts/Literature** .............................. 3 courses
- Goal 6a: ART 1100 (Satisfied by Transfer Pathway)
- Goal 6b: Any course
- Goal 6c: MUSC 2220 (Satisfied by Transfer Pathway)

**Goal 7 Human Diversity**
- SOC 1127 - Satisfied by Transfer Pathway

**Goal 8 Global Perspective**
- Art 1100 - Satisfied by Transfer Pathway

**Goal 9 Ethical and Civic Responsibility** ............................. 1 course
- May be satisfied by utilizing a course from Goal 5 or 6

**Goal 10 People and the Environment**
- Satisfied by Transfer Pathway

**TOTAL CREDITS** 60
RECOMMENDED FULL-TIME COURSE OF STUDY
Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>15 credits</th>
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<tbody>
<tr>
<td>EDU 1109 Intro to Education and Reflective Teaching*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1108 Writing &amp; Research Skills</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1117 Environmental Science with Lab*</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 1215 Child Psychology*</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
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<tr>
<td>EDU 1141 Learning Technology for Educators*</td>
<td>2</td>
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<tr>
<td>EDU 1143 Multicultural Education/Human Relations*</td>
<td>3</td>
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<tr>
<td>COMM 1100 Interpersonal Communication*</td>
<td>3</td>
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<tr>
<td>MATH 1107 Mathematical Foundations*</td>
<td>4</td>
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<td>SOC 1127 Social Inequalities: Race, Class &amp; Gender*</td>
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<thead>
<tr>
<th>Semester 3</th>
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<tbody>
<tr>
<td>EDU 1138 Introduction to Special Education*</td>
<td>3</td>
</tr>
<tr>
<td>EDU 2018 Instructional Strategies*</td>
<td>3</td>
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<tr>
<td>GEOL 1101 Physical Geology*</td>
<td>4</td>
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<tr>
<td>MUSC 2220 Music Education and Pedagogy*</td>
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<tr>
<td>ENG 1111, 1114 OR 1130.</td>
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<thead>
<tr>
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<tr>
<td>ART 1100 Introduction to Art*</td>
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<tr>
<td>MnTC Goal 5 elective.</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 6b elective.</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 9 elective.</td>
<td>3</td>
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<tr>
<td>Liberal Arts elective.</td>
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</tbody>
</table>

\[ TOTAL CREDITS \ 60 \]

* Course required for major

1 These credits may be taken as electives if Goal 9 is taken as part of a Goal 5 or 6b course.

---

RECOMMENDED PART-TIME COURSE OF STUDY
Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

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<thead>
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<td>EDU 1109 Intro to Education and Reflective Teaching*</td>
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<tr>
<td>EDU 1138 Introduction to Special Education*</td>
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<td>PSYC 1215 Child Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1117 Environmental Science with Lab*</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>EDU 1141 Learning Technology for Educators*</td>
<td>2</td>
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<tr>
<td>COMM 1100 Interpersonal Communication*</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1107 Mathematical Foundations*</td>
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<tr>
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<td>SOC 1127 Social Inequalities: Race, Class &amp; Gender*</td>
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</tr>
<tr>
<td>EDU 2018 Instructional Strategies*</td>
<td>3</td>
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<td>GEOL 1101 Physical Geology*</td>
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<tr>
<td>MUSC 2220 Music Education and Pedagogy*</td>
<td>3</td>
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<tr>
<td>EDU 1143 Multicultural Education/Human Relations*</td>
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<tr>
<td>ENG 1111, 1114 OR 1130.</td>
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<table>
<thead>
<tr>
<th>Semester 6</th>
<th>9 credits</th>
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<tbody>
<tr>
<td>ART 1100 Introduction to Art*</td>
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<td>MnTC Goal 5 elective.</td>
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<tr>
<td>MnTC Goal 6b elective.</td>
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<tr>
<th>Semester 7</th>
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<td>Liberal Arts elective.</td>
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</table>

\[ TOTAL CREDITS \ 60 \]

* Course required for major

1 These credits may be taken as electives if Goal 9 is taken as part of a Goal 5 or 6b course.
AWARD
Sociology Transfer Pathway A.A. Degree. ....................... 60 cr

CAMPUS CONTACT FOR THIS PROGRAM
Vicky Knickerbocker, vknicke@inverhills.edu

SOCILOGY TRANSFER PATHWAY
A.A., 60 CREDITS

Sociology Curriculum .............................................. 10 cr
General Electives .................................................... 18 cr
Health and Physical Education ................................. 2 cr
Additional General Education ................................. 30 cr

PURPOSE
The Sociology Transfer Pathway A.A. offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Sociology bachelor’s degree programs at Minnesota State Universities. The curriculum has been specifically designed so that students completing the pathway degree and transferring to one of the seven Minnesota State Universities* enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor’s degree programs in a related field.

The Sociology Pathway consists of the Required Pathway Curriculum, the Minnesota Transfer Curriculum (MnTC), and the Health and Physical Fitness Requirement, to bring your credit total to 60 credits.

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

TRANSFER PATHWAYS
With this transfer pathway, you will be able to transfer to the following majors at:

- **Bemidji State University**
  Sociology – BA

- **Metropolitan State University**
  Social Science – BA

- **Minnesota State University, Mankato**
  Applied Sociology – BA, BS
  Sociology – BA BS

- **Minnesota State University, Moorhead**
  Sociology – BA

- **Southwest Minnesota State University**
  Sociology – BA

- **St. Cloud State University**
  Sociology – BA
  Sociology – BA (Concentration in Critical Applied Sociology)

- **Winona State University**
  Sociology – BA
### Required Sociology Pathway Curriculum 10 credits

The courses below must be completed successfully according to the university's grade standards AND address the required outcomes in the transfer pathway for Sociology. Sociology courses beyond the requirements are not guaranteed to transfer into a Sociology major at a Minnesota State university; however, they may be taken to fulfill college and university electives.

1. **Introduction to Sociology** ........................................... 4
   - SOC 1100 Introduction to Sociology (Goal 5, 9)

2. **Organizations and Institutions** ................................. 3
   - SOC 1130 Family and Society (Goal 5, 7)

3. **Sociology Elective: Social Inequality and Stratification** ............. 3
   - Choose one of the following courses:
     - SOC 1127 Social Inequalities: Race Class & Gender (Goal 5, 7)
     - SOC 1145 Gender in Society (Goal 5, 7)
     - SOC 2010 Sociology of Genocide (Goal 5, 9)

**Electives** 18 credits

Electives may be courses numbered 1000 level or higher from any discipline. This may include additional courses from Sociology or the MnTC. Examples of non-MnTC courses that may be taken include the following disciplines: ACCT, BUS, CS, CRDV, EDU, EMS, ENGR, HLTH, HSER, ITC, PA and PE.

**Health/Physical Education** 2 credits

For a list of the requirements and courses, go to: inverhills.edu/MnTC

- Health .......................................................... 1
- Physical Education .............................................. 1

### Additional General Education Requirements 30 credits

The Minnesota Transfer Curriculum (MnTC) requires a minimum of 40 credits, some of which will be satisfied by the required pathway curriculum. You must complete the MnTC courses that are specifically designated below. You may choose the other courses from each goal area from the list located at: inverhills.edu/MnTC

To streamline your degree, you are encouraged to choose MnTC Goal 1-6 courses that also meet MnTC Goal areas 7-10.

**Goal 1 Communication** ............................................. 3 courses
- Goal 1a: ENG 1108 Writing & Research Skills
- Goal 1b: ENG 1111, 1114 OR 1130
- Goal 1c: COMM 1100, 1110 OR 2230

**Goal 2 Critical Thinking**
- Satisfied by First Year Experience course or MnTC completion

**Goal 3 Natural Science (1 course must include lab)** ............. 2 courses
- Goal 3a (Life Science) course
- Goal 3b (Physical Sciences) course

**Goal 4 Mathematical/Logical Reasoning** . . . . . . . . . . . . . . . . 1 course
- Goal 4 course (MATH 1103 recommended)

**Goal 5 History/Social Sciences/Behavioral Sciences** ......... 3 courses
- First SOC course - Satisfied by Transfer Pathway
- Second SOC course - Satisfied by Transfer Pathway
- Any additional Goal 5 (non-SOC) course

**Goal 6 Humanities/Fine Arts/Literature** ........................ 3 courses
- Goal 6a (Fine Arts) course
- Goal 6b (Humanities/Literature) course
- Any additional Goal 6 course

**Goal 7 Human Diversity**
- Satisfied by Transfer Pathway

**Goal 8 Global Perspective** ...................................... 1 course
- Goal 8 course

**Goal 9 Ethical and Civic Responsibility**
- Satisfied by Transfer Pathway

**Goal 10 People and the Environment** .......................... 1 course
- Goal 10 course

**TOTAL CREDITS** 60
### RECOMMENDED FULL-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>15-16 credits</th>
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<tbody>
<tr>
<td>First Year Experience Course (Goal 2)</td>
<td>1-2</td>
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<tr>
<td>SOC 1100 Introduction to Sociology (Goal 5, 9)*</td>
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<tr>
<td>ENG 1108 Writing &amp; Research Skills (Goal 1a, 2)</td>
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</tr>
<tr>
<td>COMM 1100 Interpersonal Communication (Goal 1, 7) OR COMM 1110 Public Speaking (Goal 1, 2) OR COMM 2290 Small Group Communication (Goal 1, 2)</td>
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<td>MnTC Goal 6a</td>
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<table>
<thead>
<tr>
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<tr>
<td>ENG 1111 Research Writing (Goal 1b) OR ENG 1114 The Research Paper OR ENG 1130 Writing &amp; Research for the Professions</td>
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<td>MnTC Goal 4 (MATH 1103 recommended)</td>
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<tr>
<td>MnTC Goal 6b</td>
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<tr>
<td>MnTC Goal 8¹</td>
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<td>SOC Elective*</td>
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<tr>
<td>MnTC Goal 6c</td>
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<tr>
<td>MnTC Goal 10¹</td>
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<table>
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<tr>
<td>MnTC Goal 3b</td>
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<tr>
<td>MnTC Goal 5 (non-SOC) course</td>
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<tr>
<td>HLTH 1155 Lifetime Fitness and Wellness (Health/PE)</td>
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<tr>
<td>General Electives²</td>
<td>6-7</td>
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</table>

**TOTAL CREDITS 60**

* Course required for major
¹ These credits may be taken as electives if Goal Areas 8 and 10 are completed as part of another course.
² Electives may be 1000 level courses from any discipline, including additional MnTC Courses. Examples of non-MnTC courses that may be taken include the following disciplines: ACCT, BUS, CS, CRDV, EDU, EMS, ENG, HLTH, HSER, ITC, PA and PE.

### RECOMMENDED PART-TIME COURSE OF STUDY

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

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<th>Semester 1</th>
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<td>ENG 1108 Writing &amp; Research Skills (Goal 10, 2)</td>
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<tr>
<td>SOC 1130 Family and Society (Goal 5, 7)*</td>
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<tr>
<td>MnTC Goal 3a</td>
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<tbody>
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<td>MnTC Goal 3b</td>
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<td>HLTH 1155 Lifetime Fitness and Wellness (Health/PE)</td>
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<th>Semester 4</th>
<th>9 credits</th>
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<tbody>
<tr>
<td>MnTC Goal 8¹</td>
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<tr>
<td>MnTC Goal 3a</td>
<td>3</td>
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<tr>
<td>COMM 1100 Interpersonal Communication (Goal 1, 7) OR COMM 1110 Public Speaking (Goal 1, 2) OR COMM 2290 Small Group Communication (Goal 1, 2)</td>
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<th>Semester 5</th>
<th>9-10 credits</th>
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<tbody>
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<td>MnTC Goal 4 (MATH 1103 recommended)</td>
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<tr>
<td>MnTC Goal 6b</td>
<td>3</td>
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<td>MnTC Goal 5 (non-SOC) course</td>
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<td>MnTC Goal 10¹</td>
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<td>MnTC Goal 6c</td>
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<td>General Electives²</td>
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**TOTAL CREDITS 60**

* Course required for major
¹ These credits may be taken as electives if Goal Areas 8 and 10 are completed as part of another course.
² Electives may be 1000 level courses from any discipline, including additional MnTC Courses. Examples of non-MnTC courses that may be taken include the following disciplines: ACCT, BUS, CS, CRDV, EDU, EMS, ENG, HLTH, HSER, ITC, PA and PE.
**AWARD**
Theatre Transfer Pathway A.F.A. Degree .......................... 60 cr

**CAMPUS CONTACT FOR THIS PROGRAM**
George Roesler, groesler@inverhills.edu

**THEATRE TRANSFER PATHWAY**
A.F.A., 60 CREDITS

Theatre Pathway Curriculum ........................................ 20 cr
General Electives ...................................................... 6-12 cr
Additional General Education ...................................... 28-34 cr

**PURPOSE**
The Theatre Transfer Pathway A.F.A. offers students a powerful option: the opportunity to complete an Associate of Fine Arts degree with course credits that directly transfer to designated Theatre bachelor's degree programs at Minnesota State Universities. The curriculum has been specifically designed so that students completing the pathway degree and transferring to one of the seven Minnesota State Universities* enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

The Theatre Pathway consists of the Required Pathway Curriculum, the Minnesota Transfer Curriculum (MnTC), and electives to bring your credit total to 60 credits

*Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

**TRANSFER PATHWAYS**
With this transfer pathway, you will be able to transfer to the following majors at:

- **Metropolitan State University**
  - Theatre - BA

- **Minnesota State University, Mankato**
  - Theatre - BA
  - Theatre - BS

- **Minnesota State University, Moorhead**
  - Theatre Arts - BA

- **Southwest Minnesota State University**
  - Theatre Arts - BA

- **St. Cloud State University**
  - Theatre - BA

- **Winona State University**
  - Theatre - BA
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<thead>
<tr>
<th>Theatre Pathway Curriculum</th>
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<tbody>
<tr>
<td>Required courses................. 8</td>
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</tr>
<tr>
<td>THTR 1105 Introduction to Theatre (Goal 6a) ............... 3</td>
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<tr>
<td>THTR 2152 Script Analysis (Goal 6a) .................. 3</td>
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<tr>
<td>THTR 1161 Theatre Activities 1 ................................ 1</td>
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</table>

| Restricted Theatre Electives ............... 3-6 |
| Complete at least 3 and no more than 6 credits |
| THTR 1152 Acting I (Goal 6a) .................... 3 |
| THTR 2154 Design for the Theatre (Goal 6a) .................. 3 |

| Theatre Electives ...................... 6-9 |
| Choose from the following courses: |
| THTR 2153 Acting II (Goal 6a) ..................... 3 |
| THTR 1157 Theatre Makeup (Goal 6a) .................. 3 |
| THTR 1161 Theatre Activities .......................... 1 |
| THTR 1158 Creative Dramatics (Goal 6a) .................. 3 |
| MUSC 1144 Broadway Musicals (Goal 6a, 8) .................. 3 |
| ENG 2253 Shakespeare (Goal 6b) ..................... 3 |

*Course is 1 credit; must be taken twice*

| General Electives ............... 6-12 credits |
| Electives may be courses numbered 1000 level or higher from any discipline. This may include additional courses from Theatre or the MnTC. Examples of non-MnTC courses that may be taken include the following disciplines: ACCT, BUS, CS, CRDV, EDU, EMS, ENGR, HLTH, HSER, ITC, PA and PE. |

<table>
<thead>
<tr>
<th>Additional General Education Requirements</th>
<th>28-34 credits</th>
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<tbody>
<tr>
<td>The Minnesota Transfer Curriculum (MnTC) requires a minimum of 40 credits, some of which will be satisfied by the required pathway curriculum. You must complete the MnTC courses that are specifically designated below. You may choose the other courses from each goal area from the list located at: inverhills.edu/MnTC</td>
<td></td>
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To streamline your degree, you are encouraged to choose MnTC Goal 1-6 courses that also meet MnTC Goal areas 7-10.

| Goal 1 Communication .................. 3 courses |
| Goal 1a: ENG 1108 Writing & Research Skills |
| Goal 1b: ENG 1111, 1114 OR 1130 (ENG 1114 recommended) |
| Goal 1c: COMM 1100, 1110 OR 2230 (COMM 1110 recommended) |

| Goal 2 Critical Thinking |
| Satisfied by First Year Experience course or MnTC completion |

| Goal 3 Natural Science (1 course must include lab) ............. 2 courses |
| Goal 3a (Life Science) course |
| Goal 3b (Physical Sciences) course |

| Goal 4 Mathematical/Logical Reasoning .................. 1 course |
| Goal 4 course |

| Goal 5 History/Social Sciences/Behavioral Sciences ............. 3 courses |
| Include courses from at least two disciplines; recommend Psychology and Sociology courses |
| Goal 5 course |
| Goal 5 course |
| Goal 5 course |

| Goal 6 Humanities/Fine Arts/Literature .................. 3 courses |
| Goal 6a - Satisfied by THTR 1105 |
| Goal 6b (Humanities/Literature) course |
| Goal 6a or 6b - Satisfied by THTR 2152 |

| Goal 7 Human Diversity .................. 1 course |
| Goal 7 course |

| Goal 8 Global Perspective .................. 1 course |
| Goal 8 course (THTR 1103 recommended) |

| Goal 9 Ethical and Civic Responsibility ............. 1 course |
| Goal 9 course |

| Goal 10 People and the Environment ............. 1 course |
| Goal 10 course |

| TOTAL CREDITS | 60 |
**RECOMMENDED FULL-TIME COURSE OF STUDY**

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

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</tr>
<tr>
<td>THTR 1152 Acting I OR THTR 2154 Design for the Theatre (Goal 6a)</td>
<td>3</td>
</tr>
<tr>
<td>THTR 1161 Theatre Activities</td>
<td>1</td>
</tr>
<tr>
<td>First Year Experience Course (Goal 2)</td>
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<tr>
<td>ENG 1108 Writing &amp; Research Skills (Goal 1a, 2)</td>
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<thead>
<tr>
<th>Semester 2</th>
<th>15 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted THTR elective OR THTR Elective</td>
<td>3</td>
</tr>
<tr>
<td>MnTC Goal 6b/8 (THTR 1103 Recommended)</td>
<td>3</td>
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<tr>
<td>THTR 1161 Theatre Activities</td>
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<tr>
<td>ENG 1111 Research Writing (Goal 1b) OR ENG 1114 The Research Paper OR ENG 1130 Writing &amp; Research for the Professions</td>
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</tr>
<tr>
<td>MnTC Goal 4</td>
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<tr>
<td>HLTH 1155 Lifetime Fitness and Wellness (Health/PE)</td>
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<th>Semester 3</th>
<th>15-16 credits</th>
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<tr>
<td>THTR Elective</td>
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<td>MnTC Goal 5/7</td>
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<td>MnTC Goal 5/9</td>
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<tr>
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</table>

**TOTAL CREDITS 60**

¹ Electives may be 1000 level courses from any discipline, including additional MnTC Courses. Examples of non-MnTC courses that may be taken include the following disciplines: ACCT, BUS, CS, CRDV, EDU, EMS, ENG, HLTH, HSER, ITC, PA and PE.

**RECOMMENDED PART-TIME COURSE OF STUDY**

Note: Not all courses will be available every semester. For a complete list of Minnesota Transfer Curriculum (MnTC) Goal Area course choices, please visit: inverhills.edu/MnTC

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>9-10 credits</th>
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<tbody>
<tr>
<td>THTR 1105 Intro to Theatre (Goal 6a)</td>
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<tr>
<td>THTR 1161 Theatre Activities</td>
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<td>First Year Experience Course (Goal 2)</td>
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<td>ENG 1108 Writing &amp; Research Skills (Goal 1a, 2)</td>
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<tr>
<th>Semester 2</th>
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<tr>
<td>THTR 1152 Acting I OR THTR 2154 Design for the Theatre (Goal 6a)</td>
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<td>THTR 1161 Theatre Activities</td>
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<tr>
<td>ENG 1111 Research Writing (Goal 1b) OR ENG 1114 The Research Paper OR ENG 1130 Writing &amp; Research for the Professions</td>
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<tr>
<td>Restricted THTR elective OR THTR Elective</td>
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<tr>
<td>COMM 1100 Interpersonal Communication (Goal 1, 7) OR COMM 1110 Public Speaking (Goal 1, 2) OR COMM 2210 Small Group Communication (Goal 1, 2)</td>
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<td>MnTC Goal 6b/8 (THTR 1103 Recommended)</td>
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<td>HLTH 1155 Lifetime Fitness and Wellness (Health/PE)</td>
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<th>Semester 6</th>
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<td>General Electives ¹</td>
<td>1-3</td>
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</tbody>
</table>

**TOTAL CREDITS 60**

¹ Electives may be 1000 level courses from any discipline, including additional MnTC Courses. Examples of non-MnTC courses that may be taken include the following disciplines: ACCT, BUS, CS, CRDV, EDU, EMS, ENG, HLTH, HSER, ITC, PA and PE.
Workplace Writing Certificate, 13 credits

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

Workplace Writing Certificate Curriculum, 13 credits

Required:
- ENG 1108 Writing and Research Skills ........................................ 4
- ENG 1118 Style and Correctness for Writers ............................. 3
- ENG 1130 Writing and Research for the Professions ................. 3

Choose one course from:
- ENG 1116 Writing for the Web .............................................. 3
- ENG 1145 Introduction to Technical Writing ....................... 3

Total credits: 13
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ACCOUNTING

About the Accounting Department: Coursework and the Associate of Science degree prepare students for paraprofessional careers and for transfer to four-year institutions. For degree requirements and description, see the Programs and Majors section of this catalog.

ACCT 2101 FINANCIAL ACCOUNTING
4 credits; 4 classroom hours/week; 0 lab hours/week
Focuses on basic accounting concepts with emphasis on how financial information is used in decision-making, primarily by creditors and investors. It focuses on what the financial statements reveal about the credit worthiness and financial performance of companies organized as corporations. Topics covered include preparation, analysis and interpretation of financial statements including income statements, balance sheet, statement of owner's equity, and cash flow statement. Additional topics include processing accounting information, end of period adjustments, closing entries, cash versus accrual accounting, receivables, inventory, income measurement, current and fixed assets and liabilities, stockholders' equity, ratio analysis, cash flow, merchandising operations, and internal control. Meets lower-division transfer requirements for accounting and business administration majors at most 4-year institutions. Prerequisites: Require completion of Math 0840 or assessment into Math 0940 or higher; recommended concurrent enrollment in BUS 1100.

ACCT 2102 MANAGERIAL ACCOUNTING
4 credits; 4 classroom hours/week; 0 lab hours/week
Consists of analyzing information and preparing reports for internal use in the company's management decision-making process. Emphasizes planning and control for profit-seeking enterprises. This course will cover cost terminology and behavior, fixed, mixed, and variable costs, standard costs and variances, activity-based costing, quality costs, job order costing, relevant costs, break-even and cost-volume-profit analysis, profit planning (budgeting), capital budgeting, flexible budgeting, segment reporting, transfer pricing, constrained resources, and business ethics. Meets requirements for accounting and lower-division-transfer business administration majors at most 4-year institutions. Prerequisites: Require ACCT 2101.

ACCT 2200 FEDERAL INDIVIDUAL INCOME TAX ACCOUNTING
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to federal individual income tax law. This course is intended primarily for accounting two-year program students, or those interested in an introductory income tax course.

ACCT 2230 GOVERNMENT AND NONPROFIT ACCOUNTING
3 credits; 3 classroom hours/week; 0 lab hours/week
Focuses on the fundamentals of fund/nonprofit accounting. It prepares students to apply basic governmental accounting principles and prepare financial statements for fund/nonprofit organizations. Topics covered will include accounting for states, municipalities, and not-for-profit organizations with some federal government accounting. Prerequisites: ACCT 2101.

ACCT 2241 QUICKBOOKS AND EXCEL FOR BUSINESS
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces QuickBooks accounting software and extensive application of Microsoft Excel electronic spreadsheet applications. After completion of this course the student will be able to record small business transactions in QuickBooks and perform higher level Excel applications and analysis including macros, vlookups, and pivot tables. Prerequisites: Require ACCT 2101 and BUS 1100.

AMERICAN SIGN LANGUAGE

About American Sign Language Courses: First and second year of American Sign Language; introduces basic skills/techniques and deaf culture.

ASL 1101 AMERICAN SIGN LANGUAGE I (MNTC 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces 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 signing, and various aspects of Deaf Culture. Classes will be taught by a deaf instructor, so the use of voice may be limited.

ASL 1102 AMERICAN SIGN LANGUAGE II (MNTC 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Is a continuation from Introduction to American Sign Language I. This course is designed to improve the student's receptive and expressive skills and increase the student's awareness of Deaf Culture. Classes will be taught by a deaf instructor, so the use of voice may be limited.

ASL 1103 AMERICAN SIGN LANGUAGE III (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. Dialogue, short stories, narratives and short conversation, both receptive and expressive, will be exercised through the course.

INVER HILLS COMMUNITY COLLEGE  •  651-450-3000  •  ADMISSIONS@INVERHILLS.EDU  •  2020-2021 CATALOG, COURSE DESCRIPTIONS
Introduces students to the four subfields of anthropology: archaeology, biological anthropology, cultural anthropology and language. Anthropology is the study of humanity. Within each sub field are various, practical applications which are collectively termed applied anthropology. Students will learn to identify and apply anthropological study methods. Included within this knowledge will be the application of holistic, comparative, and evolutionary avenues of anthropological inquiry into the issues and institutions that affect our complex, modern lives.

**Anthropology**

**About the Anthropology Department:** Anthropology offers concepts and analytic practice toward understanding the deeply held values and assumed social structures that characterize each culture. The student finds the basis for becoming conversant with an ever-broadening world. In our culturally diverse society, the awareness of difference as well as human commonality is pertinent to all professions. When going on to a four-year institution, a minor or second major in anthropology deserves consideration. An anthropological eye will enhance foreign study and travel.

**ANTH 1100 INTRODUCTION TO ANTHROPOLOGY (MNTC 5, 8)**
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the four subfields of anthropology: archaeology, biological anthropology, cultural anthropology and language. Anthropology is the study of humanity. Within each sub field are various, practical applications which are collectively termed applied anthropology. Students will learn to identify and apply anthropological study methods. Included within this knowledge will be the application of holistic, comparative, and evolutionary avenues of anthropological inquiry into the issues and institutions that affect our complex, modern lives. E, S, Su(V)

**ANTH 1101 INTRODUCTION TO AMERICAN CULTURE (MNTC 7, 8)**
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores the cultural variety that comprises the current American population and the issues that drive Americans today. This course provides an introduction to American culture with emphasis on those who have arrived in the past 200 years including their transitions, mobility and interchange. Classroom discussions, lectures and activities will focus on the effects of each succeeding immigrant group on American culture through the operation of American Dominant Culture, world view and institutions, with focus primarily on the role of the individual and consumerism within American society. E, S, Su(V)

**ANTH 1110 CULTURAL ANTHROPOLOGY (MNTC 5, 8)**
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the anthropological sub field focused on human culture. Anthropology is that component of culture that includes knowledge, belief, art, morals, law, custom, and any other capabilities and habits acquired by individuals as a member of society. Examines the tension between the claim that culture can be both universal as well as particular. This class offers a broad survey allowing for this comparison of universals and particulars around the world, including larger concepts of identity, cultural manifestation, operation of institutions, and issues of inequality and globalization. E, S, Su(V)

**ANTH 1120 INTRODUCTION TO ARCHAEOLOGY (MNTC 5)**
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the archaeological field and profession. Archaeology, one of the four sub-fields within anthropology, is the study of human material culture and is typically done by examining objects and locations left behind by various groups throughout human history. Students will examine the history, methods and basic theories of archaeology. Additionally, students will learn how the archaeological profession is conducted today and apply this to highlighting issues of community development and expression, subsistence, status, consumption, gender and other contemporary issues. S, Su(V)

**ANTH 1130 INTRODUCTION TO BIOLOGICAL ANTHROPOLOGY (MNTC 3A, 10)**
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces the biological anthropology field, one of the four sub-fields within anthropology. Sometimes called physical anthropology, biological anthropology is the study of our collective human origins. Students will accomplish this through three main areas: study of biological evolution, including the forces of evolution and cellular biology, comparing primate and human physical and behavioral practices; and by examining hominid evolution from groups beginning four to five million years ago through today as they are shaped by environmental and cultural stimuli. Study will be done through a variety of in class discussions and lectures as well as simulated dry lab activities. Additionally, students will learn how modern cultural implications impact our evolution and environment today. May be paired with ANTH 1132 to fulfill a lab science requirement. E, S, Su(V)

**ANTH 1131 INTRODUCTION TO BIOLOGICAL ANTHROPOLOGY LAB (MNTC 3A)**
1 credit; 0 classroom hours/week; 2 lab hours/week
Provides an optional lab with hands on experience for the lecture sections of ANTH 1130 (Introduction to Biological Anthropology). The lab covers scientific method, cell biology and DNA, principles of inheritance, human variation, population genetics, the human skeleton, primate classification, primate behavior, bipedal adaptation and comparative analysis of hominin features including Australopithicines and Homo. This course may be paired with ANTH 1130 to fulfill a lab science requirement. Prerequisites: Concurrent enrollment or prior completion of ANTH 1130 Introduction to Biological Anthropology required.

**ANTH 1150 INTRODUCTION TO AMERICAN INDIAN CULTURES (MNTC 7, 10)**
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to American Indian cultures from an anthropological perspective. This is accomplished through three primary avenues: a broad survey of cultures prior to European colonization; the historical-cultural experiences that contributed to present day Native American communities; and finally issues in modern American Indian communities and their relationships with anthropologists. Specific North American culture areas from the Midwest and Great Plains, through the Southeast and Southwest will be surveyed. E, Su(V)

**ANTH 1160 MIGRANTS AND REFUGEES (MNTC 5, 8)**
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines the dimensions of transnational migration and refugee displacement in the US and globally. This course provides an introduction to the concepts, themes and dynamics that anthropologists consider when examining the lives of social groups who voluntarily and involuntarily leave their home country. Students will examine and apply anthropological analyses to ethnographic case studies of migration and refugee experiences. Classroom discussions, lectures and activities will explore worldwide political, economic and social issues to try to understand the current period of widespread migration and displacement holistically.

**ANTH 2100 VISUAL ANTHROPOLOGY**
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the exceptional cultural diversity of expression in the world today. Visual anthropology is a sub field of cultural anthropology that is concerned with the study and production of art, photography, film and new media, including areas such as performance, museums, and mass media. Students examine the purposes of visual, cultural representations, from conformity and conflict to personal perception and propaganda. Extending from cave paintings and sand paintings to hieroglyphics and modern media outlets, and onto tattoos and texting, students will examine their own and others’ ethical concepts in a variety of institutional settings throughout the modern world. Prerequisites: Recommended ANTH 1100 or 1110. S, Su(V)
ART

About the Art Department: Art courses range from introductory art and art history to bachelor's degree and advanced studio courses in ceramics, drawing, painting, and photography. Focus is on historical, cultural and contemporary perspectives, including personal expression in the arts. Many students take art courses as part of their liberal arts requirements, while others have taken their first two years and transfer to a four-year program for art. Some students take a few courses and continue their studies for non-credit. See the Programs and Majors section of this catalog for more information on the Associate of Fine Art (A.F.A.) degree. Inver Hills art instructors actively exhibit their work both regionally and nationally and are excited about and knowledgeable in their field of expertise.

ART 1100 INTRODUCTION TO ART (MNTC 6A, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores the visual arts of a wide range of peoples, cultures, styles, movements, and media, as well as the various cultural, religious, economic, and political factors related to their creation. Major works of painting, sculpture, architecture, and decorative arts from prehistory to the present will be studied. This course is open to all students and meets the Minnesota Professional Educator Licensing and Standards Board (PELSB) 8710.3200, Subp. 3, Standard L.1, 2, 4, Visual Arts.

ART 1105 FOUNDATION DRAWING I (MNTC 6A)
3 credits; 2 classroom hours/week; 3 lab hours/week
Introduces basic drawing skills emphasizing direct observation and drawing from life. A variety of media and papers are explored as the student engages in studio drawing, critical evaluation of aesthetics, critique sessions, and slide lectures. Gallery and museum visits may be included in this course. Lab fee.

ART 1106 ART HISTORY I: FROM CAVE PAINTINGS TO GOTHIC CATHEDRALS (MNTC 6A, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores major works in painting, sculpture, architecture and decorative arts from prehistory to 1400. Both the styles and methods employed in the creation of the works of art and the cultural, religious, economic and political philosophies that influenced them will be studied.

ART 1107 ART HISTORY II: FROM MICHAELANGELO TO THE MODERN WORLD (MNTC 6A, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores major works in painting, sculpture, architecture and decorative arts from the 15th century through the present. Both the styles and methods employed in the creation of the works of art and the cultural, religious, economic and political philosophies that influenced them will be studied.

ART 1109 WORLD ART (MNTC 6A, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Surveys major works in painting, sculpture, architecture, calligraphy and decorative arts from non-western cultures around the world dating from prehistory to the present. Art from Pakistan, India, Southeast Asia, China, Japan, the Islamic world, the Americas, Africa and the Pacific will be studied. The styles and methods employed in the creation of the works of art and the cultural, spiritual/religious, societal, economic and political philosophies that influenced them will be studied and students will learn to recognize and appreciate cross-cultural differences and similarities.

ART 1110 FOUNDATION DRAWING II (MNTC 6A)
3 credits; 2 classroom hours/week; 3 lab hours/week
Explores advanced studio courses in ceramics, drawing, glass, and photography. Focus is on historical, cultural and contemporary perspectives, including personal expression in the arts. Many students take art courses as part of their liberal arts requirements, while others have taken their first two years and transfer to a four-year program for art. Some students take a few courses and continue their studies for non-credit. See the Programs and Majors section of this catalog for more information on the Associate of Fine Art (A.F.A.) degree. Inver Hills art instructors actively exhibit their work both regionally and nationally and are excited about and knowledgeable in their field of expertise.

ART 1111 DIGITAL PHOTOGRAPHY I (NO LAB) (MNTC 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores the application of the digital camera and digital imaging software as means for individual creative expression in the fine arts. Students will engage in technological, aesthetic, and conceptual aspects of digital photography using historical and contemporary practices in as a guide. Students enrolling in this course are required to purchase image editing software as specified in the course syllabus. This course is intended for non-A.F.A. majors. Students who are A.F.A. majors should enroll in ART 1112. Students may not receive credit for this course if credit has been awarded for ART 1111. Lab fee.

ART 1112 DIGITAL PHOTOGRAPHY II (NO LAB) (MNTC 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores the application of the digital camera and digital imaging software as means for individual creative expression in the fine arts. Students will engage in technological, aesthetic, and conceptual aspects of digital photography using historical and contemporary practices in as a guide. Students enrolling in this course are required to purchase image editing software as specified in the course syllabus. This course is intended for non-A.F.A. majors. Students who are A.F.A. majors should enroll in ART 1112. Students may not receive credit for this course if credit has been awarded for ART 1112. Lab fee.

ART 1113 INTRODUCTION TO DIGITAL PHOTOGRAPHY (MNTC 6A)
3 credits; 2 classroom hours/week; 3 lab hours/week
Explores the application of the digital camera, digital imaging software, and digital printing technology as means for individual creative expression in the fine arts. Students will engage in technological, aesthetic, conceptual aspects of digital photography using historical and contemporary practices in as a guide. Students are required to supply their own digital camera and purchase image editing software as specified in the course syllabus. This course is intended for non-A.F.A. majors. Students who are A.F.A. majors should enroll in ART 1113. Students may not receive credit for this course if credit has been awarded for ART 1113. Lab fee.
ART 1132 DIGITAL PHOTOGRAPHY II (MNTC 6A)
3 credits; 2 classroom hours/week; 3 lab hours/week
Expands on the exploration of digital camera function, digital image editing software and digital printing technology introduced in Art 1131. This course will emphasize student's 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 1122. Course may be repeated for credit. Prerequisite: ART 1121 or ART 1121 or Instructor permission. F(V), S, Su(V)

ART 1151 FOUNDATION DIGITAL IMAGING (MNTC 6A)
3 credits; 2 classroom hours/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 design utilizing raster and vector based software programs. Historical and contemporary art practice will guide and support the technical investigation of digital art tools in this course. F

ART 1196 FOUNDATION 3D DESIGN (MNTC 6A)
3 credits; 2 classroom hours/week; 3 lab hours/week
Explores principles and basic formulas to approaching three-dimensional organization of space. Projects are organized as individual and group assignments. Art and museum visits may be included in this course. Lab fee. S

ART 2100 INTRODUCTION TO SCULPTURE (MNTC 6A)
3 credits; 2 classroom hours/week; 3 lab hours/week
Explores sculptural concepts, techniques, tools, materials, processes and vocabulary in order to develop skills and apply aesthetic exploration. Visits to galleries, museums and sculpture parks may be included in this course. Studio projects may include additive process of modeling clay, subtractive process of carving plaster, constructive fabricating in wood, reproductive process of mold-making, study of space as it applies to sculpture, and the history of traditional sculpture and contemporary sculpture. F, S(V), Su(V)

ART 2101 SCULPTURE II (MNTC 6A)
3 credits; 2 classroom hours/week; 3 lab hours/week
Explores advanced sculptural concepts, techniques and materials with an emphasis on personal aesthetic. A historical overview with an emphasis on contemporary approaches to sculpture. Visits to galleries, museums and sculpture parks may be included in this course. Topics and projects may include site-specific sculpture, installation, plaster and/or poly resin mold-making, kinetic sculpture, assemblage, form, figurative sculpture, history of traditional sculpture, contemporary sculpture, and form, scale, plane, texture and space as it relates to sculpture. Prerequisites: ART 2100. F(V), S, Su(V)

ART 2200 INTRODUCTION TO CERAMICS (MNTC 6A)
3 credits; 2 classroom hours/week; 3 lab hours/week
Explores ceramic materials and processes. An aesthetic exploration of hand building, wheel throwing, decorating, glazing and firing techniques to create sculptured and functional forms. Art and museum visits may be included in this course. Lab fee. F, S, Su

ART 2201 CERAMICS II (MNTC 6A)
3 credits; 2 classroom hours/week; 3 lab hours/week
Explores advanced studies in ceramics. Additional technical and aesthetic exploration and experimentation including functional and sculptural forms, slips, under glazes, clay bodies, Raku, wood and salt kiln firings. Art and museum visits may be included in this course. Lab fee. Prerequisites: ART 2200. F, S, Su

ART 2207 INTRODUCTION TO GLASS (MNTC 6A)
3 credits; 2 classroom hours/week; 3 lab hours/week
Introduces glass working processes and techniques. An exploration of glass casting, stained glass, fusing and slumping flat glass, surface alteration and flame work resulting in expressive forms. Art and museum visits may be included in this course. Lab fee. F, S, Su

ART 2208 ART AND MUSEUMS IN THE TWIN CITIES (MNTC 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the rich and diverse arts venues in the Twin Cities, various museum display practices, and the complicated politics of exhibiting cultures. The class will meet both on campus and at various local museums, galleries, and/or art centers. Students are responsible for own transportation. Independent visits to art exhibits outside of class are also required. Students should budget approximately $75 for entrance and parking fees.

ART 2217 GLASS II (MNTC 6A)
3 credits; 2 classroom hours/week; 3 lab hours/week
Explores focused areas of various glass working processes and works on developing and refining techniques. Individualizes advanced projects in at least three skill areas covered in ART 2207. Gallery and museum visits may be included in this course. Lab Fee. Prerequisites: ART 2207. V

ART 2250 SPECIAL TOPICS IN ART (MNTC 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Presents specific topics in art and visual culture on a rotating basis. Examples of topics include, but are not limited to, History of Photography, Art Theory and Criticism, and Contemporary Art. V

ART 2251 INTRODUCTION TO PAINTING (MNTC 6A)
3 credits; 2 classroom hours/week; 3 lab hours/week
Introduces basics of acrylic and/or water soluble oil painting and basic color theory. Emphasis is on painting from observation. A variety of traditional and contemporary painting approaches are assigned including an opportunity for personal exploration. The studio course involves active hands-on participation by the student. Gallery and museums visits may be included in this course. Lab fee. Prerequisites: Recommended ART 1114. F, S, Su

ART 2252 PAINTING II (MNTC 6A)
3 credits; 2 classroom hours/week; 3 lab hours/week
Expands in depth upon the basic principles covered in Painting 1 including value, color theory, media, composition, technique, and personal approach. Focuses on personal creative development within the parameters of specific assignments. Gallery and museum visits may be included in this course. Lab fee. Course may be repeated for credit. Prerequisites: ART 2251. S, SU

ART 2281 TOPICS IN STUDIO STUDIES
1-3 credits
Offers students the opportunity to explore a focused studio topic. This is a hands-on class with topics varying each time the course is offered. S

ART 2295 PORTFOLIO DEVELOPMENT
1 credit; 1 classroom hours/week; 0 lab hours/week
Create your portfolio to earn your AFA or prepare for transfer to a four-year institution in pursuit of your BFA degree. In addition to photographing the portfolio, you will build business skills including writing your art resume, preparing your artist statement, and learning how to apply for and install exhibitions. Prerequisites: Students should have taken most of their beginning courses and 2 advanced level courses or permission from instructor. S

ART 2300 ARCHITECTURAL HISTORY (MNTC 6A,8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores major works of architecture around the world, dating from prehistory to the present. An emphasis is placed on understanding the architectural significance of individual monuments in terms of the styles and methods employed in their creation, as well as the various environmental, cultural, social, religious, economic and political factors that influenced these monuments. S
Biology

About the Biology Department: 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 or the AA with emphasis in Biology. Students are encouraged to consult with a counselor when selecting classes.

BIOL 1001 HUMANS IN THE ECOSYSTEM: RENEWABLE ENERGY (MNTC 10)
2 credits; 1 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 Midwest 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 Wisconsin, camp out in an educational and cultural service and community based learning during active participation in field projects. The various capacities and attend informational workshops during the fair itself. This will be supplemented with classroom teaching before, during and after the event. Students will have an opportunity to see working examples of various renewable energy technologies and investigate one or more of these in depth. Su(V)

BIOL 1002 HUMANS IN THE ECOSYSTEM: SPECIAL ECOSYSTEMS (MNTC 10)
2 credits; 1 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 partnerships with local agencies in various capacities, and engage in field work. This will be supplemented with classroom teaching before, during and after the event. Prerequisites: Instructor permission required.

BIOL 1003 COMMUNITY BASED LEARNING IN BIOLOGY
1 credit; 0 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 ecological regions, while also investigating the unique natural history of that region. Students will travel to the site, work in partnership with local agencies in various capacities, and engage in field work. This will be supplemented with classroom teaching before, during, and after the event. Students may have to supply their own transportation to the field site and lodging. May be taken twice for credit. Prerequisites: Instructor permission required.

BIOL 1107 BIOLOGY OF WOMEN (MNTC 3A, 7)
3 credits; 3 classroom hours/week; 1 lab hours/week
Provides a theme based course for learning biological concepts in the context of issues relevant to both men's and women's health. Explores the historical, cultural and biological factors that shape women's experiences and health. The course explores the nature of science, female and male reproductive anatomy and physiology, sexual differentiation, issues related to health and disease, pregnancy and birth, contraception, menopause, sexually transmitted diseases and other public health topics. Students desiring a traditional lab may take BIOL 1110 concurrently or following completion of BIOL 1107. Prerequisites: Placement into ENG 1108 or successful completion (grade of C or above) of ENG 99 and Read 93/94.

BIOL 1110 HUMAN BIOLOGY LABORATORY (MNTC 3A)
1 credit; 0 classroom hours/week; 2 lab hours/week
Provides an optional lab with hands-on experience for the lecture sections of 1114 (Critical Issues in Human Biology) and 1107 (Biology of Women). The lab covers microscopy, scientific method, study of the cell, genetics, mitosis and meiosis, aspects of human anatomy and physiology. Topics covered may also include current issues in human health. This course may be paired with BIOL 1107 or 1114 to fulfill a lab science requirement. Prerequisites: Concurrent enrollment in or previous completion of BIOL 1107 or 1114. F, S, Su(V)

BIOL 1114 CRITICAL ISSUES IN HUMAN BIOLOGY (MNTC 3A, 9)
3 credits; 3 classroom hours/week; 0 lab hours/week
Intended for majors and non-majors interested in critical and ethical issues related to human biology. Ethical decision-making surrounding current biological issues will be examined. Topics such as evolution, human research subjects, biotechnology, antibiotic resistance, or other emerging science issues may be examined. Students will understand the process of science, be able to distinguish science from non-science, and critically analyze claims. Students desiring a traditional lab may take BIOL 1110 concurrently or following completion of BIOL 1114. Prerequisites: Placement into ENG 1108 or successful completion (grade of C or above) of ENG 99 and Read 93/94.

BIOL 1115 CRITICAL ISSUES IN HUMAN BIOLOGY WITH LAB (MNTC 3A, 9)
4 credits; 4 classroom hours/week; 2 lab hours/week
Intended for majors and non-majors interested in critical and ethical issues related to human biology. Ethical decision-making surrounding current biological issues will be examined. Topics such as evolution, human research subjects, biotechnology, antibiotic resistance, or other emerging science issues may be examined. Students will understand the process of science, be able to distinguish science from pseudo-science, and critically analyze claims. Lab includes microscopy, scientific method, study of the cell, genetics, mitosis and meiosis, aspects of human anatomy and physiology. Prerequisites: Placement into ENG 1108 or successful completion (grade of C or above) of ENG 99 and Read 93/94.

BIOL 1116 ENVIRONMENTAL SCIENCE (NO LAB) (MNTC 3A, 10)
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to fundamental concepts in ecology focusing on human impact and exploitation of the environment stressing the limits of the biosphere with respect to resources, energy, and pollution. Activities may include discussion, group activities, guest speakers and films.

BIOL 1117 ENVIRONMENTAL SCIENCE (WITH LAB) (MNTC 3A, 10)
4 credits; 3 classroom hours/week; 2 lab hours/week
Introduces students to fundamental concepts in ecology focusing on human impact and exploitation of the environment stressing the limits of the biosphere with respect to resources, energy, and pollution. Activities may include discussion, group activities, guest speakers and films. One semester credit of lab includes field trips and analysis of factors using the campus landscape. This course is open to all students and meets the Minnesota Professional Educator Licensing and Standards Board (PELSB) 8710.3200, Subp. 3, Standard J1, J2a, b, c, d, e, f, j3, j4 j5, J6, H1a, b, c, H2a, b, H3a, b, c, d, H4a, b, H5a, b, H6a, b, H7a, b, c, d, F, S, Su

BIOL 1120 EXPLORING BIOLOGY (MNTC 2, 3A)
4 credits; 3 classroom hours/week; 3 lab hours/week
Introduces non-majors to important biological concepts and serves as a prerequisite for Nursing and other allied-health programs. There is an emphasis on the molecular and cellular levels of biology surrounding the core theme of evolution. Topics include chemistry of cells, cell structure and function, metabolism, genetics, evolution and ecology. Labs emphasize the process of scientific inquiry which includes learning how to propose testable hypotheses and carry out experiments to test them. Students learn the proper use of microscopes and safe handling of lab chemicals and other lab equipment while conducting hands-on experiments. This course serves as a prerequisite for Anatomy and Physiology 1 (BIOL 2201) and Microbiology (BIOL 2205 & 2206). It also aligns with content for common healthcare admissions exams. Prerequisites: Placement into ENG 1108 or successful completion (grade of C or above) of ENG 99 and Read 93/94. F, S, Su

BIOL/HCM 1111 MEDICAL TERMINOLOGY
2 credits; 2 classroom hours/week; 0 lab hours/week
Introduces students to medical terminology, including word elements (roots, combining forms, prefixes and suffixes) and how they are used to build words. Emphasis will be on understanding definitions, correct spelling, proper usage and pronunciation. Students will be able to use terms correctly in medical reports and health care settings. This course provides a foundation for coursework in science and health.

BIOL 1112 EXPLORING BIOLOGY (MNTC 2, 3A)
4 credits; 3 classroom hours/week; 3 lab hours/week
Introduces non-majors to important biological concepts and serves as a prerequisite for Nursing and other allied-health programs. There is an emphasis on the molecular and cellular levels of biology surrounding the core theme of evolution. Topics include chemistry of cells, cell structure and function, metabolism, genetics, evolution and ecology. Labs emphasize the process of scientific inquiry which includes learning how to propose testable hypotheses and carry out experiments to test them. Students learn the proper use of microscopes and safe handling of lab chemicals and other lab equipment while conducting hands-on experiments. This course serves as a prerequisite for Anatomy and Physiology 1 (BIOL 2201) and Microbiology (BIOL 2205 & 2206). It also aligns with content for common healthcare admissions exams. Prerequisites: Placement into ENG 1108 or successful completion (grade of C or above) of ENG 99 and Read 93/94. F, S, Su
BIOL 2202 HUMAN ANATOMY AND PHYSIOLOGY II (MNTC 2, 3A)
4 credits; 3 classroom hours/week; 3 lab hours/week
Covers anatomy and physiology of the human body with special emphasis on the relationship between structure and function and homeostatic mechanisms of the body. Systems and topics covered include cardiovascular system, lymphatic and immune systems, respiratory system, digestive system, urinary system, acid-base and electrolyte balance, reproductive systems, and development. The lab component will include hands-on experience with models, histology slides and one or more representative animal specimens. This course meets Human Anatomy and Physiology Society learning outcomes and aligns with content for common healthcare administrations exams. F, S, Su

BIOL 2201 HUMAN ANATOMY AND PHYSIOLOGY I (MNTC 2, 3A)
4 credits; 3 classroom hours/week; 3 lab hours/week
Introduces students to the anatomy and physiology of the human body with special emphasis on the relationship between structure and function and homeostatic mechanisms of the body. Systems and topics covered include anatomical terminology, histology, integumentary system, skeletal system, articular systems, muscular system, nervous system, special senses, and endocrine systems. Lab component will hands-on experience with tissue specimens, as well as dissections of organs and a representative mammal. This course meets Human Anatomy and Physiology Society learning outcomes and aligns with content for common healthcare administrations exams. Prerequisites: BIOL 1120, or BIOL 1154, or equivalent biology course completed with a grade of C or better. F, S, Su
BUSINESS

About the Business Department: Courses prepare students for employment or transfer to four-year institutions. Degree options (A.S., A.A.S.) allow students to focus on skill-building for careers (with concentrations possible) or combine a career degree with transfer credits. Certificates with focused coursework are offered in marketing/sales, small business development, human resources management, project management, customer service and supervision. For degree and certificate requirements and description, see the Programs and Majors section of this catalog.

BUS 1100 INTRODUCTION TO BUSINESS APPLICATIONS AND COMPUTING
4 credits; 4 classroom hours/week; 0 lab hours/week
Introduces software applications designed to increase personal and organizational productivity. Applications include Microsoft Office, including Word, Excel, and PowerPoint. Other topics include a survey of open-source content management systems, relational databases, web analytic tools, computer security, safety, ethics, and privacy concerns. Prerequisites: Students must have basic keyboarding and MS Windows skills, including the ability to save, retrieve and manage files as well as navigate the MS Windows environment. F, S

BUS 1101 INTRODUCTION TO BUSINESS IN SOCIETY
3 credits; 3 classroom hours/week; 0 lab hours/week
Presents an overview of the role of business in society. Topics include the historical perspective, the economy, global dimensions of business, ethics and social responsibility, and the various forms of business organizations. Various disciplines of business (accounting, finance, information systems, marketing, operations, etc.) also are introduced in the overall context of the enterprise. F, S, Su

BUS 1102 PRINCIPLES OF CUSTOMER SERVICE
3 credits; 3 classroom hours/week; 0 lab hours/week
Defines customer service and demonstrates the importance of delivering effective customer service. Topics covered include the financial impact of customer service delivery, and skills for developing customer service over the phone, in person, in writing and electronically. Experiential exercises promote skills for assessing customer service and handling escalated situations. F, S, Su(V)

BUS 1105 SALES AND NEGOTIATING SKILLS
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces the principles and practices of professional selling. Learn to be a true problem solver and discoverer of customer needs. Creatively match benefit statements to deliver customer satisfaction. Learn how to organize and develop leads into sales. Deliver goods, services and ideas beyond customer expectations, while maintaining a positive and enjoyable attitude. Polish presentation skills, and learn networking, timing and other essentials. The who, what, when and why of selling today. F, S

BUS 1109 INTRODUCTION TO INTERNATIONAL BUSINESS
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines social and ethical foundations of business in different cultures and countries. Explores wide range of issues: trends and patterns in evolving attitudes toward international business that can be used to further understanding of present-day business realities; themes and patterns that dictate interaction among people, and major political, religious, and linguistic differences that might engender conflict. The major goal of course is to develop a protocol for everyday interaction that will 1) contribute to establishment of successful interaction between diverse work groups, 2) mitigate cross-cultural conflict in organizations, 3) enhance possibilities of success in international world of business and 4) explain the role of international financial systems in evaluating the success of an international business. V

BUS 1111 PRINCIPLES OF INTERNATIONAL MARKETING
3 credits; 3 classroom hours/week; 0 lab hours/week
Surveys dominant marketing approaches and their development in different areas of the world. Course surveys import, export, direct sale, licensing, franchising, the role of regional economic blocks, and international trade organizations as various ways of market entry and market expansion. Prerequisites: BUS 1109 recommended. V

BUS 1112 BUSINESS MATH
3 credits; 3 classroom hours/week; 0 lab hours/week
Presents students with basic mathematics that can be applied to business situations. Course includes brief review of basic arithmetic as a foundation for course concepts including the application of interest rates, discounts, depreciation, consumer loans, mortgages, insurance, stocks and bonds, financial statements, annuities, present and future value, and the concept of sinking funds. Prerequisites: MATH 0740. F, S, Su(V)

BUS 1113 INTRODUCTION TO INTERNATIONAL LAW
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines basic business law with focus on practical aspects of doing business in different cultures. Primary emphasis is on useful understanding of business know-how and behavior. This is achieved by first laying historical foundation of selected cultures, then introducing students to areas of law and documents that commonly feature in transnational transactions. Torts, contracts, property rights, technology licensing and intellectual property are examined, and students are walked through hypotheticals and the typical phases of different kinds of agreements. Prerequisites: BUS 1109 recommended. V

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 target country (or trade group) within the framework of mutual obligations and treaties. Begins with a brief history of relevant bilateral trade relationship. Reviews obligations and commitments of parties under pertinent 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 also are discussed. Prerequisites: BUS 1109 recommended. V

BUS 1118 BUSINESS ETHICS
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines issues related to ethics in business and their relationship and impact upon society, the economy and environment. Students will increase their awareness in making decisions based upon ethical judgments. Students will examine the roles, responsibilities and conflicts of business management in the context of organizational ethics. F, S(V), Su(V)

BIOL 2306 GENERAL ECOLOGY (MNTC 2, 3A)
4 credits; 3 classroom hours/week; 3 lab hours/week
Introduces students to the fundamentals of ecology, focusing on the study of organisms in relation to their physical and biological environment. The course includes a survey of individual-, population-, community- and ecosystem-level ecology. Theoretical, empirical and applied ecology will be discussed. Activities may include discussion, group activities, guest speakers, films and field trips. Labs will reinforce lecture content and provide students with research skills including use of primary literature, experimental design, data analysis and interpretation. Prerequisites: BIOL 1154 (required) MATH 1103 (recommended). F (even years)
BUS 1119 HUMAN RELATIONS IN BUSINESS  
3 credits; 3 classroom hours/week; 0 lab hours/week  
Examines human behavior and interaction in the organization. Emphasis is placed on developing more productive working relationships, and achieving desired results. Topics include: employer/employee relations, communication techniques, conflict management, work force diversity, and developing and managing effective teams, motivation, training, and development, talent management, developing leaders, and performance management. F, S

BUS 1122 HUMAN RESOURCES MANAGEMENT  
3 credits; 3 classroom hours/week; 0 lab hours/week  
Presents the evolving nature of Human Resource professionals' role in organizations. Topics include the strategic, administrative, and operational roles of Human Resource professionals, the strategic planning process, assessing internal and external environment of organization, measuring HR strategic contributions, examining ethical challenges, and formulating policies and creating implementation process in responding to legislative and regulatory environment. F

BUS 1125 MANAGEMENT OF CUSTOMER SERVICE  
3 credits; 3 classroom hours/week; 0 lab hours/week  
Provides students with the tools needed to manage customer service in any environment. Topics covered include call center management; sales force management; techniques for handling escalated situations; and selecting, hiring and supervising customer service representatives. F, S, Su(V)

BUS 1131 LEGAL ENVIRONMENT OF BUSINESS  
3 credits; 3 classroom hours/week; 0 lab hours/week  
Introduces business students to legal topics that impact business. This course addresses legal reasoning, legal procedures, constitutional law, torts, contracts, the sale of goods under the uniform Commercial Code, business organizations, unfair competition, consumer protection, bankruptcy and employment law. F, S

BUS 1141 WORKFORCE PLANNING  
3 credits; 3 classroom hours/week; 0 lab hours/week  
Presents legislations, regulations, and administrative processes affecting Human Resource operation in selecting, staffing, retaining, terminating employees, and record-keeping requirements. F

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. S

BUS 1145 RISK 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. S

BUS 1150 SUPERVISORY TECHNIQUES IN BUSINESS  
3 credits; 3 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 supervisor's role in the organization also is studied. Emphasis is placed on problem solving and achieving results without the negative use of power or other demoralizing approaches. This course is designed to help potential and existing supervisors enhance their effectiveness. F

BUS 1160 ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT  
3 credits; 3 classroom hours/week; 2 lab hours/week  
Explores the journey of business creation from an initial entrepreneurial idea to the successful management of a small business. Students develop practical, hands-on marketing and financial skills designed to increase the chances of success of an entrepreneurial endeavor. The final project is the creation of a business plan that may be used to help secure initial financing of a small business start-up. F, S, Su(V)

BUS 1170 MICROSOFT WORD  
3 credits; 3 classroom hours/week; 2 lab hours/week  
Covers word processing skills using Microsoft Word. Students will learn the basic and advanced tools for creating, editing, and formatting documents. In addition students will learn to customize Word, automate word processing tasks using macros, and create online forms using content controls. Prereq: Windows skills, including the ability to save, retrieve and manage files as well as navigate the MS Windows environment. Prerequisites: Basic keyboarding and MS Windows skills required. F, S

BUS 1171 INTRODUCTION TO EXCEL  
1 credit; 1 classroom hours/week; 0 lab hours/week  
Introduces how to create spreadsheets using Excel. It focuses on techniques for creating, editing, formatting, and maintaining a spreadsheet efficiently. Students will learn to sort and manipulate data using formulas and functions. Students will also learn to create and modify charts in Excel. Prerequisites: Basic keyboarding and MS Windows skills required. F

BUS 1172 INTERMEDIATE 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 manage data ranges, tables, multiple workbooks, and automate tasks using macros. Prerequisites: Bus 1171 or BUS 1100 or consent of instructor. F

BUS 1173 MICROSOFT POWERPOINT  
1 credit; 1 classroom hours/week; 0 lab hours/week  
Introduces how to design, manage, and modify professional-looking presentations using PowerPoint. Students will learn how to apply the powerful tools provided by PowerPoint to create and format slides. Students will also learn how to enhance presentations using graphics, video, and audio files. Prerequisites: Basic keyboarding and MS Windows skills required. F, Su

BUS 1174 INTRODUCTION TO MICROSOFT ACCESS  
1 credit; 1 classroom hours/week; 0 lab hours/week  
Introduces how to create and maintain a database using Access. Topics include relational database concepts, building and customizing tables, creating queries, and constructing basic forms and reports. Prerequisites: Basic keyboarding and MS Windows skills required. F, Su

BUS 1175 INTERMEDIATE MICROSOFT ACCESS  
1 credit; 1 classroom hours/week; 0 lab hours/week  
Introduces how to design and maintain a database using Access. Topics include relational database concepts, building and customizing tables, creating queries, and constructing basic forms and reports. Students will also perform basic data analysis using PivotTables. Prerequisites: BUS 1100 or BUS 1174 or consent of instructor. F, Su
BUS 1176 PROJECT MANAGEMENT SOFTWARE
3 credits; 3 classroom hours/week; 0 lab hours/week
Uses Microsoft Project to introduce project management theory and application. Topics in this course include: creating a project to include task definition and dependencies, examination of critical path, constraints, and earned value; allocation of resources; assigning resources and project costs; tracking progress; and sharing of project information. Prerequisites: Basic keyboarding and MS Windows skills required. Concurrent enrollment in BUS 2320 helpful but not required. F, S, Su

BUS 1189 BUSINESS INTERNSHIP
2-4 credits; hours arranged
Offers the student practical work experience in a business environment. The student should have the opportunity to apply what is learned in the classroom to the working world. A new job assignment with a current employer may be a suitable internship experience. Note: This course may be repeated for a maximum of 6 credits. Prerequisites: Permission of instructor. F(V)

BUS 2004 PRINCIPLES OF MARKETING
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides an overview of the marketing process and examines the role of government, the marketing environment, consumer behavior, and the marketing function within an enterprise. Students will learn how to develop and implement an effective marketing plan which includes identification of target markets and the utilization of the appropriate marketing mix (product, price, promotion, and distribution). The course also covers essential marketing concepts and terminology such as positioning, segmentation, relationship marketing, marketing information systems, etc. F, S, Su

BUS 2021 PRINCIPLES OF MANAGEMENT
3 credits; 3 classroom hours/week; 0 lab hours/week
Studies management's role in helping organizations establish and achieve their mission and goals. Assists individuals in developing the skills needed to become successful practicing managers in today's society. Major areas of focus include the historical functions of management (planning, organizing, leading and controlling) as well as emerging ideas and practices that are transforming management and leadership in modern organizations. F, S, Su

BUS 2100 BUSINESS FINANCE
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces financial management in a business environment. Students will develop an understanding of topics including time value of money, stock and bond valuation, security markets, risk and return, and capital budgeting. Students also will engage in hands-on activities involving financial markets. Prerequisites: ACCT 2101 or equivalent. S

BUS 2300 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, employee relations strategies, measuring attitudes, policies, procedures, and work rules, discipline and complaint procedures, unfair labor practices, collective bargaining, and strikes and secondary boycotts. F

BUS 2250 CONTEMPORARY BUSINESS TOPICS
1-3 credits
Explores selected issues and developments currently facing American business. These may relate to the managerial, social, ethical, legal, financial, economic, technological, political and international aspects of business. Permission of instructor may be required in certain topic areas. F(V)

BUS 2320 PROJECT MANAGEMENT AND PLANNING SKILLS
3 credits; 3 classroom hours/week; 0 lab hours/week
Presents a systematic approach to managing and integrating the work of individuals and teams in their pursuit of organizational goals. Topics include defining project purpose, analyzing task and resource requirements, understanding behavioral dimensions, and using common tools for planning and controlling projects. Note: It is recommended that students take BUS 2021 (Principles of Management) before this course. S(V)

BUS 2400 BUSINESS ANALYTICS APPLICATIONS
4 credits; 4 classroom hours/week; 0 lab hours/week
Learn the technical and creative skills used by Business Analytics professionals. Develop the technical skills needed through hands-on experience and industry-leading, self-service business intelligence applications such as Alteryx and Tableau and understand and perform technical processes such as ETL (extract, transform, load). Students will complete a data visualization project. S

CAREER DEVELOPMENT

About Career Development Courses: These courses are designed to help you discover career interests and explore them through academic study and community/work experience.

CRDV 1100 CAREER EXPLORATION AND PLANNING
1 credit; 1 classroom hour/week; 0 lab hours/week
Designed for students interested in gaining the essential information needed for career and educational planning decisions. To assist in the process, students complete assessment inventories, become competent users of numerous career and educational planning resources, and ultimately identify and explore career options. Appropriate for students who are undecided about their major and for students who have direction but want more information regarding career and academic planning. F, S

CRDV 1190 FIELD EXPERIENCE
3 credits; 1 classroom hours/week; 40 lab hours/credit
Provides a supervised practical community based learning experience in a wide variety of settings. Its purpose is to assist the student in analyzing the career possibilities of that work placement and to develop employment related skills. Students spend a minimum of 40 hours per credit on the job and attend a seminar/meetings on campus. Student is responsible for own transportation to work site. Prerequisites: Completion of 15 semester hours at IHCC, be in good academic standing, completion of an application, and acceptance into the program by counseling faculty.

CRDV 2100 JOB SEARCH STRATEGIES
1 credit; 1 classroom hour/week; 0 lab hours/week
Designed to assist students with identifying effective 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. Recommended: Placement into ENG 1108 F, S

CHEMISTRY

About the Chemistry Department: The chemistry department offers specialized and general courses, all with laboratory, which meet requirements for two- and four-year degrees in the physical and life sciences, including nursing. Students interested in a major in chemistry, the sciences or engineering may wish to pursue either the A.S. degree in chemistry or the A.A. with emphasis in chemistry. Students are encouraged to consult with a counselor when selecting classes.
CHEM 1010 INTRODUCTORY CHEMISTRY (MNTC 2, 3B)
4 credits; 3 classroom hours/week; 3 lab hours/week
Introduces basic principles and concepts of chemistry to students who previously have had no chemistry or who desire a basic review of chemistry. This course is a lab science course designed for non-science majors and for students who need a basic chemistry course before enrolling in college chemistry. Approved safety goggles and a lab apron are required. Prerequisites: MATH 0940 with a grade of “C” or higher OR higher level math placement, either within the last 2 years. F,S,Su

CHEM 1061 PRINCIPLES OF CHEMISTRY I (MNTC 2, 3B)
5 credits; 4 classroom hours/week; 3 lab hours/week
Includes study of basic chemical theory and application with emphasis upon atomic theory and structure, chemical bonding, inorganic chemical nomenclature, chemical reactions, reaction stoichiometry, periodic relationships, molecular structure, properties of gases and the kinetic molecular theory. The lab component of this course provides the student with the opportunity to apply chemical concepts through observation, data collection, quantitative measurement, problem analysis, and mathematical applications to chemistry. Approved safety goggles and a lab apron are required. Prerequisites: CHEM 1061. F,S

CHEM 2061 ORGANIC CHEMISTRY I
5 credits; 4 classroom hours/week; 4 lab hours/week
Intended for students pursuing a major in chemistry, biology, chemical or material science engineering. MATH 2510 with a grade of “C” or higher OR higher level math placement, either within the last 2 years. Recommended: CHEM 1060 or full year of advanced high school chemistry within the last 2 years and with a grade of “C” or higher. F,S

CHEM 2062 ORGANIC CHEMISTRY II (MNTC 2, 3B)
5 credits; 4 classroom hours/week; 4 lab hours/week
A continuation of CHEM 2061 that includes the study of IR and NMR spectroscopy, the chemistry of alkenes, alkynes, aromatic compounds, aldehydes, ketones, carboxylic acids and their derivatives, conjugate addition reactions, enolates and carbanions, amines and an introduction to some biochemical organic compounds. The lab component of the course provides the student experience with lab techniques applied to organic chemistry. Prerequisites: CHEM 1062. F

COMM 1100 INTERPERSONAL COMMUNICATION (MNTC 1, 7)
3 credits; 3 classroom hours/week; 0 lab hours/week
Is a course that helps students recognize that we live and work in social relationships with others and must communicate effectively with them to achieve our goals. This class helps students acquire the skills to effectively communicate with family members, intimate others, co-workers, friends, and acquaintances. Students will examine and identify their own communication attitudes and behaviors. Students will also learn and apply techniques for improving communication in their relationships through active practice. Students will participate in multiple activities, both in and outside the classroom setting, to build their interpersonal communication skills. This course is open to all students and meets the Minnesota Professional Educator Licensing and Standards Board (PELSB) 8710.2000, Subp. 7, Standard 6C,D,F,G. F,S,Su

COMM 1110 PUBLIC SPEAKING (MNTC 1, 2)
3 credits; 3 classroom hours/week; 0 lab hours/week
Is the introductory study of the theory and practice of public speaking. Public presentation skills are required for individuals to be successful in our workplaces, communities and many other contexts in today’s society. Students will learn about the different types of public speeches commonly encountered and learn how to research, organize and write their ideas into clear and understandable forms of public communication. Students will practice the delivery skills needed to present ideas effectively. Students will be required to speak and participate often and will also be required to present their speeches in a classroom setting with an audience of their peers and an instructor. F,S,Su

COMMUNICATION

About the Communication Department: All human interaction is mediated through communication. In the communication department, our studies focus on developing a greater understanding of the nature of human interaction by exploring how messages are created, transmitted and received through the use of verbal and nonverbal symbols. Courses in the communication department will enhance the range of your communication skills for both personal development and growth, as well as prepare you to communicate effectively in personal relationships and in organizational settings. Courses fulfill transfer curriculum requirements and provide majors with core Prerequisites. Majors pursue a wide range of career opportunities including law, teaching, public service, politics, journalism, advertising and many other fields that require good communication skills.

CHIN 1111 INTRODUCTION TO CHINESE CULTURE (MNTC 68,8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Surveys cultural heritage of China, examining the philosophy, language and literature, and fine arts of the Chinese tradition. Emphasis is on discussing cultural achievements of different eras within the context of social, political, and economic developments. Topics discussed include Myth, Legend & Ancient Cosmology; State Religion; the ’100 Schools of Philosophy’; Classical Literature, Imperial Confucianism; Taoism; Poetry, Music, Art & Literary Criticism of Six Dynasties; Buddhism; Tang Poetry, Neo-Confucianism & the Refined Life; the Great Age of Painting; Vernacular Literature; Neo-Confucianism & Imperial Patronage of the Arts & Literature; Western Influence; Decline of the Chinese Tradition; Revolution, the New Culture Movement and the Rise of Modern Fiction; Communism and the Didactic Arts; and Tradition vs. the Modern. V

CHINESE

About the Chinese Department: The Chinese department offers Introduction to Chinese Culture, and Eastern Philosophy (listed under Philosophy). Chinese studies is a growing field and knowledge of culture can help you in business, international law, history, art and music. Coursework also may be used to satisfy electives and program requirements, cultivate personal interests, or help you begin the path toward a minor or major in Chinese or East Asian Studies.(consult with an academic advisor or your transfer school).
COMM 2230 SMALL GROUP COMMUNICATION (MNTC 1, 2)
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the practice and theory of communicating in small group settings. Working in groups is an integral part of living in today's society. Community and workplace situations require us to be able to lead, participate, and follow effectively. Participating in this course will assist students in developing the leadership, conflict management, problem solving and discussion skills necessary to function in group settings. Students will apply small group communication theory in small, task-oriented groups and develop presentation skills to showcase their understanding of what it means to be an effective group member. Evaluating the effectiveness of their own and others' group communication behaviors is also required. F, S, Su

COMM 2240 INTERCULTURAL COMMUNICATION (MNTC 5, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores factors that influence communication between individuals of different cultures. In our global society we are increasingly called upon to communicate in a variety of intercultural contexts. Students will develop an understanding of the relationship between cultural orientation and communication behaviors. Identifying their own cultural biases and assumptions will help students increase their awareness and tolerance of individual and group differences. Students will learn to demonstrate "cultural sensitivity" in interpersonal contacts and identify skills for interacting with people from culture groups other than their own. Students may not earn credit for both COMM 1114 and COMM 2240. F, S, Su

COMM 2250 TOPICS IN COMMUNICATION STUDIES (MNTC 2, 7)
2-3 credits
This course is a topics course. Please refer to the course section note for more information. V

COMMUNITY HEALTH WORKER

About the Community Health Worker Department: Designed for those interested in an allied health career, the community health worker program prepares people to perform a broad range of human services functions in helping patients manage their health care, understand choices and obtain services. Community health workers are employed by a variety of community agencies and health care organizations to increase cultural competence, obtain access to health care for the under served, improve quality of care for individuals and groups, and educate families about health care coverage and resources.

CMHW 1000 THE COMMUNITY HEALTH WORKER: ROLE, ADVOCACY & OUTREACH
3 credits; 2 classroom hours/week; 0 lab hours/week
Focuses on the community health worker's personal safety, self-care and personal wellness, and their role in the promotion of health and disease prevention for clients. Course includes classroom time plus 40 hours of internship field work. S

CMHW 1015 ORGANIZATION & RESOURCES: COMMUNITY & PERSONAL STRATEGIES
2 credits; 1 classroom hour/week; 0 lab hours/week
Focuses on the community health worker's knowledge of the community and the ability to prioritize and organize work. Emphasis is on the use and critical analysis of resources and problem solving. Course includes classroom time plus 40 hours of internship field work. Prerequisites: CMHW 1000 or concurrent enrollment in CMHW 1000. S

CMHW 1025 COMMUNITY HEALTH WORKER'S ROLE IN TEACHING AND CAPACITY BUILDING
2 credits; 2 classroom hours/week; 0 lab hours/week
Focuses on the community health worker's role in teaching and increasing the capacity of the community and of the client to access the health care system. Emphasis is on establishing healthy lifestyles and clients developing agreements to take responsibility for achieving health goals. Students will learn and practice methods for planning, developing and implementing plans with clients to promote wellness. S

CMHW 1035 THE COMMUNITY HEALTH WORKER: LEGAL AND ETHICAL RESPONSIBILITIES
1 credit; 1 classroom hour/week; 0 lab hours/week
Focuses on the legal and ethical dimensions of the community health worker's role. The student will study the boundaries of the community health worker position, agency policies, confidentiality, liability, mandatory reporting and cultural issues that can influence legal and ethical responsibilities. S

CMHW 1045 COMMUNITY HEALTH WORKER: COORDINATION, DOCUMENTATION AND REPORTING
1 credit; 1 classroom hour/week; 0 lab hours/week
Focuses on the importance and ability of the community health worker to gather, document and report on client visits and other activities. The emphasis is on appropriate, accurate and clear documentation with consideration of legal and agency requirements. S

CMHW 1055 COMMUNICATION SKILLS AND CULTURAL COMPETENCE
2 credits; 2 classroom hours/week; 0 lab hours/week
Provides the content and skills in communication to assist community health workers in effectively interacting with a variety of clients, their families and a range of health care providers. You will learn about communicating verbally and non verbally, listening and interviewing, networking, building trust and working in teams. You will practice communication skills in the context of a community's culture and the cultural implications that can affect client communication. S

CMHW 1065 HEALTH PROMOTION COMPETENCIES: HEALTHY LIFESTYLES
0.5 credits; 0.5 classroom hours/week; 0 lab hours/week
Focuses on the knowledge and skills a community health worker needs to assist clients in realizing healthy eating patterns, controlling their weight, integrating exercise into their lives, taking their medications, talking with their doctors, controlling substances such as tobacco, managing stress, achieving life balance, and attaining personal and family wellness. Emphasis will be on learning strategies that can be used to aid in client awareness, their education and incorporation of health into their daily living. This course also provides information and activities in which the community health worker can assimilate these concepts into their own lives. S

CMHW 1070 HEALTH PROMOTION COMPETENCIES: HEART DISEASE & STROKE
0.5 credits; 0.5 classroom hours/week; 0 lab hours/week
Focuses on community health workers 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 a heart attack or stroke. Emphasized is an understanding of the physiology of the heart, risk factors and warning signs for heart disease and stroke, emotional and socioeconomic 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 accessing needed resources. S
CMHW 1075 Health Promotion Competencies: Maternal/Child/Teen
0.5 credits; 0.5 classroom hours/week; 0 lab hours/week
Emphasizes the needs and requirements to support the health of mothers and their children. Emphasis is on knowledge and skills related to the stages of motherhood including prenatal care, labor and delivery, the postpartum experience and the cultural implications of birthing. Also included are the benefits of breast feeding and the nutritional needs of mothers and infants. Emphasis also is on the life cycle of the child from infant to teen, including developmental stages and their tasks. Issues such as sexuality, family planning, STDs, substance abuse and domestic violence, as well as the resources needed by mothers and their children also are discussed. S

CMHW 1080 Health Promotion Competencies: Diabetes
0.5 credits; 0.5 classroom hours/week; 0 lab hours/week
Focuses on the role of the community health worker in working with clients with diabetes. Emphasis is on understanding diabetes, its risk factors, signs and diagnoses, and the long-term complications. Strategies for assisting diabetic clients with balancing their lives to achieve their highest level of wellness especially as it relates to diabetes. The role of community health workers in diabetes prevention, control, resource identification and education also is included. S

CMHW 1085 Health Promotion Competencies: Cancer
0.5 credits; 0.5 classroom hours/week; 0 lab hours/week
Focuses on the role of the community health worker when working with cancer clients and their families. Emphasis is on understanding cancer, its risk factors, the screening tests for diagnosis and the types of treatments clients may be experiencing. Understanding the emotional factors involved in a cancer diagnosis and the cultural impact of that diagnosis and treatment is included. The role of community health workers is to help identify resources and provide access to those resources, as well as give aid and support to cancer clients and their families. S

CMHW 1090 Health Promotion Competencies: Oral Health
0.5 credits; 0.5 classroom hours/week; 0 lab hours/week
Focuses on a broad range of topics needed to understand and promote oral health. Included are dental anatomy, infection control, oral hygiene instruction and care, a guide for parents, use of fluoride and dental caries prevention, and nutrition required for good oral health. Insurance access for dental care and oral health is covered, as well as the identification of resources that can be provided by community health workers to promote optimal levels of oral health for their clients, families and communities. S

CMHW 1095 Health Promotion Competencies: Mental Health
0.5 credits; 0.5 classroom hours/week; 0 lab hours/week
Provides community health workers with an introduction to mental health and illness. Emphasis is on the community health worker's role in promoting mental health across cultures and decreasing the stigma of mental illness. Specific knowledge and skills focus on recognizing possible signs of mental illness and early intervention, being aware of the ethical and legal aspects of working with clients and mental illness, identifying mental health resources, referring clients and assisting them with access to resources. This course also provides opportunities for the community health worker to promote mental health of self, clients, families and communities. S

Computer Science

About the Computer Science Department: Courses in the computer science department lay the foundation for advanced study and entrance to bachelor's degree programs and provide first-hand experience working with major computer languages and functions. An A.A.S. degree is offered. For degree requirements and description, see the Programs and Majors section of this catalog.

CMHW 1110 Computer Science I with Java
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to computer science and programming with fundamental topics that include problem solving, design strategies and methodologies, organization of data (data structures), approaches to processing data (algorithms), analysis of potential solutions, and the ethical and social implications of computing. The course emphasizes both object-oriented and imperative problem solving and design using the Java programming language. Prerequisites: MATH 1118 or higher. F

CMHW 1119 Computer Programming with C++
4 credits; 4 classroom hours/week; 0 lab hours/week
Introduces computer problem solving using C++ and an object oriented approach. Topics include data types, control structures, I/O streams, functions, arrays, structures, pointers, searching, sorting, and recursion. Designed for those students with no prior programming experience. Prerequisites: MATH 0940. F, S

CMHW 1126 Java Programming
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces object-oriented programming using Java. Topics include objects and classes, organizing data, inheritance, graphics and graphical user interfaces, and API support. This course is designed for students who are familiar with basic programming concepts, including branching, looping, subroutines and arrays. Prerequisites: CS 1110 or CS 1119 or any first computer language. F, S, Su(V)

CMHW 1127 Advanced Java Programming
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces advanced Java programming. Topics include Exception Handling, Multithreading, Multimedia, Files and Streams, JDBC, Servlets, RMI, Networking, Java Utilities package, Collections and JavaBeans. Prerequisites: CS 1126. S

CMHW 1500 Database Management Systems
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores issues related to the design, development, and use of computer databases. Topics covered include: database models, database design methodologies, data normalization, SQL instruction, and implementation issues. Students develop databases using several database products, which may include Access and SQL Server. Prerequisites: ITC 1151 Intermediate Access, or consent of instructor.

CMHW 2000 Object-Oriented Analysis & Design I
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides students with an understanding of the software development process with an emphasis on the requirements and analysis disciplines. Students will gain exposure to an interactive software development process and develop the requirements and analysis artifacts through use of the Unified Modeling Language (UML) and a visual modeling (CASE) tool. The emphasis of the course is on object-oriented and interactive methods; however, students also will gain exposure to other development methods and structured techniques. Prerequisites: CS 1119 or CS 1126. F

CMHW 2100 Object-Oriented Analysis and Design II
3 credits; 3 classroom hours/week; 0 lab hours/week
Extends the concepts and principles from Systems Analysis and Design I. Explores the theoretical and practical aspects of object-oriented design and its related principles. Students will experience first-hand the technical and non-technical issues that can arise with developing design artifacts for a software development project. Students will create a design solution for a software-based system in a team-based design environment. Through implementation and testing, students will validate the design. The course also will investigate emerging topics such as object-oriented patterns and refactoring. Prerequisites: CS 2000. S
CS 2280 SPECIAL TOPICS IN COMPUTER SCIENCE
1-4 credits
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: Depend upon the topic presented. Prerequisite will be published in the class schedule. F(V), S(V)

CS 2300 ALGORITHMS AND DATA STRUCTURES
4 credits; 4 classroom hours/week; 0 lab hours/week
Introduces procedural and data abstraction. Includes elementary abstract data types including lists, stacks, queues, and their applications. Includes intermediate abstract data types including trees, priority queues, heaps, hash tables, and their applications. Topics also include recursion and graph theory. Prerequisites: CS 1110 or CS 1119; Math 1118 or higher.

CS 2350 DISCRETE STRUCTURES OF COMPUTER SCIENCE (MNTC 4)
4 credits; 4 classroom hours/week; 0 lab hours/week
Introduces theoretical concepts of computer science, number systems, coding schemes, formal logic, sets and relations, induction, recursion, recurrences, graphs, proofs of program correctness, analysis of algorithms, asymptotic complexity measure at an advanced level. Prerequisites: CS 1110 or CS 1119; Math 1118 or higher.

CREDIT FOR PRIOR LEARNING

About Credit for Prior Learning Courses: These specialized courses are offered as part of Adult Success through Accelerated Programs (ASAP) and focus on academic planning, degree planning, goal setting, achieving success in college and prior learning assessment preparation. Through ASAP, students can accelerate their degree process through accelerated course offerings and by earning college credit for knowledge gained through work and life experiences. Admission to the program is required. ASAP students often choose to pursue the Individualized Professional Studies Degree (A.S.). See degree requirements and description in the Programs and Majors section of this catalog. Refer to the Interdisciplinary Studies department in this section of the catalog for the specific courses. INTS 1010 and INTS 1011.

CRIMINAL JUSTICE STUDIES

About the Criminal Justice Studies Program: The criminal justice program at Inver Hills is designed to: (1) prepare students for entry-level positions in corrections (such as correctional officers and probation/parole aides) at state, county and local agencies; and (2) provide students with the academic foundation needed to pursue and complete a bachelor's degree in criminal justice studies. This A.S. degree comprises courses in sociology and other areas. See degree requirements and description in the Programs and Majors section of this catalog.

CJS 1150 INTRODUCTION TO CRIMINAL JUSTICE
3 credits; 3 classroom hours/week; 0 lab hours/week
Describes the American system of criminal justice, covering theories of justice, criminal law, policing, courts and associated pre- and post-trial legal processes, punishment and corrections, and juvenile justice. Prerequisites: Instructor approval or placement by Accuplacer assessment into ENG 1108 or completion of ENG/AEP 0099 with a C grade or better. F, S, Su

CJS 1152 POLICE AND COMMUNITY
3 credits; 3 classroom hours/week; 0 lab hours/week
Studies the historical and contemporary roles of policing in society, strategies for positive police-community relations and job-related issues for police officers. Prerequisites: CJS 1150 or instructor approval. F, S, Su

CJS 1154 JUVENILE JUSTICE
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines the historical foundations, current philosophies, procedures and characteristics of the juvenile justice system. It will explore theories of delinquency, strategies for working with juveniles, and Minnesota statutes and community corrections that applies specifically to juveniles. Prerequisites: CJS 1150 or instructor approval. F, S, Su.

CJS 1156 AMERICAN CORRECTIONS
3 credits; 3 classroom hours/week; 0 lab hours/week
Considers the history, theories and practices of corrections, which will be reviewed and applied to the Minnesota corrections system. Course formerly known as CJS1156 Introduction to Corrections. F, S

CJS 1162 SPECIAL POPULATIONS IN CJ
3 credits; 3 classroom hours/week; 0 lab hours/week
Studies the legal rights and obligations of probationers, inmates, and parolees. Constitutional issues such as privacy, search and seizure, correspondence, medical treatment and religious practice will be studied. Topics will also include the legal rights of incarcerated individuals confined in public and private facilities, along with the rights, obligations, and responsibilities of corrections agencies and personnel. Juvenile corrections included. Prerequisites: CJS 1156 with a grade of C or higher. F, S

CJS 2112 COMMUNITY CORRECTIONS
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces alternatives to traditional incarceration for convicted criminals and people on probation and parole. Topics include the history of community corrections, the legal framework for community corrections, the growth potential of the field, and the role of the corrections professional. Emphasis is upon sentencing, probation, parole, pre-trial release programs, intermediate sanctions, and halfway houses. Prerequisites: CJS 1156 with a grade of C or higher. F, S

CJS 2114 LEGAL ISSUES AND CORRECTIONS
3 credits; 3 classroom hours/week; 0 lab hours/week
Studies the legal rights and obligations of probationers, inmates, and parolees. Constitutional issues such as privacy, search and seizure, correspondence, medical treatment and religious practice will be studied. Topics will also include the legal rights of incarcerated individuals confined in public and private facilities, along with the rights, obligations, and responsibilities of corrections agencies and personnel. Juvenile corrections included. Prerequisites: CJS 1156 with a grade of C or higher. F, S

CJS 2116 REPORT WRITING IN CORRECTIONS
1 credit; 1 classroom hours/week; 0 lab hours/week
Provides the technical understanding and practical application in basic report writing, note taking and standardized report forms commonly used by corrections personnel. Topics include proper note-taking, report writing mechanics, style, and editing, and data privacy rules and regulations. Emphasis is placed on developing a clear, concise style in expressing factual, relevant information. Job search skills are covered, including resume/cover letter writing, and background/interview preparation. Prerequisites: CJS 1156 with a grade of C or higher and ENG 1108 with a grade of C or higher. F, S

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CJS 2158 CRIMINOLOGY
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores the biological, sociological and psychological perspectives on the etiology of criminal behavior and applies them to selected case histories. Course formerly known as CJS 1158 Criminology. \( \text{F, S} \)

CJS 2160 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 cognitive process in key judicial decisions. Course formerly known as CJS 1160 Constitutional Law for Criminal Justice Professionals. Prerequisites: CJS 1150 or instructor approval. \( \text{F, S} \)

CJS 2225 CRIMINAL INVESTIGATIONS
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines the reporting and investigations process for traffic crash events and demonstrates the accurate documentation, evidence handling procedures and preservation needed in crime scene investigations. Prerequisites: Acceptance into the Professional Licensing Core program.

CJS 2230 LEGAL ISSUES IN LAW ENFORCEMENT
3 credits; 3 classroom hours/week; 0 lab hours/week
Familiarizes students with the principles of criminal procedures, the rules established by the US Supreme Court relating to stop, frisk, arrest, search interrogation and identification, and the legal process applicable to law enforcement. Students will study the legal concepts involved in the application of the 4th, 5th, and 6th Amendments to policing as well as Minnesota State Constitution and procedural requirements. Prereq: Acceptance into the Professional Licensing Core program.

CJS 2231 MINNESOTA CRIMINAL AND TRAFFIC CODE
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 is included in the analysis and discussion. Prerequisites: Acceptance into the Professional Licensing Core program.

CJS 2235 POLICE REPORT WRITING AND EMPLOYMENT PREPARATION
2 credits; 2 classroom hours/week; 0 lab hours/week
Instructs students in the correct preparation and construction of police reports using Minnesota POST Board approved format. Emphasis is placed on basic writing skills, which includes standard English, spelling, syntax, and police terminology. Job search skills are covered, which includes resume/cv/cover letter writing, and background/interview preparation. Prerequisites: Acceptance into the Professional Licensing Core program.

CJS 2240 POLICE AND HUMAN BEHAVIOR
3 credits; 3 classroom hours/week; 0 lab hours/week
Integrates the academic and applied aspects of the basic patrol function for a police patrol officer. Includes an in-depth examination of a patrol officer’s duties, functions, and responsibilities, as well as knowledge, skills, and abilities. These include, but are not limited to, vehicle stops, traffic enforcement, pedestrian checks, officer safety issues, and other duties as they relate to the basic patrol function. Prerequisites: Acceptance into the Professional Licensing Core program.

CJS 2261 IN PROGRESS
2 credits; 0 classroom hours/week; 2 lab hours/week
Instructs students in the areas of crimes in progress. Prerequisites: Completion of the First Semester of the Professional Licensing Core.

CJS 2275 TRAFFIC AND DRIVING SCHOOL
1 credit; 0 classroom hours/week; 2 lab hours/week
Familiarizes students in the areas of Low Risk Traffic Stops, High Risk/Felony Stops, DWI enforcement, Crash Scene Management. Additionally, introduction to basic defensive and emergency driving techniques. Prerequisites: Completion of the First Semester of the Professional Licensing Core.

CJS 2280 DEFENSIVE TACTICS
2 credits; 0 classroom hours/week; 4 lab hours/week
Examines defensive tactics and active shooter response. Prerequisites: Completion of the First Semester of the Professional Licensing Core.

CJS 2285 CRIME SCENE AND EVIDENCE
1 credit; 0 classroom hours/week; 2 lab hours/week
Examines search and seizure, booking and fingerprinting, crime scene investigations, latent prints, courtroom testimony, evidence collection and preservation. Prerequisites: Completion of the First Semester of the Professional Licensing Core.

CJS 2289 FIELD EXPERIENCE: CRIMINAL JUSTICE
4 credits; 1-2 classroom hours/week; 150 total internship hours
Accomplishes an off-campus learning experience 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 Field Experience: Criminal Justice. Prerequisites: CJS 1150, CJS 1152 OR CJS 1156. CJS 1154, permission of internship coordinator, and attendance at an orientation session during the semester prior to registering for CJS 1190. \( \text{F, S, Su} \)

CJS 2290 FIREARMS
2 credits; 0 classroom hours/week; 4 lab hours/week
Integrates instruction and practical application in the use of deadly force, simunitions, firearms, and judgmental shootings. Prerequisites: Completion of the First Semester of the Professional Licensing Core.

CJS 2444 SPECIAL TOPICS IN LAW ENFORCEMENT
1-3 credits; 1-3 classroom hours/week; 0 lab hours/week
Examines the topics of crisis response, conflict management, and cultural diversity. This course allows students training in crisis management and mental illness crises; conflict management and mediation; and recognizing and valuing community diversity and cultural differences, which includes implicit bias training. Prerequisites will vary based on the needs of the course. Requires instructor permission.

ECONOMICS

About the Economics Department: The economics department offers students a background in economics with courses that can be incorporated into four-year degree programs.

ECON 1100 ECONOMICS FOR CONSUMERS (MNTC 2, S)
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the information and tools 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 entrance prerequisites for most 4-year programs in economics, business or accounting.) Prerequisites: Recommended READ 0095/0094 or placement into READ 1100. \( \text{F} \)
EDU 1105 PRINCIPLES OF MACROECONOMICS (MNTC 5, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines the performance of the U.S. economy in the early 21st century (national income accounting) as measured against historical performance, including an analysis of U.S. economic institutions and government macroeconomic policies. Prerequisites: Recommended READ 0093/0094 or placement into ENG 1108. F, S, Su

EDU 1106 PRINCIPLES OF MICROECONOMICS (MNTC 5, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the supply and demand 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: Recommended READ 0093/94 and MATH 840 or higher. F, S, Su

EDUCATION

About the Education Department: These courses make up a comprehensive, quality, pre-professional education curriculum that facilitates equal access to relevant upper-division teacher education licensure programs, as well as staff 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.

EDU/SPAN 1103 SPANISH FOR EDUCATORS
3 credits; 3 classroom hours/week; 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 skills in school settings where an interpreter might not be available. Conduct work-specific learning activities dedicated to the school office, nurse's office, classroom and instructional management, extracurricular activities, transportation and school security. NOTE: EDU 1103 and SPAN 1103 are co-listed; department should be selected at registration. Credit will be given in only one department. Su

EDU 1109 INTRODUCTION TO EDUCATION & REFLECTIVE TEACHING
4 credits; 3 classroom hours/week; 2 lab hours/week
Gives prospective educators and school paraprofessionals perspective on the rewards and challenges of teaching, including critical issues facing teaching and learning in today's schools. Class lectures/discussions, course readings, guest speakers, and field experiences will focus on such topics as educational equity, the achievement gap, poverty, diversity, resiliency, cultural awareness, using the community as a resource, effective teaching, school improvement, the importance of engaging in reflective teaching, and opportunities to further explore personal motivations for becoming a teacher. Participants are introduced to education through case studies and first-hand accounts of teaching and learning in schools, including an exploration of the impact that larger social systems have on schools, teachers, and students and their families. In addition to attending the weekly 3-hour class lecture/discussion, students will complete a minimum of 30 Service Learning Hours in a school setting. They will also use eFolio Minnesota to create a multimedia electronic portfolio to reflect upon their Service Learning experiences. This course will include completion of MTEL Basic Skills practice tests in Reading, Mathematics, and Writing, in preparation for Minnesota teacher licensure requirements. This course meets the Minnesota Professional Educator Licensing and Standards Board (PELSB) 8710.2000, Subp. 3, Standard A3, 8710.3200, Subp. 3, Standard A4, Subp. 5, Standard A4R, Subp. 6, Standard A5, Subp. 10, Standard A9A, Subp. 11, Standard 10A, A, B, F1, L, F, S

EDU 1110 EDUCATION: EARLY CHILDHOOD BIRTH TO THIRD GRADE
3 credits; 2 classroom hours/week; 2 lab hours/week
Gives students a perspective on teaching at the early childhood through third-grade levels. In addition to attending the weekly 2-hour discussions, students will complete a minimum of 30 Service Learning hours in an early childhood program or elementary school setting. The lecture/discussion groups and guest speakers will focus on such issues as curriculum, Minnesota Early Childhood Indicators of Progress, classroom management, various cultures, parent-teacher communication, classroom issues, and technology in the classroom. Prerequisites: Recommended EDU 1109.

EDU 1128 GUIDANCE, COMMUNICATION AND DEVELOPMENT OF YOUNG CHILDREN
3 credits; 3 classroom hours/week; 0 lab hours/week
Discusses developmental characteristics of infants, toddlers and preschool children with emphasis on stages of and individual differences in rates and styles of learning. Incorporates guidance principles and techniques in order for students to better understand the child's behavior and improve skills in working with a child in various situations.

EDU 1130 EARLY CHILDHOOD EDUCATION
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides an opportunity for students to explore the early childhood education field as caregivers of young children. Individuals will explore their role as a practitioner through self-exploration, classroom activities, and group activities.

EDU 1132 CREATIVE ACTIVITIES FOR THE YOUNG CHILD
2 credits; 2 classroom hours/week; 0 lab hours/week
Presents the principles needed to plan creative experiences for infants, toddlers, and young children in all curriculum areas. Creative activities and experiences will be explored that enhance children's social, emotional, cognitive, language, and physical development. Materials fee required.

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 for young children. Appropriate activities and experiences for young children will be addressed around the topics of health, safety, nutrition, physical development, and the effects of drugs on children.

EDU 1136 INFANT AND TODDLER DEVELOPMENT
3 credits; 2 classroom hours/week; 2 lab hours/week
Focuses on developing a knowledge base about infant and toddler development emphasizing identification and creation of the learning environment. 40 hours of service learning/field experience required. 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.

EDU 1138 INTRODUCTION TO SPECIAL EDUCATION
3 credits; 3 classroom hours/week; 0 lab hours/week
Focuses on the knowledge and skills needed to create and maintain an integrated school learning environment for individuals with special needs. An introduction and exploration of disabilities commonly found in infants through school age children. This course meets the Minnesota Professional Educator Licensing and Standards Board (PELSB) 8710.2000, Subp. 3, Standard 2D, Subp. 4, Standard 3B, I, O, Q, Subp. 11, Standard 10C 8710.3200, Subp. 2, Standard A1, 2, 3, 4, 5, 6, 7, 9, 11, 12, 13, D1. Prerequisites: EDU 1109. S

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EDU 1141 LEARNING TECHNOLOGY FOR EDUCATORS
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 classrooms. Course readings, class discussions, guest speakers, and course assignments will focus on topics such as the foundations for effective technology integration, the National Educational Technology Standards, and the enhancement of teaching and learning through the successful integration of current and future educational technology across the curriculum. Students will investigate and critically evaluate selected software, multimedia/hypermedia, distance/online learning, and Internet/web-based applications as tools to actively and cognitively engage all learners. Students will use eFolio to develop a multimedia electronic portfolio to document and reflect upon their technology competence. This course meets requirements for Minnesota Professional Educator Licensing and Standards Board (PELSB). Prerequisites: Recommended concurrent or previous enrollment in EDU 1109. F, S

EDU 1143 MULTICULTURAL EDUCATION/HUMAN RELATIONS
3 credits; 3 classroom hours/week; 0 lab hours/week
Emphasizes the development of classroom teachers who are multiculturally informed, gender fair, and disability aware. Examines issues such as racism, sexism, oppression, prejudice and discrimination. The course aims to increase students' capacity to identify, discuss, and reflect on the ethical dimensions of political, social and personal life and to examine the responsibility of classroom teachers to practice productive citizenship. Emphasis is on demonstrating multicultural competence required of all successful teachers working with diverse youth. Designed to meet State of Minnesota human relations requirement for teacher licensure. This course meets the Minnesota Procesional Educator Licensing and Standards board (PELSB) 8710.2000, Subp. 5, Standard 4B, Subp. 6, Standard 5A, Subp. 4, Standard 3D,E,F,G,H,I,Q, Subp. 6, Standard 5B, Subp. 7, Standard 6B, Subp. 3, Standard 2A, 2B, 2C. F, S, Su

EDU 2008 INTRODUCTION TO INFANT/CHILD MENTAL HEALTH
2 credits; 2 classroom hours/week; lab hours/week
Provides an introduction to mental health support and intervention for infants, children, and parents. Class sessions explore features of child mental health and mental health care, from prevalence to causes to effective treatments. Students will have opportunities to examine ways that children's overall development is affected by early relationships and social and emotional influences, including but not limited to attachment, temperament, and toxic stress. Includes a comprehensive review of parenting and community resources to provide knowledge of best practices for those interested in working with infants, young children, and their families.

EDU 2018 INSTRUCTIONAL STRATEGIES FOR DIVERSE LEARNERS
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines research-based instructional strategies for successfully meeting the varying needs of students from economically, ethnically, culturally, and linguistically diverse groups. Course content will focus on how students will learn and develop including learning opportunities that support student intellectual, social, and personal development. This course will also explore individual and group motivation to create learning environments that create positive social interactive active engagement in learning. Learning opportunities will be explored that support student intellectual, social and personal development. This course is designed for prospective educators, teachers, and school paraprofessionals interested in developing the knowledge and skills necessary to work effectively with students from diverse backgrounds. This course meets the Minnesota Professional Educator Licensing and Standards Board (PELSB) 8710.2000, Subp. 3, Standard 2A, B, C Subp.6, Standard 5A. F

EDU 2020 FOUNDATIONS OF EARLY LITERACY
3 credits; 3 classroom hours/week; 0 lab hours/week
Focuses on theories and strategies related to literacy in PreK-3 classroom and home settings. Class sessions feature instructional methods to promote early literacy skill development and provide opportunities to learn about concepts of print, phonemic awareness, vocabulary, comprehension, and writing. Includes a review of developmental assessment and evaluation practices. Intended for prospective early childhood or primary teachers, school paraprofessionals, and other educators working with emergent readers. S

EDU 2250 CONTEMPORARY EDUCATION TOPICS
1-3 credits; 1-3 classroom hours/week; 0 lab hours/week
Dependent on which issues or developments are selected for study. Topics and time allotments will vary according to course content and credits. V

EDU 2805 INTRODUCTION TO CHILDREN'S LITERATURE
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the study and evaluation of literature (picture books, folktales, fantasy, realistic fiction, historical fiction, young adult fiction and nonfiction) written for children of all ages. Intended for students interested in a teaching career or in working with children, but is open to all interested students. Access to public libraries is required. S (odd years)

EMERGENCY MEDICAL SERVICES

About the Emergency Medical Services Department: Courses in emergency medical services prepare students for state certification as a first responder, emergency medical technician (EMT) and/or paramedic. The Inver Hills program is unique in its offering of an A.S. degree. Certificates are offered for EMT and paramedic, along with the A.S. degree for paramedic. For degree requirements and course descriptions, see the Programs and Majors section of this catalog.

EMS 1100 EMERGENCY MEDICAL RESPONDER
3 credits; 3 classroom hours/week; 0 lab hours/week
Includes patient assessment; CPR, airway management including oxygen, adjunct airways and other resuscitation equipment; medical emergencies including seizures, strokes, heart attacks, poisonings and cover trauma management; bandaging; splinting and spinal immobilization. Designed for those who are first on the scene of an accident or medical emergency, intended for police officers, firefighters and other public safety personnel. Students will be certified upon completion through the Minnesota Emergency Medical Services Regulatory Board. F, S, Su

EMS 1101 EMERGENCY MEDICAL TECHNICIAN
6 credits; 6 classroom hours/week; 0 lab hours/week
Provides a foundation in emergency medical care. The course is designed to teach emergency care and transportation of patients who access the emergency medical system. Students will develop skills in the use of and care of all basic emergency equipment. The course includes topics such as patient assessment, trauma management, recognition and care of heart disease, respiratory problems and other medical emergencies. Emergency Medical Technicians perform interventions with the basic equipment typically found in emergency care settings. This course consists of lecture, skills practice and clinical experience at a local hospital and/or ambulance service. This course is approved by the Minnesota Emergency Medical Services Regulatory Board. Participants who successfully complete the course will be eligible to take the National Registry of EMT’s practical and written examinations for State and National Certification as an Emergency Medical Technician.

Notice: 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. Prerequisites: Co-registration with 1102. F, S
EMS 1102 EMERGENCY MEDICAL TECHNICIAN PRACTICUM
3 credits; 0 classroom hours/week; 6 lab hours/week
Provides a foundation in emergency medical care. The course is designed to teach emergency care and transportation of patients who access the emergency medical system. Students will develop skills in the use and care of all basic emergency equipment. The course includes topics such as patient assessment, trauma management, recognition and care of heart disease, respiratory problems and other medical emergencies. Emergency Medical Technicians perform interventions with the basic equipment typically found in emergency care settings. This course consists of lecture, skills practice and clinical experience at a local hospital and/or ambulance service. This course is approved by the Minnesota Emergency Medical Services Regulatory Board. Participants who successfully complete the course will be eligible to take the National Registry of EMT’s practical and written examinations for State and National Certification as an Emergency Medical Technician.
Notice: 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. Prerequisites: Co-registration in EMS 1101. F, S

EMS 1103 EMR TO EMT TRANSITION
6 credits; 4 classroom hours/week; 4 lab hours/week
Provides a foundation in emergency medical care. The course is designed to teach emergency care and transportation of patients who access the emergency medical system. Students will develop skills in the use of and care of all basic emergency equipment. The course includes topics such as patient assessment, trauma management, recognition and care of heart disease, respiratory problems and other medical emergencies. Emergency Medical Technicians perform interventions with the basic equipment typically found in emergency care settings. This course consists of lecture, skills practice and clinical experience at a local hospital and/or ambulance service. This course is approved by the Minnesota Emergency Medical Services Regulatory Board. Participants who successfully complete the course will be eligible to take the National Registry of EMT’s practical and written examinations for State and National Certification as an Emergency Medical Technician.
Notice: 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. Prerequisites: Current state or national certification as an Emergency Medical Responder (EMR).

EMS 1110 EMS OPERATIONS
2 credits; 0 classroom hours/week; 4 lab hours/week
Provides advanced instruction and experience with skills needed to work in the EMS field. Students lead a team of pre-hospital caregivers in realistic scenario simulations: life-like role-plays in which students must work through all phases of an ambulance call. These simulations are complex care situations that require the development of critical thinking and decision-making skills. Prerequisites: Current CPR certification, EMS 1101 or equivalent, valid driver’s license. F, S

EMS 1115 ADVANCED OPERATIONS
2 credits; 0 classroom hours/week; 4 lab hours/week
Builds on the skills learned in EMS 1105 Ambulance Operations. This includes additional ambulance driving training and a more difficult driving obstacle course, ambulance service leadership, and patient care report writing for increasing complex patients and scenes. Students also will learn and practice management of Multiple Casualty Incidents using the Incident Command System command structure. Other topics may be covered based on student interest, including but not limited to: interfacility transportation, assessment and treatment of complicated patients, high-tech patients, pediatrics, geriatrics and public health with EMT advanced skills. Students will need to demonstrate eligibility to drive MnSCU vehicles during the first week of class. Prerequisites: EMS 1105 or equivalent or instructor permission. S

EMS 1120 INTRODUCTION TO EKG INTERPRETATION
1 credit; 0 classroom hours/week; 2 lab hours/week
Designed to teach the student how to interpret and label the electrocardiogram (EKG). The focus of the course is basic rhythm interpretation, but also will cover such topics as: electrophysiology, EKG monitoring, genesis of the EKG and cardiac output as it relates to cardiac rhythms. S, Su(V)

EMS 1122 EMS SYSTEMS
2 credits; 2 classroom hours/week; 0 lab hours/week
Explores the complex systems which make up Emergency Medical Services. Students will learn the history, development and current model for the delivery of out-of-hospital medical services in the United States. The role of EMS in public health and other current issues will be explored. Prerequisites: Completion of EMS 1101 or equivalent recommended. F, S, Su(V)

EMS 1123 EMERGENCY RESPONSE TO CRISIS
1 credit; 1 classroom hour/week; 0 lab hours/week
Provides a comprehensive course on crisis theory and the management of various behavioral, social, cultural, psychiatric and interpersonal problems. Emphasis is placed on the mental health of emergency workers in both personal and professional settings. Prerequisites: Current EMT-Basic certification or permission of instructor. F, S

EMS 1130 ADVANCED EMERGENCY MEDICAL TECHNICIAN
4 credits; 4 classroom hours/week; 0 lab hours/week
Teaches emergency care and transportation of patients who access the emergency medical system. Students will further develop skills in the use of and care of all basic emergency equipment and selected advanced equipment and procedures. The course includes topics such as patient assessment, trauma management, recognition and care of heart disease, respiratory problems and other medical emergencies. Advanced Emergency Medical Technicians perform interventions within the scope of practice determined by the Minnesota Emergency Medical Services Regulatory Board (EMSRB). Participants who successfully complete the course will be eligible to take the National Registry of EMT’s practical and written examinations for State and National Certification as an Advanced Emergency Medical Technician. Prerequisites: Current, or eligibility for, certification as an EMT in Minnesota; current certification in CPR at the Healthcare Provider level or equivalent. Co-requisite: EMS 1131. F, S, Su(V)

EMS 1131 ADVANCED EMT PRACTICUM
2 credits; 0 classroom hours/week; 4 lab hours/week
Affords the student the opportunity to learn and practice AEMT skills. Learners progress from isolated skill practice through a series of increasingly realistic simulations. Simulations are planned in a cycle that increases in complexity and skill integration. Each successive exercise will build on the scale and experience of the previous one. Co-requisite: EMS 1130. F, S, Su(V)

EMS 1140 BASIC EMERGENCY MEDICAL SERVICES TOPICS
1-4 credits
Makes available specific topics of current interest in the Emergency Medical Services field presented through a variety of instructional methodology and media. Prerequisites: written permission of instructor or EMT-Basic certification. F, S, Su

EMS 1150 PHARMACOLOGY FOR THE ADVANCED EMT
1 credit; 1 classroom hour/week; 0 lab hours/week
Introduces basic and advanced concepts in pharmacology including pharmacodynamics and pharmacokinetics, alpha receptors, beta receptors, biotransformation and elimination. This introductory course also will focus on administration methodologies as well as drug calculation. Actual pharmacology included will focus on medications approved for the Advanced EMT such as nitroglycerin and albuterol. Prerequisites: EMS 1101 or equivalent; EMS 1130 or concurrent. F, S, Su(V)
EMS 1188 ADVANCED EMT PATIENT CARE EXPERIENCE
2 credits; 0 classroom hours/week; 0 lab hours/week; 12 clinical hours/week
Provides supervised work experience in the hospital and emergency prehospital environment. Emphasis on performance of psychomotor skills, patient assessment, development of critical thinking, leadership and development of interpersonal skills in an actual patient care setting. This course meets the clinical and field experience requirement for the Advanced EMT Standards. To complete the requirements of the course students will need to receive a criminal background clearance. Please refer to the Criminal Background Study section of the catalog for more information on the criminal background study. Prerequisites: Current Minnesota EMT certification, Mantoux test, immunization history, proof of health insurance, physical exam. Pre- or Co-requisites: EMS 1110, EMS 1190, EMS 1185, EMS 1150. F, S, Su

EMS 1189 EMERGENCY MEDICAL SERVICES INTERNSHIP
2 credits; hours arranged
Designed to give students work experience in the field of Emergency Medical Services (EMS). This course is an experiential exploration of the EMS career and of an organization doing such work. The student will have the opportunity to apply what is learned in the classroom to the working world. Students meet with the instructor to individually design objectives, outcomes and/or research topics. Students are matched with an internship work supervisor or mentor within an EMS organization. Although students may occasionally have limited contact with real patients, the emphasis for this course is non-clinical in nature. Prerequisites: Written permission of EMS instructor or program director. F, S, Su

EMS 2420 PATHOPHYSIOLOGY FOR EMS
3 credits; 3 classroom hours/week; 0 lab hours/week
Applies anatomy and physiology to common diseases and injuries encountered by EMS personnel. Students develop an understanding of how different disease processes impact normal bodily functions. Prerequisites: Acceptance to the Paramedic Core Program or instructor permission. F, S

EMS 2430 ADVANCED PHARMACOLOGY
2 credits; 2 classroom hours/week; 0 lab hours/week
Builds upon the concepts and medications learned in EMS 1150. Includes instruction on medications used in ACLS and PALS and introduces RSI pharmacology and non-prescription medications and supplements. Students also learn common lab values and common medications used in critical care transport. Proper documentation and use of controlled substances is also covered. Prerequisites: Acceptance into the Paramedic Core Program, or permission of instructor. F, S

EMS 2440 SHOCK AND TRAUMA
2 credits; 2 classroom hours/week; 0 lab hours/week
Focuses on the pathophysiology of shock and the kinematics of trauma. An epidemiological approach will be used to show the effects of traumatic injuries on the human body and its systems. Heat and cold emergencies will also be reviewed. This course will utilize case study review to emphasize total patient care in a traumatic situation. Prerequisites: Acceptance into the Paramedic Core Program or permission of instructor. F, S

EMS 2460 MEDICAL EMERGENCIES I
4 credits; 4 classroom hours/week; 0 lab hours/week
Reviews in detail patient assessment and management of medical emergencies likely to be encountered in the pre-hospital environment. Emphasis is placed upon initial management of life-threatening emergencies, information gathering, review of body systems while prioritizing field care. Medical emergencies studied will include respiratory, cerebrovascular accidents and cardiovascular problems. Basic and advanced concepts of EKG monitoring techniques and interpretation are also included as they pertain to the topics menti oned. Prerequisites: Acceptance into the Paramedic Core Program or permission of instructor. F, S

EMS 2470 FIELD SKILLS LAB I
3 credits; 0 classroom hours/week; 6 lab hours/week
Provides the opportunity to practice Basic Life Support and Advanced Life Support skills. Scenarios, skill drills and other interactive 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. F, S

EMS 2488 PARAMEDIC PATIENT CARE EXPERIENCE I
2 credits; 2 classroom hours/week; 0 lab 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 teams. Students are under the supervision of a preceptor or instructor. Prerequisites: Acceptance into the Paramedic Core Program, Pre or Co-requisites: EMS 2460, EMS 2470 and EMS 2440, or permission of instructor. 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. F, S

EMS 2530 PEDIATRICS AND OBSTETRICS/GYNECOLOGY ASSESSMENT AND INTERVENTION
3 credits; 2 classroom hours/week; 2 lab hours/week
Provides a comprehensive instruction on obstetrical emergencies, childbirth, pediatric assessment, evaluation and stabilization. Pediatric medical emergencies and trauma are also discussed. This course consists of discussion and hands-on practice of simulated childbirth, neonatal resuscitation, pediatric advanced life support and medical emergency evaluation of the pediatric patient. This course incorporates material outlined in the American Heart Association PALS course, and certification is available to those successfully completing the requirements. Prerequisites: EMS 2460 and Acceptance into the Paramedic Core Program. F, S

EMS 2540 SPECIAL RESCUE OPERATIONS
2 credits; 0 classroom hours/week; 4 lab hours/week
Provides classroom and practical training in rescue operations and techniques including extrication, water rescue, high-level and sub-level rescue, search and recovery, multiple casualty situations, incident command, and hazardous material awareness. Also includes emergency driving skills practice. Prerequisites: Acceptance into the Paramedic Core Program, or Instructor Permission. S, Su

EMS 2560 MEDICAL EMERGENCIES II
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores medical emergencies and their effect on patients in the prehospital environment. This course is a continuation of Medical Emergencies I, and covers topics such as: the immune system, infectious diseases, endocrine emergencies, anaphylaxis, environmental emergencies, the acute abdomen, toxicology and psychiatric emergencies. This course also addresses special topics such as geriatrics, alcohol and drug abuse. Prerequisites: EMS 2460 or permission of instructor. F, S, Su

EMS 2570 FIELD SKILLS LAB II
2 credits; 0 classroom hours/week; 4 lab hours/week
Provides the opportunity to practice Basic Life Support and Advanced Life Support skills. Scenarios, skill drills and other interactive classroom activities will be required. Emphasis placed on skill competence and preparation for certification exams. Prerequisites: EMS 2470 and Acceptance into the Paramedic Core Program. F, S
ENGINEERING

About the Engineering Department: The engineering department offerings include general transfer courses appropriate to four-year degrees in civil, electrical and mechanical engineering at the University of Minnesota, Minnesota State University, Mankato, and St. Cloud State University. Students interested in a major in engineering are encouraged to consult with a counselor when selecting classes. Students interested in transferring to an engineering program outside Minnesota are strongly advised to consult with a counselor when selecting classes. Students interested in transferring to an engineering major, majors, engineering functions, aptitudes and skills students need, engineering ethics, the Inver Hills A.S Engineering Fundamentals program, and programs at transfer institutions. Provides an interactive environment for students to identify their motivation and opportunities for personal growth, engage in academic and career decision-making, and explore and utilize campus resources and services. Recommended for any student considering engineering or wanting to explore engineering as a career choice.

ENGR 1000 ORIENTATION TO ENGINEERING
1 credit; 1 classroom hours/week; 0 lab hours/week
Introduces students to the fundamentals of engineering in a hands-on setting. Topics include: skills necessary for practicing engineers, elements of electric circuits, micro-controller programming, computer programming for problem solving, and fundamentals of engineering graphics. Students will complete a substantial project using the engineering design process, write a brief design report, and give a final project presentation. Prerequisites: Grade of C or higher in MATH 0940 or placement into MATH 1104 or placement into MATH 1127 or higher. ENGR 1000 and ENG 1108 strongly recommended.

ENGR 1110 INTRODUCTION TO ENGINEERING
4 credits; 3 classroom hours/week; 2 lab hours/week
Introduces students to the fundamentals of engineering in a hands-on setting. Topics include: Introductory concepts of engineering, the role of the engineer, elements of engineering ethics, the Inver Hills A.S Engineering Fundamentals program, and programs at transfer institutions. Provides an interactive environment for students to identify their motivation and opportunities for personal growth, engage in academic and career decision-making, and explore and utilize campus resources and services. Recommended for any student considering engineering or wanting to explore engineering as a career choice.

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ENGR 2042 LINEAR CIRCUITS II
4 credits; 3 classroom hours/week; 2 lab hours/week
Continues analytical techniques for linear circuits. Topics include circuit analysis using phasors, single phase and three phase, AC power, delta and wye connected three phase circuits, transformers and magnetic coupling, series and parallel resonance, complex power and frequency, and two port networks such as transistors. Prerequisites: Grade of C or higher in ENGR 2041.

ENGR 2043 INTRODUCTION TO DIGITAL CIRCUITS AND LOGIC DESIGN
4 credits; 3 classroom hours/week; 2 lab hours/week
Provides an introduction to digital logic and logic design. Topics include binary systems, logic gates, Boolean algebra and functions, Karnaugh map, design of combinational and sequential logic circuits, adders, decoders, multiple outputs, latches and memories. Students cannot receive credit for both ENGR 1060 and ENGR 2043. Prerequisites: Grade of C or higher in ENGR 2041, or consent of instructor.

ENGR 2250 SPECIAL TOPICS IN ENGINEERING
1-3 credits; 1-3 lecture hours/week; 0 lab hours/week
Provides an opportunity for deeper exploration of special topics in engineering or undergraduate research experience in engineering.

ENGLISH

About the English Department: From World Literature to Women in Literature and from Basic Writing to Creative Writing, English courses at Inver Hills prepare students to think critically and write academically about a wide range of topics. Classes meet transfer goals or personal growth objectives and include opportunities for foreign study. A student arts and literary magazine provides students the chance to share their best work. Instructors bring a wide array of experiences and academic credentials into the classroom. Several are published authors, others have won awards for assessment and teaching. Students interested in English as a major can easily transfer their coursework to a four-year institution. English majors go on to careers in teaching, advertising, law, journalism and many other fields that require good communication skills.

ENG 0096 WRITING FUNDAMENTALS
3 credits; 3 classroom hours/week; 0 lab hours/week
Prepares students for academic writing through extensive practice with paragraph- and essay-length writing assignments. Also includes a review of grammar. Intended for students whose college assessment results suggest that further development of writing skills would be beneficial. Prerequisites: Placement into ENG 0096 as recommended by Accuplacer assessments. F, S, Su

ENG 0099 INTRODUCTION TO ACADEMIC WRITING
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to college writing practices and purposes. Through reading and responding, they practice writing for learning and expressing ideas. Students develop revision strategies in response to feedback. Prerequisites: Grade of C or better in READ 0090, or placement into ENG 0099 as recommended by Accuplacer assessments. F, S

ENG 1108 WRITING AND RESEARCH SKILLS (MNTC 1, 2)
4 credits; 4 classroom hours/week; 0 lab hours/week
Provides instruction and practice in reading, researching, and writing for college. Prerequisites: Recommended by Accuplacer assessment or Grade of C or higher in READ 93/94 and ENG/EAP 99. F, S, Su

ENG 1111 RESEARCH WRITING (MNTC 1, 2)
2 credits; 2 classroom hours/week; 0 lab hours/week
Students will analyze primary and secondary sources and develop formal research writing in students’ academic and/or professional disciplines including EMS, Paralegal, and Criminal Justice. Prerequisites: Grade of C or higher in ENG 1108 (or equivalent). F, S, Su

ENG 1114 THE RESEARCH PAPER - WRIT (MNTC 1, 2)
3 credits; 3 classroom hours/week; 0 lab hours/week
Emphasizes critical analysis of fiction or nonfiction texts, at least one book-length, resulting in a research paper that reflects analysis and synthesis of multiple sources. Prerequisites: Grade of C or higher in ENG 1108. F, S, Su

ENG 1116 WRITING FOR THE WEB (MNTC 2, 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Focuses on the principles of writing for readers in web-based contexts (such as wikis, blogs, multi-modal essays, and other emergent forms) composed with images, links, audio, and/or video; analysis and application of the elements of attractive web page design as it relates to readability and navigability, and presentation of information in a concise, clear, and correct style. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. F, S(V)

ENG 1118 STYLE AND CORRECTNESS FOR WRITERS (MNTC 2)
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the grammatical and stylistic strategies necessary to effectively edit and proofread professional documents. Students will practice revising at the structural and sentence levels. The course supports students preparing for a wide variety of professional settings, such as business, paralegal, computer science, engineering, nursing, and others. Prerequisites: Placement by Accuplacer assessment into English 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. F, S

ENG 1130 WRITING AND RESEARCH FOR THE PROFESSIONS (MNTC 1, 2)
3 credits; 3 classroom hours/week; 0 lab hours/week
Emphasizes critical audience analysis of professional texts across the disciplines, at least one book length, resulting in a professional research proposal, feasibility study, or report that reflects analysis and synthesis of multiple sources, persuasion, and students’ mastery of professional and audience analysis. Students will explore options for using technology to convey information efficiently and appropriately. Emphasis is on audience analysis, effective design, and clear, concise, accurate expression. Prerequisites: Placement by Accuplacer assessment into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. F, S, Su(V)

ENG 1140 INTRODUCTION TO LITERATURE (MNTC 6B, 2)
4 credits; 4 classroom hours/week; 0 lab hours/week
Introduces students to the methods of examining and understanding poetry, drama, novels, short stories and creative nonfiction. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. F, S, Su(V)

ENG 1145 INTRODUCTION TO TECHNICAL WRITING (MNTC 2)
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to developing, writing, and presenting information in technical settings, including the use of graphics to enhance visual appearance and usability. Students will work on a variety of assignments, including writing and revising technical reports and articles, procedures, and mechanism descriptions. Students will explore options for using technology to convey information efficiently and appropriately. Emphasis is on audience analysis, effective design, and clear, concise, accurate expression. Prerequisites: Placement by Accuplacer into ENG 1108 or completion of ENG/EAP 0099 with a C or better.

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ENG 1180 INTRODUCTION TO WORLD LITERATURE (MNTC 6B, 8)
4 credits; 4 classroom hours/week; 0 lab hours/week
Introduces students to selected works from Western and non-Western literary traditions (including Africa, Asia and Latin America) with a focus on their cultural/historical contexts. Includes both contemporary and ancient texts (one book-length) with a particular interest in stressing those themes that exemplify the ideals and concerns of our shared human condition and the spread of ideas beyond national boundaries. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. V

ENG 1601 INTRODUCTION TO CREATIVE WRITING (MNTC 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides guided practice in various types of creative writing with the emphasis on skills common to creative expression. Assists students in discovering and developing their own best medium for expression, whether fiction, poetry, drama, creative non-fiction. [Emphasis may vary with instructor.] Students will identify select portions of writing for small and/or large group presentation. Prerequisites: Placement into ENG 1108.

ENG 1605 FICTION WRITING (MNTC 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Engages students in the craft and techniques of writing fiction. Provides exposure to models, discussion, and guided practice in various types of fiction writing. Students will participate in large or small group workshops to develop critique and feedback skills. Prerequisites: Placement into ENG 1108.

ENG 2214 AMERICAN LITERATURE: COLONIAL ERA TO THE CIVIL WAR (MNTC 2, 6B)
4 credits; 4 classroom hours/week; 0 lab hours/week
Surveys American literature from the Colonial period to the Civil War. Typical authors include Bradstreet, Franklin, Emerson, Thoreau and Melville. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. V

ENG 2215 AMERICAN LITERATURE: THE CIVIL WAR TO THE PRESENT (MNTC 2, 6B)
4 credits; 4 classroom hours/week; 0 lab hours/week
Surveys American literature from 1860 to the present. Typical authors include Whitman, Chopin, Twain, Hemingway and Cather. Poets include Frost, Stevens and Rich. Fiction writers include 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 2222 BRITISH LITERATURE: THE MIDDLE AGES TO THE AGE OF REASON (MNTC 2, 6B)
4 credits; 4 classroom hours/week; 0 lab hours/week
Surveys British Literature from the Middle Ages through the Eighteenth Century. Authors include Chaucer, Spenser, Shakespeare, Donne, Milton, Swift and Pope. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. V

ENG 2223 BRITISH LITERATURE: ROMANTICISM TO THE PRESENT (MNTC 2, 6B)
4 credits; 4 classroom hours/week; 0 lab hours/week
Surveys British literature from the Romantic period to the present. Authors include Blake, Wordsworth, Browning, Conrad, Yeats and Woolf. 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 MYTHIC STORIES: CULTURAL AND PERSONAL (MNTC 6B, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Surveys significant mythic stories from around the world, such as Africa, Egypt, the Far East, Great Britain, Greece, Mesopotamia, North and 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 2237 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. F, S, Su(V)

ENG 2238 CONTEMPORARY FICTION (MNTC 6B, 7)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores recently published short stories and novels 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. F, S

ENG 2239 WOMEN IN LITERATURE (MNTC 6B, 7)
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides an introduction to the methods of examining and understanding poetry, drama, fiction, and nonfiction by and/or about women. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. F, S, Su

ENG 2240 REPRESENTATIONS OF THE BODY IN LITERATURE AND CULTURE (MNTC 6B, 7)
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. F, S, Su(V)

ENG 2249 SPECIAL TOPICS IN LITERATURE (MNTC 6B)
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides guided practice in developing and revising writing of a specific genre (e.g. poetry, memoir, play, screenplay, literary journalism, short fiction, creative nonfiction). Assists writers in developing their own approaches to a single genre in addition to learning about the stages of development applied to a particular piece. Prerequisites: ENG 1108 or ENG 1112 or permission of instructor. V

ENG 2252 THE NOVEL (MNTC 6B, 7)
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. F, S, Su
**ENGLISH FOR ACADEMIC PURPOSES**

**About English for Academic Purposes Courses:** Courses are open to students identified during assessment/application as needing additional English reading/writing/speaking skills for college success.

**EAP 0090 INTRODUCTION TO COLLEGE READING AND WRITING**
3 credits; 5 classroom hours/week; 0 lab hours/week
Introduces the beginning college student to the demands of college reading and writing through the close study of representative college textbook material and the production of short essays and other informal writing. Includes a study of English grammar trouble spots. Intended for non-native speakers. Prerequisites: College assessment results suggest that further development of English reading and writing skills are necessary before attempting college-level English courses. Prerequisites: Placement as recommended by college assessment. Students must register for this course at the enrollment services counter. F, S, Su(V)

**EAP 0094 READING WORKSHOP**
3 credits; 3 classroom hours/week; 0 lab hours/week
Challenges students to improve general and college reading skills through development of fluency and vocabulary. Particular emphasis will be placed on developing a college-level vocabulary, improving reading rate, expanding background knowledge for college reading, and the role of reading in academic, public and private life. Intended for the student whose basic reading skills are satisfactory, but whose vocabulary, reading experience and reading rate may affect the ability to cope with the more rigorous demands of college reading assignments. Prerequisites: Placement as recommended by college assessments. F, S

**EAP 0099 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 move toward argumentative or expository essays that incorporate research from outside sources. Prerequisites: Placement as recommended by college assessments or successful completion of EAP 0090 or READ 0090. F, S, Su(V)

**FRENCH**

**About the French Department:** The French department offers a selection of lower division courses. Using a communicative approach, experienced instructors lead students to a valuable level of proficiency and cultural understanding in a stimulating and supportive environment. Learning is enhanced through multimedia technology. Coursework may be used to satisfy electives, to cultivate personal interests, or to meet program requirements at four-year institutions.

**FREN 1101 BEGINNING FRENCH I (MNTC 6B, 8)**
5 credits; 5 classroom hours/week; 0 lab hours/week
Introduces basic language skills and develops listening comprehension, reading, speaking and writing skills to become proficient at the appropriate level. Introduces French culture to develop cultural understanding and sensitivity. F

**FREN 1102 BEGINNING FRENCH II (MNTC 6B, 8)**
5 credits; 3 classroom hours/week; 0 lab hours/week
Follows FREN 1101 and continues the development of listening comprehension, speaking, reading and writing skills, and culture, history and art. Cultural understanding and sensitivity are important aspects of a language course. Prerequisites: FREN 1101 or instructor consent. S

**FREN 1111 FRENCH CULTURE & CIVILIZATION (MNTC 6B, 8)**
3 credits; 3 classroom hours/week; lab hours/week
Introduces students to French culture and civilization from the ancient Gauls to the present day. Presents landmark events and famous people. Shows paramount achievements in art, architecture, film, literature, music and philosophy. Acquaints students with French cuisine and some common French expressions. Taught in English. V

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**FREN 1102 BEGINNING FRENCH II (MNTC 6B, 8)**
5 credits; 3 classroom hours/week; 0 lab hours/week
Follows FREN 1101 and continues the development of listening comprehension, speaking, reading and writing skills, and culture, history and art. Cultural understanding and sensitivity are important aspects of a language course. Prerequisites: FREN 1101 or instructor consent. S

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About the Gender and Women Studies Department: Coursework in this department focuses on how gender identity and roles are structured. Students will examine the often invisible assumptions we hold about race, class, gender and heterosexuality, and how these assumptions shape lives. Coursework also examines the economic, political and sociological ramifications of identity shaped by race, class, gender and sexual preference. The department offers a global perspective, examining these issues in both the United States and around the world.

GWS 1000 INTRODUCTION TO GENDER AND WOMEN STUDIES (MNTC 5, 7)
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to the main concepts of Gender and Women Studies by examining the field of study, its theoretical and sociological underpinnings, and evolution. Explores the psychological and social construction of gendered identity, including LGBTQIA theory and social concerns, as well as the intersections of race, class and gender.

GWS 1100 GENDER, RACE AND AMERICAN CULTURE (MNTC 5, 7)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores the historical and contemporary intersections of race, class and gender in the United States and examines the relationships between racially-based and gender-based movements for civil rights. Identifies and analyzes contemporary stereotypes regarding race, class and gender.

GWS 1200 WOMEN AND GLOBAL ISSUES (MNTC 8, 9)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores the political, economic and cultural influences shaping women’s lives around the world, with a focus on emerging and non-Western nations. Investigates the distinctions between “global” issues and local issues by examining international commonalities, as well as differences.

GWS 2100 CONSTRUCTIONS OF MASCULINITY AND FEMININITY (MNTC 6B, 7)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores key psychological, linguistic and philosophical theories on the origins of masculinity and femininity as essential gendered characteristics. Identifies current cultural assumptions about gender, masculinity and femininity and explores how LGBTQIA theory complicates these assumptions. Prerequisites: GWS 1000 recommended, but not required.

GEOG 1000 INTRODUCTION TO GEOGRAPHY: THE EARTH AS THE HOME FOR HUMANS (MNTC 8, 10)
4 credits; 4 classroom hours/week; 0 lab hours/week
Explores human interactions with environments over time and space through topics directed toward an understanding of the ways in which humans live and the means by which they interpret and manipulate the physical earth. Topics will include the character of the earth’s physical landscapes, distribution of energy in the form of weather and climatic regions, biological communities, human interactions with these physical systems, and how human diversity in language, religion, economics and politics has differentiated and influenced human interaction on the planet.

GEOG 1100 WORLD REGIONAL GEOGRAPHY (MNTC 5, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Studies the world and its transformation to the modern distinction between technological and developing nations, and a survey of present conditions among its various regions.

GEOG 1105 GEOGRAPHY OF UNITED STATES AND CANADA (MNTC 7, 10)
3 credits; 3 classroom hours/week; 0 lab hours/week
Presents a region-by-region analysis of the diversity of people and environments of North America. Emphasis will be on the study of similarities and contrasts in regional landscapes and on interactions with other peoples and regions of the world.

GEOG 1115 HUMAN GEOGRAPHY (MNTC 5, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Studies basic elements, processes and distributions associated with people’s principal ways of life, their interrelationship with the natural environment and sociocultural diversity including: population, race, language, religion, political and economic systems.

GEOG 1119 MAP INTERPRETATION (MNTC 3B, 10)
3 credits; 2 classroom hours/week; 2 lab hours/week
Instructs the use (and misuse) of maps. Basic principles of communication using maps, including projections, scale, and symbolization, as well as measurement and analysis of mapped information. The introduction of current mapping skills through Geographic Information Systems (GIS) is emphasized through cartographic exercises. This is a lab science course.

GEOG 1130 MINNESOTA GEOGRAPHY (MNTC 5, 7)
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines the land, resources and people of Minnesota, and the processes that have led to the development of regions in the present and will change the state in the future.

GEOG 1140 METEOROLOGY (MNTC 3B, 10)
4 credits; 3 classroom hours/week; 2 lab hours/week
Examines the atmosphere and its behavior, including: atmosphere composition, structure, stability and motion; precipitation processes, air masses, fronts, cyclones and anti-cyclones; general weather patterns; meteorological instruments and observations; plotting and analysis of maps, and forecasting.
GEOG 1150 RENEWABLE AND NON-RENEWABLE NATURAL RESOURCES (MNTC 3B, 10)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores the origin, nature, location and management issues of natural renewable and non-renewable resources on a global scale. Fuels, energy sources, soils, minerals, fisheries and forests will be examined with other natural resources. F, S, Su(V)

GEOG 1160 PHYSICAL GEOGRAPHY (MNTC 3B, 10)
4 credits; 3 classroom hours/week; 2 lab hours/week
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’s natural systems. Investigate the interactions of geology, ecosystems and weather and how such interactions impact diverse populations around the world in terms of agriculture, economics and natural resources.

GEOG 1211 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (MNTC 3B, 10)
4 credits; 3 classroom hours/week; 2 lab hours/week
Instructs the use of digital data storage, retrieval, manipulation, analysis and display of spatial and temporal data using Geographic Information Systems (GIS) technology through a combination of class presentations and laboratory exercises. Both general theory and specific application with respect to GIS will be addressed as well as the present application of GIS in various industries. This is a lab science course. V

GEOG 1400 ENERGY, ENVIRONMENT AND CLIMATE (MNTC 3B, 10)
4 credits; 3 classroom hours/week; 2 lab hours/week
Provides a holistic approach to the workings of the atmosphere and climatological impacts on global human populations. Topics include weather patterns and long-term trends, including global climate change. Climatology relative to the United States will be examined in the context of extreme weather and alternative energy source potential. F, S(V), Su(V)

GEOLOGY

About the Geology Department: Students may take geology as a science- with-laboratory option to meet A.A. degree requirements and/or prepare for transfer to four-year institutions.

GEOL 1101 PHYSICAL GEOLOGY (MNTC 3B, 10)
4 credits; 3 classroom hours/week; 2 lab hours/week
Studies the nature, properties, and processes that shape and alter the Earth. Analysis and study of the nature and character of materials composing the Earth; and processes that have formed, altered, and transformed the Earth’s surface. This course is open to all students and meets the Minnesota Professional Educator Licensing and Standards Board (PELSB) 8710.3200, Subp. 3, Standard J1, J2, a, b, c, d, e, f, J3, J4. F, S, Su

GEOL 1105 HISTORICAL GEOLOGY (MNTC 3B, 10)
4 credits; 3 classroom hours/week; 2 lab hours/week
Examines the Earth’s planetary materials and processes as they have evolved and changed over time. Emphasis 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.

GEOL 1115 NATURAL DISASTERS (MNTC 3B, 10)
3 credits; 3 classroom hours/week; 0 lab hours/week
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 natural catastrophic phenomena and will engage in lab-like experiences that include mapping and data analysis. F, S, Su(V)

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 find ways to work and live together effectively. As a result, society 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 systems. 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 health care and law enforcement.

GS 2250 TOPICS IN GLOBAL STUDIES (MNTC 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines a variety of areas in global studies, with curriculum tailored to meet the needs of companies, organizations or individuals enrolling in course. Topics that can be covered span language, culture, economics, foreign relations, law, commerce, investment, corporate relations, business ethics and cross-cultural conflict. Some specific objectives include mitigating cross-cultural conflict and fashioning everyday protocols for interacting in different cultures. V

GS 2290 INTERNATIONAL EXPERIENCE WITH TRAVEL (MNTC 8)
3-5 credits
Designed to give students exposure to and experience with a culture other than U.S. American. Students will study a designated topic from a global perspective. The course requires participating in the travel abroad component of the course. This course may be repeated. S(V)

GS 2291 INTERNATIONAL EXPERIENCE (MNTC 8)
2-4 credits
Designed to give students exposure to and experience with a culture other than U.S. American. Students will study a designated topic from a global perspective. This course may be repeated. S(V)

HEALTH

About the Health Department: Health courses address a variety of contemporary health issues in personal, family and community health. Courses can be applied to requirements for associate degrees and as preparation for professional programs. In addition, many students take health classes for self-improvement, building skills and personal development.

HLTH 1105 SLEEPS, EATS AND EXERCISES
1 credit; 1 classroom hour/week; 0 lab hours/week
Introduces knowledge and skills you need to live a balanced life while in college. It covers basic concepts in nutrition, sleep and physical activity and incorporates a variety of techniques to promote self-awareness and reflection, goal setting and action toward wellness. F, S

HLTH 1110 NUTRITION
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces basic nutrition as it relates to total health. Personal nutritional health analysis as well as the relationship between diet and disease will be presented. The course includes current and controversial topics dealing with nutrition. The main focus centers on the basic nutrients and how the body uses, stores, and eliminates them. Nutrition and its relationship to exercise and weight control throughout a lifetime are discussed. F, S, Su
HLTH 1120 PERSONAL HEALTH
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces a variety of health topics and how they relate to personal lifestyle choices. Emphasis on wellness and making wise lifestyle choices and consequences of poor choices. F, S, Su(V)

HLTH 1122 COMMUNITY HEALTH
2 credits; 2 classroom hours/week; 0 lab hours/week
Provides an overview of community health organizations and programs including their structure and function. Students will analyze health issues of various community groups and discuss possible solutions. Content also will include prevalent diseases, epidemiology and health problems in our society today. The importance of healthy living and lifestyle are discussed as preventative measures. V

HLTH 1123 STRESS MANAGEMENT
2 credits; 2 classroom hours/week; 0 lab hours/week
Assists the student in examining and managing their body's physiological and psychological responses to stress. Self-assessments will help the student to identify personal stressors. Students will participate in numerous stress management strategies and relaxation techniques including time management, diaphragmatic breathing, meditation, autogenics, progressive muscle relaxation, cognitive reappraisal, behavior modification, journal writing and other coping techniques. F, S

HLTH 1124 ALCOHOL & COLLEGE LIFE
1 credit; 1 classroom hour/week; 0 lab hours/week
Provides college students with unbiased, factual information about how alcohol and drug use affects college. This course reinforces personal prevention and student campus safety strategies. Practical hints and tips about how to succeed socially and academically are presented in the content of research and personal experiences by other students. F, S

HLTH 1125 RESPONDING TO EMERGENCIES
3 credits; 3 classroom hours/week; lab hours/week
Develops first aid and CPR skills and also covers understanding the human body, healthy lifestyle, what to do when help is delayed and how to prepare for emergencies. Students may receive Red Cross certification in First Aid: Responding to Emergencies and in Community CPR. S

HLTH 1128 COMMUNICABLE DISEASE TOPICS
1 credit; 1 classroom hour/week; 0 lab hours/week
Defines causes, prevention and treatment of infectious diseases transmitted from one person to another as a result of sexual contact. Specific topics discuss bacteria and virus infections involving the genitourinary tract, gastrointestinal tract, and oral and other body systems. V

HLTH 1129 TAI CHI
1 credit; 0 classroom hours/week; 2 lab hours/week
Presents a series of movements, which focus on balance, breathing, muscle control and smooth motion. Tai Chi is an exercise used to promote physical, mental and emotional health. The history of Tai Chi will be presented. This course may be taken for a maximum of three credits. This course is cross-listed with PHED 1103. A student may only earn credits for this course in one department, not both. F, S

HLTH 1130 DRUG USE AND ABUSE
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides an overview of the fundamental concepts in drug use and abuse. The course will focus on the drugs of abuse that are most commonly used in the United States and will emphasize the physiological, social, psychological, legal, and health aspects of drug use and abuse. Special attention will be focused on the motivations of drug use/abuse for college students. Critical thinking and communication skills will be emphasized to explain and reinforce personal health choices. This course is open to all students and meets the Minnesota Professional Educator Licensing and Standards Board (PELSB) 8710.3200, Subp. 3, Standard R2 8710.2000, Subp. 11, Standard 10E F, S

HLTH 1134 MINDFULNESS, MEDITATION, AND MOVEMENT
2 credits; 1 classroom hours/week; 2 lab hours/week
Using a mindfulness approach, examining the dimensions of wellness; including physical, intellectual, social, emotional, spiritual, environmental, financial, and others. Students will complete self-assessments, breathing exercises, meditation, and physical activity. Goal setting and behavior change will also be discussed. This course may be used to fulfill both the health and physical education requirements for the A.A. degree.

HLTH 1155 LIFETIME FITNESS AND WELLNESS
2 credits; 1 classroom hours/week; 2 lab hours/week
Studies the dimensions of wellness; including physical, intellectual, social, emotional, spiritual, environmental, and others. Students will do self-assessments and develop a Wellness program, including a fitness plan, to achieve their goals and overcome any barriers. Students will also analyze their personal nutrition and develop strategies for improvement. Risk factors related to cardiovascular disease, cancer, and other diseases will also be discussed. This course may be used to fulfill both the health and physical education requirements for the A.A. degree. F, S, Su

HLTH 2250 SPECIAL TOPICS IN HEALTH
1-3 credits
Examines selected health topics of current interest in a global society. V

HEALTH CARE CORE CURRICULUM

About the Health Care Core Curriculum Courses: The health care 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 courses provide an overall introduction to health care. Topics include Behaviors of Success in Health Care Settings, Communication in Healthcare Settings, Awareness and Sensitivity to Client Needs, Respecting Client and Staff Diversity, Healthcare Safety and Standard Precautions, Legal Issues in Healthcare and Healthcare Ethics.

HCCC 1010 BEHAVIORS FOR SUCCESS IN HEALTH CARE SETTINGS
0.5 credits; 0.5 classroom hours/week; 0 lab hours/week
Focuses on the requirements needed by health care workers to effectively work in a variety of health care settings. This includes types of health care facilities and systems, applying for employment, accountability and responsibility, standards of dress, workplace behavior, approaches needed to assist clients, expectations of teams and team members, common health care facility policies and requirements, and medical abbreviations. Also included is discussion about how health care workers can impact the quality of health care and balance their work and personal life to maintain personal wellness. V

HCCC 1020 COMMUNICATION IN HEALTH CARE SETTINGS
1 credit; 1 classroom hour/week; 0 lab hours/week
Emphasizes the importance of effective communication between and among health care workers and their clients. Included are verbal and non-verbal communication, listening skills, interpersonal communication, team communication, documentation and reporting, and the use of electronic communication devices in health care facilities. Focus is on the development of effective communication skills to support quality client care. V

HCCC 1030 AWARENESS AND SENSITIVITY TO CLIENT NEEDS
0.5 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 impact disease has on individuals; the emotional, spiritual and social needs of clients; and the type of care needed by different age groups. Also included is the process of death and dying and how that affects clients and their families. V
HCC 1040 RESPECTING 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 belief systems, cultural practices, and respect and sensitivity to cultural and gender issues. Awareness and use of effective strategies to appropriately deal with client and staff diversity are emphasized.

HCC 1050 HEALTHCARE SAFETY AND STANDARD PRECAUTIONS
0.5 credits; 0.5 classroom hours/week; 0 lab hours/week
Focuses on the rules and standards related to regulatory policies required of health care facilities, as well as personal safety standards and requirements to work in health care settings. Included are the principles and standards of infection control, Standard Precautions, health care facility safety policies, strategies to ensure personal and client safety, and procedures to respond to emergencies.

HCC 1060 LEGAL ISSUES IN HEALTH CARE
0.5 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 impact that law and regulation have on health care systems.

HCC 1070 HEALTH CARE ETHICS
0.5 credits; 0.5 classroom hours/week; 0 lab hours/week
Emphasizes the use of sound ethical practices in health care. Included are ethical practices and standards 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.

HCC 2000 HEALTH CARE CORE PATHWAY TO NURSING ASSISTANT
6 credits; 6 classroom hours/week; 4 lab hours/week
The Health Care Core (HCCC) pathway to the Nursing Assistant provides basic knowledge that healthcare workers need to know to be able to contribute to the delivery of safe and effective healthcare. The HCCC with the Nursing Assistant skills course teaches basic nursing care skills and concepts necessary to prepare the student to take the examination that is necessary to be a Nursing Assistant/Registered (NA/R) with the State of Minnesota and be employed in a health care facility under the direct supervision of a licensed nurse. Prerequisite: Completion of READ 0090, or placement into READ 0093 or higher.

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/BIOL 1111 MEDICAL TERMINOLOGY
2 credits; 2 classroom hours/week; 0 lab hours/week
Introduces students to medical terminology including word elements (roots, combining forms, prefixes and suffixes) and how they are used to build words. Emphasis will be on understanding definitions, correct spelling, proper usage and pronunciation. Students will be able to use terms correctly in medical reports and health care settings. This course provides a foundation for coursework in science and health.

HISTORY

About the History Department: 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 the 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. In addition to individual courses, the history department offers students the opportunity to pursue an A.A. degree with an emphasis in history. For degree requirements and description, see the Programs and Majors section of this catalog.

HIST 1106 WORLD HISTORY 1 (MNTC 5, 8)
4 credits; 4 classroom hours/week; 0 lab hours/week
Considers world history from prehistoric roots, to Sumer, Egypt, Assyria, Israel, China, Southeast Asia, India, Greece, Rome, Africa and Europe through the early modern era. Topics include political, cultural, religious, economic, intellectual and artistic development across regions and time.

HIST 1107 WORLD HISTORY 2 (MNTC 5, 8)
4 credits; 4 classroom hours/week; 0 lab hours/week
Explores world history to the present from the early modern period, to Modern East Asia, the rise of transatlantic and transpacific societies to industrial revolution, and from the emergence of nationalism, and the age of ideologies, to the global marketplace.

HIST 1108 INTRODUCTION TO LATIN AMERICAN HISTORY (MNTC 5, 8)
4 credits; 4 classroom hours/week; 0 lab hours/week
Introduces students to Latin American history from before European contact and through the 20th century. Surveys the major historical forces contributing to the development of modern Latin America with an emphasis on the blending of Native American, European and African cultures of people who have lived, and continue to live, in South America, Central America, the Caribbean and Mexico.

HIST 1114 HISTORY OF THE UNITED STATES TO 1877 (MNTC 5, 8)
4 credits; 4 classroom hours/week; 0 lab hours/week
Surveys the emergence of the American nation from the colonial period to revolution, the early national period Jacksonian Era, sectional conflict, Civil War and reconstruction emphasizing social, political and intellectual developments reflecting American diversity.

HIST 1115 HISTORY OF THE UNITED STATES SINCE 1865 (MNTC 5, 8)
4 credits; 4 classroom hours/week; 0 lab hours/week
Surveys the New South, the industrial revolution, Progressive era, roaring twenties, Great Depression, World Wars, and Cold and post-Cold War eras to the present. Emphasizes political, social, economic and intellectual developments in the United States, reflecting American ethnic and cultural diversity.

HIST 1118 WARTIME: THE GREAT WAR TO THE WAR ON TERROR (MNTC 5, 9)
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides a historical study of the cultural, political, economic and military forces and events that shaped the modern age of total war from the origins of World War I through the 21st century War on Terror.
The Honors Program provides the opportunity to expand students' knowledge in greater depth and breadth in order to better address contemporary challenges of today's world. The Honors Program provides the careful guidance, personal instruction and learning environment needed to foster the achievement of individual goals and ambitions.

HNRS 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; demonstrates research and critical thinking skills and a deep understanding of the subject; and contributes to the discipline. Prerequisites: Active Student in Honors Program who has completed at least 15 Honors credits. E, 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 experience and a focus on implementation of skills and techniques prepare students for work in a variety of helping professions or for transfer to a bachelor's degree program in human services or social work. For degree requirements and description, see the Programs and Majors section of this catalog.

HSER 1100 INTRODUCTION TO SOCIAL WORK
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides an introduction to the field of Social Work and Social Welfare. 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 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. E, S, Su(V)

HSER/INTS 1103 ADULTS WITH DISABILITIES
2 credits; 2 classroom hours/week; 0 lab hours/week
Examines the various types of disabilities and how they impact the individual, the family unit and society. A particular emphasis will be placed on understanding the unique behavioral, physical, cultural and psychological issues associated with each type of disability. NOTE: HSER 1103 and INTS 1103 are co-listed; department should be selected at registration. Credit will be given in only one department. Students wanting to fulfill Goal 7 of the MnTC must enroll in INTS 1103. S

HSER 1104 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(V)

HSER 1105 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 how grief impacts families and children, as well as exploring gender 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 1106 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: Recommended concurrent enrollment with HSER 1100. E, S

HSER 1107 GROUP PROCESSES
3 credits; 3 classroom hours/week; 0 lab hours/week
Focuses on the development of communication skills and self-awareness important in the roles of group membership and leadership. Provides an understanding of the evolution and function of therapeutic groups. Emphasizes the development of knowledge and skills. Prerequisites: HSER 1100 and HSER 1106. E, S
HSER 1112 CRISIS ASSESSMENT AND INTERVENTION
3 credits; 3 classroom hours/week; 0 lab hours/week
Presents basic concepts of crisis assessment, intervention and referral. The application of strategies and techniques with a discussion of intervention, assessment and referral models is included. An overview of interventions for specific crisis will be reviewed. An assessment model for making appropriate referrals is presented. Prerequisites: HSER 1106 F, S

HSER 1117 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, psychotic disorders, substance disorders, personality disorders, and disorders in children and the elderly. Students will learn to identify signs and symptoms of each disorder. They also will learn basic skills and therapeutic treatments that effectively help individuals who have mental disorders. F

HSER 1121 ADOLESCENT AND YOUTH WORK
2 credits; 2 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 cases will be explored, including assessment and intervention strategies. This course is for human services students, counselors, other helping professionals, law enforcement personnel, teachers and parents. F

HSER 1123 FAMILY FUNCTIONS AND INTERACTIONS
3 credits; 3 classroom hours/week; 0 lab hours/week
Studies the family with attention to its organization, function and dynamics. Emphasis is placed on the impact and effects of family on individual development. The course offers an introduction to family systems theory, normal and problematic family systems, and family functioning concepts. It also examines family violence, including social and psychological roots of violent behavior, family life cycle theory, and how it affects the family also will be discussed. S

HSER 1125 ACTION-BASED LEARNING EXPERIENCE
2 credits; 0 classroom hours/week; 4 lab hours/week
Introduces students to an experientially based course that will be service learning oriented. Students will immerse themselves in the local community/culture, partnering with local agencies in serving those individuals and families in need. Students will be traveling to out-state or out-of-region localities. S(V), Su(V)

HSER 1126 ETHICAL ISSUES IN HUMAN SERVICES
2 credits; 2 classroom hours/week; 0 lab hours/week
Presents an overview of ethical issues specific to human services, including models for ethical decision making, legal and professional issues, professional codes of ethics, core values and personal issues. F(V), S, Su(V)

HSER/INTS 1140 HUMAN SEXUALITY
3 credits; 3 classroom hours/week; 0 lab hours/week
Presents an interdisciplinary study of human sexuality in a pluralistic society. NOTE: HSER 1140 and INTS 1140 are co-listed; department should be selected at registration. Credit will be given in only one department. Students wishing to earn MnTC credits must enroll as INTS 1140. F, S, Su(V)

HSER 1179 HUMAN SERVICES SEMINAR
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. Provides students the opportunity to receive support on internship progress. This course must be taken concurrently with HSER 1189, Internship. The course may be repeated once. Prerequisites: Must take currently with HSER 1189, Internship. 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. S

HSER 1189 INTERNSHIP
3-6 credits; hours arranged
Offers work experience in a human service agency, providing an opportunity to further develop skills. Through work experience, students will gain additional knowledge of human services practices and concepts. This course must be taken concurrently with HSER 1179, Human Services Seminar. May be taken as two 3-credit courses or one 6-credit course. Prerequisites: Permission of human service faculty and previous human service coursework. Must take concurrently with HSER 1179, Human Services Seminar. 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. F, S, Su

HSER 2250 CONTEMPORARY HUMAN SERVICES TOPICS
1-3 credits
Presents special topics in human services. Coursework explores current issues and challenges in human services. May be repeated under different topics. V

HUMANITIES

About the Humanities Department: The humanities department offers interdisciplinary (art, literature, music, history, philosophy) approaches to the study of a variety of cultures and periods, around the world and throughout history.

HUM 1110 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 context from Ancient Greece, Rome, the Middle Ages and the Renaissance, e.g., such works as Greek Drama, the Acropolis, Roman satire and the Medieval Cathedral, and such artists and writers as Giotto, Michelangelo, Machiavelli and Shakespeare. Su(V)

HUM 1111 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 musicians as Rembrandt, Bach, Voltaire, Wollstonecraft, Blake, Tolstoy, Stravinsky and Camus, and such movements as Baroque, Romanticism, Realism, Impressionism and Existentialism. Covers primarily Western culture with some global culture added. F(V), S, Su(V)
HUM/FS 1115 HOLOCAUST & GENOCIDE STUDIES IN FILM (MNTC 6B, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Visits the Holocaust and other 20th century genocides through a chronology of films depicting both the horror 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. Films will be followed and preceded by discussion sessions, visits from speakers and survivors, and opportunity for students to participate with humanitarian organizations and with optional service learning. NOTE: HUM 1115 and FS 1115 are co-listed, department should be selected at registration. Credit will be given in only one department. F, S

HUM 1140 LATIN AMERICAN CULTURE AND CIVILIZATION (MNTC 6B, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides a panoramic view of Latin America from Pre-Columbian times to the present. Highlights major events and figures, but also key issues such as race, ethnicity, gender, language, geography, religion, and class and how they have shaped and continue to shape Latin American identities and experiences. Considers cultural production from a sociohistorical perspective. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. V

HUM 1177 HOLOCAUST THROUGH MULTIPLE LENSES (MNTC 6B, 9)
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines how the Holocaust has been remembered historically through different forms of media, including literature, drama, personal testimony, music, video and art. Students will evaluate different media forms and participate in two field trips to determine how authentic and reliable their historical depictions have been and how they have varied over time. S(V)

HUM 2250 SPECIAL TOPICS IN HUMANITIES (MNTC 6B,8)
1-4 credits; 1-4 classroom hours/week
Study of a prominent theme, figure, period, or genre through art and literature and possibly philosophy, music or history. Topics will be determined in advance by the instructor and published in the class schedule.

INFORMATION STUDIES

About Information Studies Courses: The information research course is valuable for developing academic and work skills, as well as understanding how information is generated, stored and accessed.

INFNS 1000 INFORMATION LITERACY AND RESEARCH SKILLS FYE (MNTC 2)
2 credits; 2 classroom hours/week; 0 lab hours/week
Provides students with the skills needed to navigate our “Information Society.” Topics include how information and knowledge are produced; how to develop effective research strategies for locating, using and evaluating information from print and electronic sources; and issues related to intellectual freedom and copyright. Pairs well with English, public speaking or any research-based course. Best if taken within the first 24 college-level course credits, as research skills and critical analysis of information sources are integral to academic success. Prerequisites: Placement in ENG 1108 or satisfactory completion of ENG 0099. V

INFORMATION TECHNOLOGY CAREERS

About the Information Technology Careers Department: Courses from this department at the 1000 level provide students with computer application and software knowledge that can be applied on the job and are also included as degree requirements in the following degrees: Information Technology Support and Computer Programmer. Courses from this department at the 2000 level provide comprehensive, in-depth knowledge and skills to design, manage, secure and troubleshoot network systems. Topics range from setting up a networked computer for an individual user to understanding how to securely manage a remote server located in another part of the world. Courses can be taken to enhance professional knowledge in a particular technology such as security, wireless or I.P. telephony, as well as to prepare for a career in the field by completing a two-year degree. In addition, all course objectives are aligned with related industry certification exams. See the Programs and Majors section of this catalog for details about the degree and certificates.

ITC 0090 DIGITAL LITERACY
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. Whether you are entirely new to computing or have some experience, this course will help you develop a fundamental understanding of computers. The Digital Literacy course helps you develop the essential skills you need to begin computing with confidence.

ITC 1000 COMPUTER CAREERS
1 credit; 1 classroom hours/week; 0 lab hours/week
Introduces the wide variety of jobs available in computing and information technology. Includes discussion of educational requirements, work environment and typical positions for many careers in computing, including computer analysts, network administrators, systems administrators, security analysts, information technology managers and others. Students will develop a plan of study for their career of interest. Recommended for students considering a career related to computers and information technology.

ITC 1200 CYBERSECURITY ESSENTIALS
2 credits; 2 classroom hours/week; 0 lab hours/week
Explores the characteristics and tactics used by cyber criminals as well as the technologies, products, and procedures used to combat cybercrime. The curriculum also allows the exploration of the cybersecurity field, how it relates to information and network security, and introduces students to the characteristics of common attacks and security principles. Prerequisites: ITC 0090 or Digital Literacy Certification. Course Note: The prerequisite for this course will be waived upon proof of passing a digital literacy placement test, contact instructor for details.

ITC 1400 IT FUNDAMENTALS
3 credits; 2 classroom hours/week; 2 lab hours/week
Examines the foundational concepts of information technology including identifying and explaining computer components, installing software, establishing network connectivity and preventing security risks. This course assists students in preparing for the CompTIA IT Fundamentals certification.

ITC 1480 LINUX ESSENTIALS
3 credits; 3 classroom hours/week; 0 lab hours/week
Covers the fundamentals of the Linux operating system, command line interface, and essential open source software components. This course is designed for students new to Linux and takes a hands-on approach to exploring the day-to-day operation of a command line Linux system and is aligned to the LPIC Linux Essentials industry certification. Course Note: Contact department or instructor about how to complete free pre-requisite 8-hour self-study course before beginning this course. Prerequisites: Completing free self-study Linux Unhatched 8 hour course before beginning this course.
ITC 2000 PC HARDWARE AND SOFTWARE (A+)
3 credits; 2 classroom hours/week; 2 lab hours/week
Presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. Students learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. This course helps students prepare for CompTIA's A+ certification exam, which covers the knowledge and skills essential for becoming a successful computer technician. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. F, S

ITC 2100 IT CAREER SUCCESS SKILLS AND STRATEGIES
2 credits; 2 classroom hours/week; 0 lab hours/week
Prepares information technology (IT) students to enter the IT job market or successfully transition into a new career in the IT field. Students will learn effective IT job search skills as well as strategies that will serve to enhance their IT careers once they have obtained employment. S

ITC 2189 INFORMATION TECHNOLOGY CAREERS INTERNSHIP
3 credits; hours arranged
Provides a supervised work experience utilizing and extending the skills learned in ITC Information Technology Careers courses. The experience is intended to result in new learning and increased capabilities for the intern and the completion of authentic work for the sponsoring organization. Internships may be arranged upon the mutual agreement of the student, instructor, and sponsoring organization. Internship depends on student qualifications and a successful interview for a particular position. Interns are required to abide by all policies governing employees and meet expectations of regular employment. Prerequisites: Permission of instructor, available position, approval of sponsor. F, S, Su

ITC 2250 SPECIAL TOPICS IN INFORMATION TECHNOLOGY & CAREERS
1-3 credits; 1-3 classroom hours/week; 0 lab hours/week
Examines current topics in computers, networking or security. Allows students to pursue industry certifications and topics not normally covered in ITC courses. This course is not regularly offered; students interested in pursuing additional certifications should contact an ITC instructor for more information. Prerequisites: Will vary based on topics selected. Requires instructor consent.

ITC 2300 INFORMATION TECHNOLOGY SERVICES AND APPLICATIONS
3 credits; 2 classroom hours/week; 2 lab hours/week
Introduces current technologies and network applications commonly supported and used by information technology professionals above and beyond basic infrastructure or servers, operating systems, and network devices. Provides the concepts behind and hands-on lab experience with at least three technologies such as VoIP/collaboration, security monitoring, virtualization, storage networking, mobile/BYOD device management which are transforming the IT landscape. Prerequisites: Completed ITC 2515 or ITC 2520. F

ITC 2410 INSTALLING AND CONFIGURING WINDOWS CLIENTS
3 credits; 2 classroom hours/week; 2 lab hours/week
Covers the features and procedures to deploy, support and troubleshoot the Microsoft Windows 10 client operating system in the enterprise environment. Includes the planning, installation, configuration, and management of Windows, networking, storage, and authentication. Prerequisites: ITC 2440 or departmental assessment (see course notes). Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. F

ITC 2420 MANAGING AND MAINTAINING WINDOWS CLIENTS
3 credits; 2 classroom hours/week; 2 lab hours/week
Provides an in-depth study of configuring and maintaining a Windows 10 client environment in the enterprise. Topics include identity management, desktop and device deployment, device management, client network configuration, storage configuration, data access and protection, client remote access, desktop application support, and system updates and recovery. Prerequisites: ITC 2000, ITC 2410. S

ITC 2430 INSTALLATION, STORAGE, AND COMPUTE WITH WINDOWS SERVER
3 credits; 2 classroom hours/week; 2 lab hours/week
Provides students with the skills and knowledge needed to implement a core Windows Server infrastructure in an enterprise environment. The course covers topics on implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server environment including server storage, high availability, containers, and Hyper-V configuration. Prerequisites: ITC 2440 or departmental assessment. Course Note: The prerequisite for this course will be waived upon proof of passing an IT fundamentals examination, contact instructor for details. S

ITC 2440 IDENTITY WITH WINDOWS SERVER
3 credits; 2 classroom hours/week; 2 lab hours/week
This course provide students with the skills and knowledge needed to configure and administer identity and directory services in a Windows Server enterprise environment. Includes the installation, configuration, management, and maintenance of Active Directory, group policy, certificate services, and identity federation. Prerequisites: ITC 2430. F

ITC 2450 CONFIGURING WINDOWS DEVICES
3 credits; 2 classroom hours/week; 2 lab hours/week
Provides students with advanced skills and knowledge needed to implement and administer network services in a Windows Server enterprise environment. Topics include the domain name system, DHCP, IP address management, distributed file system, and high performance networking. Prerequisites: ITC 2490. V

ITC 2480 ADMINISTERING LINUX SERVERS
3 credits; 2 classroom hours/week; 2 lab hours/week
Covers the installation, configuration and maintenance 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 involve providing network services such as routing, firewalls, DNS, DHCP, file, web, and email servers to network clients. Prerequisites: ITC 1480 or Linux Essentials Certificate (see course notes). Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. F

ITC 2510 INTRODUCTION TO NETWORKS (CCNA 1)
3 credits; 2 classroom hours/week; 2 lab hours/week
Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The various protocols and models used in modern network communication are introduced including network media, Ethernet switching, IP addressing, address resolution, and related technologies in order to provide a foundation for understanding networking and security. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, implement IPv4 and IPv6 addressing schemes, and test network connectivity. Course Note: The prerequisite for this course can be waived upon proof of passing an IT fundamentals examination administered by the department. Contact the instructor or department for more information. Prerequisites: ITC 1400, or departmental assessment (see course notes). Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher.
ITC 2516 INTRODUCTION TO NETWORKS AND SWITCHING, ROUTING, AND WIRELESS ESSENTIALS (CCNA 1/2)
6 credits; 4 classroom hours/week; 4 lab hours/week
Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks as well as the implementation of basic enterprise routing, switching, and wireless technologies. The fundamentals of IP addressing, Ethernet, router, switch, and wireless configuration are practiced through hands-on lab work. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with VLANs, Spanning-Tree, EtherChannel, Wireless LANs, DHCP, SLAAC, static IP routes, and first-hop redundancy protocols. Course Note: The prerequisite for this course can be waived upon proof of passing an IT fundamentals examination administered by the department. Contact the instructor or department for more information. Prerequisites: ITC 1400 or departmental assessment (see course notes). Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher.

ITC 2520 SWITCHING, ROUTING, AND WIRELESS ESSENTIALS (CCNA 2)
3 credits; 2 classroom hours/week; 2 lab hours/week
Prepares students to understand and implement basic enterprise routing, switching, and wireless technologies. Layer 2 technologies include: VLANs, Spanning-Tree, EtherChannel, and Wireless LANs. Layer 3 technologies include: DHCP, SLAAC, routing, static IP routes, and redundancy protocols. By the end of this course students will be able to configure and troubleshoot enterprise routers, switches, and wireless access points in a basic configuration. Switching, Routing, and Wireless Essentials is the second in a sequence of three courses focusing on preparation for the Cisco Certified Network Associate (CCNA) certification. Prerequisites: ITC 2510.

ITC 2530 ENTERPRISE NETWORKING, SECURITY, & AUTOMATION (CCNA 3)
3 credits; 2 classroom hours/week; 2 lab hours/week
Explores the design, management, configuration, and troubleshooting of enterprise computer networks. This includes the ability to configure a dynamic routing protocol, access control lists, and NAT, as well as an understanding of wide area networking, VPNs, quality of service, network security, virtualization, and automation technologies. Enterprise Networking, Security, and Automation is the final in a sequence of three courses focusing on preparation for the Cisco Certified Network Associate (CCNA) certification. Prerequisites: ITC 2515 or 2516 OR ITC 2530 and ITC 2520.

ITC 2536 ENTERPRISE NETWORKING, SECURITY, AUTOMATION, AND CORE TECHNOLOGIES (CCNP 3/CCNP)
6 credits; 4 classroom hours/week; 4 lab hours/week
Explores the design, management, configuration, and troubleshooting of enterprise computer networks in depth. This includes the ability to configure OSPF and eBGP routing protocols, access control lists, and NAT, as well as an understanding of wide area networking, VPNs, SD-WAN, quality of service, network security, virtualization, and automation technologies. This course completes the coursework preparation for the CCNA certification exam as well as the CCNP Enterprise Core certification exam. Prerequisites: ITC 2515 or 2516 OR ITC 2530 and ITC 2520.

ITC 2611 CISCO ENTERPRISE NETWORK CORE TECHNOLOGIES (CCNP 1)
3 credits; 2 classroom hours/week; 2 lab hours/week
Explores the core technologies of an enterprise network. Focuses on implementing core enterprise network technologies including dual stack (IPv4 and IPv6) architecture, virtualization, layer 2, 3, and wireless infrastructure, network assurance, security, and automation. This is the first of two courses preparing students for the Cisco Certified Network Professional Enterprise certification. Prerequisites: ITC 2530 or CCNA Certification.

ITC 2621 CISCO ENTERPRISE ADVANCED ROUTING AND SERVICES (CCNP 2)
3 credits; 2 classroom hours/week; 2 lab hours/week
Explores the implementation and troubleshooting of advanced routing technologies and services. These include: extensive routing protocol troubleshooting, VPN services including DMVPN, infrastructure security troubleshooting, infrastructure services, and infrastructure automation. This course is designed to prepare students for the Implementing Cisco Enterprise Advanced Routing and Services (ENAeSI) CCNP exam and is the second in a series of two courses preparing for the CCNP Enterprise certification. Prerequisites: ITC 2530, ITC 2611, or CCNP Enterprise Core Exam.

ITC 2720 IMPLEMENTING CISCO COLLABORATION DEVICES
3 credits; 2 classroom hours/week; 2 lab hours/week
Introduces features and implementation of Voice over IP (VoIP) and Unified Communications (UC) technologies. Concepts covered include knowledge of administrator and end-user interfaces, telephony and mobility features, and Cisco UC solutions maintenance. This course helps students prepare for the first exam of the CCNA Collaboration industry certification. Prerequisites: ITC 2515 or ITC 2520.

ITC 2730 QUALITY OF SERVICE (QOS)
3 credits; 2 classroom hours/week; 2 lab hours/week
Covers the design and implementation of a quality of service structure to prioritize voice and data applications across the network. In addition, students will properly configure the LAN and WAN architectures to support voice, video, and data convergence in the enterprise network. Prerequisites: ITC 2720.

ITC 2740 CISCO IP TELEPHONY INTEGRATION (PART I)
3 credits; 3 classroom hours/week; 0 lab hours/week
Covers the design and implementation of a quality of service structure to prioritize voice and data applications across the network. In addition, students will properly configure the LAN and WAN architectures to support voice, video, and data convergence in the enterprise network. Prerequisites: ITC 2720.

ITC 2750 CISCO IP TELEPHONY INTEGRATION (PART II)
3 credits; 2 classroom hours/week; 2 lab hours/week
Introduces more advanced features of Cisco Unified Communications Manager and CME, integration of additional Cisco products such as Survivable Remote Site, Quality of Service configurations and resource allocations to support ad-hoc conferencing and transcoding resources. Prerequisites: ITC 2740.

ITC 2760 IP TELEPHONY: ENTERPRISE PLANNING AND DESIGN
3 credits; 2 classroom hours/week; 2 lab hours/week
Analyzes and develops the business and technical requirements for an IP Telephony environment. In addition, the students will define basic and effective financial models, performing “Return on Investment” (ROI) and “Total Cost of Ownership” (TCO) calculations to support migrating to an IP Telephony architecture. Prerequisites: ITC 2750.

ITC 2810 CCNA CYBERSECURITY OPERATIONS
3 credits; 2 classroom hours/week; 2 lab hours/week
Provides an introduction to the knowledge and skills used by security analysts working on a Security Operations Centers (SOC) team. These teams keep a vigilant eye on security systems, protecting their organizations by monitoring, detecting, investigating, analyzing, and responding to cybersecurity threats and events. This course is designed to prepare you for the Cisco CCNA Cyber Ops industry certification exams. Prerequisites: ITC 1480 or test out ITC 2000.

ITC 2820 INFORMATION SYSTEMS SECURITY ADVANCED
3 credits; 2 classroom hours/week; 2 lab hours/week
Focuses on the managerial aspects of information security and assurance. Topics covered include access control models, information security governance, and information security program assessment and metrics. Coverage on the foundational and technical components of information security is included to reinforce key concepts. The course includes up-to-date information on changes in the field, such as national and international laws and international standards like the ISO 27000 series. Prerequisites: ITC 2430, ITC 2480, ITC 2530.
INTS 2830 IMPLEMENTING CISCO NETWORK SECURITY (CCNA SECURITY)  
3 credits; 2 classroom hours/week; 2 lab hours/week  
Provides an introduction to the core security concepts and skills needed for installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. An emphasis on practical experience develops specialized skills for securing networks. This course assists in preparation for the Implementing Cisco Network Security (IINS) certification exam leading to the Cisco CCNA Security certification. Prerequisites: ITC 2520 or ITC 2515 or CCENT Certification or CCNA Certification. S

INTS 2840 ADVANCED NETWORK SECURITY  
3 credits; 2 classroom hours/week; 2 lab hours/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 defense strategies 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 2830 or CCNA Security Certification.

INTS 2900 INFORMATION TECHNOLOGY CAREERS CAPSTONE  
3 credits; 1 classroom hours/week; 4 lab hours/week  
Provides students an opportunity to work with an inside or outside organization in a team environment on a course-long project. Focuses on concepts of problem identification, brainstorming, design, problem solving, teamwork, creativity and evaluation. Present findings in oral and written formats to faculty and industry representatives. This course integrates knowledge and skills attained throughout the Information Technology Careers programs and should be taken your final semester. Prerequisites: ITC 2430, ITC 2480. S

INTERDISCIPLINARY STUDIES

About Interdisciplinary Studies Courses: Develop academic and professional skills in general courses or study topics that cross academic areas.

INTS 1000 ON COURSE: FIRST YEAR EXPERIENCE (MNTC 2)  
1 credit; 1 classroom hour/week; 0 lab hours/week  
Introduces proven strategies to help students create greater success in college and in life. National research shows that students participating in a student success course achieve their goals to a higher degree than students who do not. Provides an interactive environment for students to identify their motivation and opportunities for personal growth, engage in academic decision making, and explore and utilize campus resources and services. Strongly recommended for all new degree-seeking students. F, S

INTS 1010 EDUCATIONAL PLANNING AND ASSESSMENT (MNTC 2)  
3 credits; 3 classroom hours/week; 0 lab hours/week  
Explores concepts and processes in higher education to help adult learners develop a comprehensive academic plan that encompasses their professional and personal goals. Students will develop educational goals, an individualized degree plan, and analyze knowledge/skills gained from life and work experiences that may translate in to college credit. Prerequisites: completion of Assessment Inventory of MATH 0940 or higher, or a grade of “C” or higher in MATH 0840 or any college level math course. F, S, Su

INTS 1080 MEDICAL DOSAGES  
1 credit; 1 classroom hours/week; 0 lab hours/week  
Provides a problem solving approach to the basic understanding of mathematical principles and calculations related to administration of drugs. Includes mathematical conversions using the metric, apothecary and US systems of measure, and mathematical concepts/formulas required to calculate oral, parenteral, and intravenous (IV) orders. Prerequisites: Recommendation based on the IHCC Assessment Inventory of MATH 0940 or higher, or a grade of “C” or higher in MATH 0840 or any college level math course. F, S, Su

INTS 1101 COLLEGE SUCCESS STRATEGIES (MNTC 2)  
2 credits; 2 classroom hours/week; 0 lab hours/week  
Assists students in successfully making their transition to college. Provides a supportive environment for the critical transition for students. Topics include: higher education culture, campus and community resources, financial and digital literacy, campus technology, academic and career goal setting, communication skills, time management and academic skills. This course is highly recommended for students placing into READ 90. F, S

INTS 1102 FIRST YEAR EXPERIENCE: ONLINE LEARNING SUCCESS (MNTC 2)  
2 credits; 2 classroom hours/week; 0 lab hours/week  
Assists students in successfully making their transition to college in the online environment. Topics include navigating the online learning platform, accessing online services, academic goal setting and time management. F, S

INTS/HSER 1103 ADULTS WITH DISABILITIES (MNTC 7)  
2 credits; 2 classroom hours/week; 0 lab hours/week  
Explores the various types of disabilities and how they impact the individual, the family unit and society. A particular emphasis will be placed on understanding the unique behavioral, physical, cultural and psychological issues associated with each type of disability. NOTE: HSER 1103 and INTS 1103 are co-listed; department should be selected at registration. Credit will be given in only one department. Students wanting to fulfill Goal 7 of the MnTC must enroll in INTS 1103. S

INTS 1125 CREATIVE PROBLEM SOLVING (MNTC 8, 9)  
3 credits; 3 classroom hours/week; 0 lab hours/week  
Provides information and practice to help students become more effective problem solvers in their academic, career, civic and personal lives. Students will study findings of current problem-solving research and apply them to ethical and international problems. The course will emphasize creativity, team problem solving and conflict management, as well as the technical heuristics of problem-solving, hypothesis testing and decision-making. F, S

INTS/HSER 1140 HUMAN SEXUALITY (MNTC 5, 9)  
3 credits; 3 classroom hours/week; 0 lab hours/week  
Presents an interdisciplinary study of human sexuality in a pluralistic society. NOTE: INTS 1140 and HSER 1140 are co-listed; department should be selected at registration. Credit will be given in only one department. Students wishing to earn MnTC credits must enroll as INTS 1140. F, S, Su(V)

INTS 1400 LEADERSHIP DEVELOPMENT: A HUMANITIES-BASED APPROACH (MNTC 2, 9)  
3 credits; 3 classroom hours/week; 0 lab hours/week  
Develops students’ knowledge of leadership in culture, history, society, and ethics for their own academic, civic and professional lives. Students will examine the works of great scholars and leaders in multiple cultures and times - e.g., Plato, Shakespeare, Susan B. Anthony, African Nobel winner Ellen Johnson Sirleaf, or others - using philosophical, historical, social, political, literary and other scholarly, cultural and artistic expressions of their leadership. Students may use leadership positions and training programs in civic, campus or professional organizations as part of homework and as service learning. Prerequisites: Placement into ENG 1108 or completion of both ENG 0099 and READ 0093/0094 with a grade of C or higher. V
INTS 1777 THE JOURNEY OF LOVE (MNTC 5)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores various dimensions of love: biological, psychological, and sociological. The majority of our songs and movies have as a theme something about love. Never before in our culture have we devoted so much time and energy to the topic of love, yet so many are so confused and suffer so much pain around it. This is a course that will add clarity and understanding toward your comprehension of what love is.

INTS 2250 ISSUES AND PERSPECTIVES (MNTC 2, 5)
3 credits; 3 classroom hours/week; 0 lab hours/week
This course is designed to provide students with an experience that allows them to see the relationship between premise (or viewpoint), data gathering and conclusions. Assigned readings from a variety of authors serves as the basis for the discussion of topical issues selected by each class.

JOURNALISM

About the Journalism Department: Journalism opportunities at Inver Hills give students the chance to be Clark Kent — without the superpowers. Courses help prepare students to live in a media-saturated world. Learn from working journalists and former students who have gone on to work for such major outlets as the Star Tribune.

JOUR 1101 INTRODUCTION TO MASS MEDIA-WRIT (MNTC 9)
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students interested in a career in mass media to the historical and current impact of print (newspapers, magazines, books) and electronic (TV, movies, radio, Internet) media. This course also will help students understand and respond to media messages and images. Other topics include advertising, public relations, ethics and First Amendment issues.

JOUR 1125 JOURNALISM LAB
1 credit; 0 classroom hours/week; 2 lab hours/week
Focuses on writing, editing and publishing the campus student newspaper. An excellent introduction to practical journalism, this course offers a hands-on approach to reporting, interviewing, news and feature writing, editing, layout and more. May be repeated to a maximum of four credits.

JOUR 1130 WRITING FOR MASS MEDIA-WRIT (MNTC 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides students an introduction to basic writing practices and standards for various media outlets: newspaper, magazine, radio, TV and movies. Students will be exposed to research techniques, such as conducting interviews, finding print sources and using the Internet. Students also will learn organizational patterns for media, such as the inverted pyramid in print media and the storyboard for TV and movies. Students will create at least one longer investigative piece for one of the various media outlets covered in the course. Prerequisites: ENG 1108 recommended.

JOUR 1189 JOURNALISM INTERNSHIP
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 gain additional knowledge of mass media practices, formats and standards. May be repeated once up to a maximum of four credits. Prerequisites: Permission of journalism instructor.

MATHEMATICS

About the Mathematics Department: From basic arithmetic to intermediate-level college mathematics, students have access to a variety of mathematics courses taught by dedicated, experienced faculty. Students are placed in the appropriate courses based on their mathematics assessment. In addition to individual courses, the math department offers students the opportunity to pursue an A.A. degree with an emphasis in mathematics. For degree requirements and description, see the Programs and Majors section of this catalog.

MATH 0103 STATISTICS SUPPORT
2 credits; 2 classroom hours/week; 0 lab hours/week
Focuses on the skills and concepts needed for success in Math 1103. This course is for students concurrently enrolled in Math 1103. Students will receive extra support in arithmetic, algebra, problem solving, technology, and study skills. Prerequisites: Recommendation based on the results of the Inver Hills Assessment Inventory.

LAW ENFORCEMENT

About the Law Enforcement Department: The Law Enforcement program is designed to meet three primary purposes: (1) to provide students with the foundation courses required to prepare for and enroll in an approved professional licensing program; (2) to provide students with the academic foundation required to pursue a bachelor’s degree in law enforcement; and (3) to provide the skills/knowledge for students to pass the POST examination after completing a professional licensing program. The A.S. degree comprises courses in sociology and other departments. For degree requirements and description, see the Programs and Majors section of this catalog. All law enforcement-related courses are listed in the Criminal Justice Studies department.
MATH 0840 INTRODUCTORY ALGEBRA
4 credits; 4 classroom hours/week; 0 lab hours/week
Designed for students who need work in beginning algebra and who are preparing for Intermediate Algebra (0940), Introduction to Statistics (1103), Math for Liberal Arts (1101), or Mathematical Foundations (1107). The topics in this course include real number operations and properties; solving linear equations and inequalities; graphing linear equations; rules of exponents; polynomial operations; factoring polynomials; solving quadratic equations by factoring and with quadratic formula; solving systems of linear equations; functions; applications are embedded throughout the course. This course will not fulfill any degree requirements. Prerequisites: Recommendation based on the results of the Inver Hills Assessment Test within the last 2 years. F, S, Su

MATH 0880 INTENSIVE INTRODUCTORY AND INTERMEDIATE ALGEBRA
4 credits; 4 classroom hours/week; 0 lab hours/week
Is a fast-paced review of algebra skills designed ONLY for students who have previously learned elementary and intermediate algebra, but who need a refresher. This is a web supplemented course. Students must be highly motivated, independent learners and can expect to spend at least 25 hours per week completing homework outside of class. Students will complete assignments online using mathematics software and take a written midterm and final exam in both 0840 and 0940. Successful students will complete both 0840 and 0940 in one semester. For course topics please refer to the descriptions for MATH0840 and MATH0940. This course will not fulfill any degree requirements. Prerequisites: Recommendation based on the results of the Inver Hills Assessment Test within the last 2 years. F, S

MATH 0940 INTERMEDIATE ALGEBRA
5 credits; 5 classroom hours/week; 0 lab hours/week
Prepares students for course work in College Algebra (1118) or Pre-Calculus (1127). Course topics include graphing linear, quadratic, absolute value, square root, exponential and logarithmic functions using transformations; graphing piecewise-defined functions; factoring polynomials; solving polynomial, rational, radical, exponential, logarithmic equations and applied problems; the arithmetic of rational expressions and radical expressions; simplifying rational and radical expressions. Prerequisites: Recommendation based on the results of the Inver Hills Assessment Test or grade of C or higher in MATH 0840 within the last 2 years. F, S, Su

MATH 1101 MATHEMATICS FOR LIBERAL ARTS (MNTC 2, 4)
3 credits; 3 classroom hours/week; 0 lab hours/week
Gives non-mathematicians an appreciation of 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; routing, minimum 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 within the last 3 years.

MATH 1103 INTRODUCTION TO STATISTICS (MNTC 2, 4)
4 credits; 4 classroom hours/week; 0 lab hours/week
Presents basic statistics which includes descriptive and graphical statistics, basic probability, probability distributions, sampling distributions, confidence intervals and hypotheses testing for one or two populations, linear regression, chi-square tests, and ANOVA. Professional statistical software, such as Minitab, will be integrated throughout the class. Graphing calculator required for the course. Prerequisites: Recommendation based on the results of the Inver Hills Assessment Test or grade of C or higher in MATH 0840 within the last 2 years or concurrent enrollment/previous completion of MATH 0103. F, S, Su

MATH 1107 MATHEMATICAL FOUNDATIONS (MNTC 2, 4)
4 credits; 4 classroom hours/week; 0 lab hours/week
Includes the topics: analysis of the problem solving process, sets and number systems; operations, properties, and computation with the real numbers and their classic subsets; number theory; decimals, ratio, proportion, and percents; statistics; probability; measurement; relations, functions and patterns; algebra models; geometric shapes; and applications. This course can be used for prospective elementary education majors and liberal arts students. This course meets the Minnesota Professional Educator Licensing and Standards Board (PELSB) 8710-3200, Subp. 3, Standard H1a,b,c, H2a,b, H3a,b,c,d, H4a,b, H5a,b, H6a,b, H7a,b,c,d. Prerequisites: Recommendation based on the results of the Inver Hills Assessment Test or grade of “C” or higher in MATH 0840 within the last 2 years.

MATH 1118 COLLEGE ALGEBRA I (MNTC 2, 4)
4 credits; 4 classroom hours/week; 0 lab hours/week
Prepares students for Calculus I (MATH 1119) when taken in sequence with MATH 1119 or for Survey of Calculus (MATH 1120). Topics include the study of algebraic, exponential, and logarithmic functions; graphing functions using transformations; inverse functions; polynomial, exponential, logarithmic equations; systems of linear and non-linear equations; applied problems; building models from data. Use of technology will be embedded throughout the course. Prerequisites: Recommendation based on the results of the Inver Hills Assessment Test or grade of C or higher in MATH 0940 or MATH 0880 within the last 2 years. F, S, Su

MATH 1119 COLLEGE ALGEBRA II (MNTC 2, 4)
4 credits; 4 classroom hours/week; 0 lab hours/week
Prepares students for Calculus I (MATH 1133) when taken in sequence with College Algebra I (MATH 1118). Topics include trigonometric functions and their graphs, trigonometric identities and applications, law of sines and cosines, solving trigonometric and parametric equations, conic sections, polar coordinates and graphing functions in polar form, vectors and the complex plane. Use of technology will be embedded throughout the course. Prerequisites: Recommendation based on the Inver Hills Assessment Inventory results or grade of C or higher in MATH 1118 within the last two years. F, Su

MATH 1120 SURVEY OF CALCULUS (MNTC 2, 4)
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides students with a survey of topics from differential and integral calculus. This course is not intended as a Prerequisites for other courses in calculus. Topics include functions and limits; differentiation of algebraic, exponential and logarithmic functions; and basic integration, including the substitution method. Applications include graphing functions, optimization problems, related rates, growth and decay models, and area under curves. Applications are drawn from the life and physical sciences, business and economics, and the social sciences. Prerequisites: Recommendation based on the Inver Hills Assessment Test results or grade of C or higher in MATH 1118 or MATH 1127 within the last 2 years. S

MATH 1127 PRECALCULUS (MNTC 2, 4)
5 credits; 5 classroom hours/week; 0 lab hours/week
Prepares students for Calculus I (MATH 1133). 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 Inver Hills Assessment Test results or grade of B or higher in MATH 0940 or MATH 0880 within the last 2 years. F, S
MATH 1134 CALCULUS II (MNTC 2, 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 1134). The topics include limits, derivatives (including trigonometric, logarithmic and exponential functions), continuity, 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 Inver Hills Assessment Test results or grade of C or higher in MATH 1127 or MATH 1119 within the last 2 years. F, S, Su

MATH 1133 CALCULUS I (MNTC 2, 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 1134). The topics include limits, derivatives (including trigonometric, logarithmic and exponential functions), continuity, 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: Grade of C or higher in MATH 1127 or MATH 1119 within the last 2 years. F, S, Su

MATH 2219 MULTIVARIABLE CALCULUS (MNTC 2, 4)
5 credits; 5 classroom hours/week; 0 lab hours/week
Extends concepts of single-variable calculus to calculus of several variables. The topics include vectors in three-dimensional space, quadric surfaces, limits in two and three dimensions, partial derivatives, gradients, extreme value problems, multiple integration and applications, space curves, curvature, The Frenet frame, divergence, curl, line integrals, conservative vector fields and potential functions, surface and volume integrals, Green's, Stokes' and the Divergence Theorems. Knowledge of a computer algebra system is expected. Use of technology will be embedded throughout the course. Prerequisites: Grade of C or higher in MATH 1133 within the last 2 years. F, S, Su

MATH 2221 INTRODUCTION TO 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, and selected applications. 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 1134, MATH 2219 strongly recommended within the last 2 years. S

MATH 2222 INTRODUCTION TO DIFFERENTIAL EQUATIONS
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides an introduction to ordinary differential equations. Topics include basic definitions, 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, applications of second-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 1134 within the last 2 years. S

MATH 2223 LINEAR ALGEBRA AND DIFFERENTIAL EQUATIONS (MNTC 2,4)
5 credits; 5 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, applications of second-order differential equations, the Laplace transform, systems of linear differential equations, and an introduction to numerical and graphical methods of solution. Techniques of problem solving are emphasized. 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 2219. F, S

MUSIC

About the Music Department: The music department offers a variety of courses that may be used to satisfy the general education requirements in the Minnesota Transfer Curriculum, for individual growth or to prepare for a major in music. The goal of the music department is to provide courses that are designed for both serious music study and personal enrichment. Music courses include beginning group lessons, private lessons (beginning to advanced levels), performance opportunities, music appreciation, special topics courses and music fundamentals. Students have several performance opportunities: the Inver Hills Choir (a regular course offering that is open to all students with any level of experience), student recitals (for students enrolled in private lessons); and the Inver Hills Symphonic Band and Jazz Band (community groups that meet on the Inver Hills campus). An A.F.A. degree in music industry also is available. For degree requirements and description, see the Programs and Majors section of this catalog.

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 theory, historical context, and basic skills required to play the piano/keyboard. This course is designed for the beginning piano student. F, S, Su

MUSC 1105 IHCC CHOIR (MNTC 6A, 8)
2 credit; 1 classroom hours/week; 2 lab hours/week
Encompasses a vocal performance experience open to any student who wishes to sing in an ensemble. The choir performs at least one concert each semester on campus, with additional performances for special events every term. The musical selection and themes vary from semester to semester, which cover choral music from Medieval times to the present day in the western classical, popular, vernacular, and global music traditions. Attendance is required at the final performance and all other scheduled performances. This course performs/features new musical repertoire/content every semester and may be repeated as often as desired. NOTE: This course DOES satisfy requirements for the MN Transfer Curriculum. S

MUSC 1106 CLASS PIANO II (MNTC 6A, 8)
3 credits; 2 classroom hours/week; 2 lab hours/week
Provides a sequential study of music fundamentals, music theory, historical context, and the skills to play intermediate and advanced piano repertoire. This course is designed for the student with some piano experience. Prerequisites: MUSC 1104 or consent of instructor. S

MUSC 1107 CLASS VOICE I (MNTC 6A)
3 credits; 2 classroom hours/week; 2 lab hours/week
Develops basic vocal techniques. Songs and other materials will be suited to the student's abilities. This course is intended for the beginning singer and students preparing for private lessons. It is open to anyone interested in developing vocal abilities. F, S, Su(V)

INVER HILLS COMMUNITY COLLEGE | 651-450-3000 • ADMISSIONS@INVERHILLS.EDU • 2020-2021 CATALOG, COURSE DESCRIPTIONS
MUSC 1109 AFRICAN DRUM AND DANCE (MNTC 6A, 8)
2 credits; 1 classroom hour/week; 2 lab hours/week
Introduces group African hand and stick drumming, singing, and dancing (with an emphasis on drumming). African Drumming is an ensemble and grading is based on participation and attendance of class and performances. This class is a learning and performing ensemble and taught through oral tradition with written aid when necessary. Students are encouraged to use their memory in retaining the music and cultural information that accompanies the music being played. By learning traditional methods, students will also gain personal insights on the cultures and ethnic groups covered. This course performs/features new musical repertoire/content every semester and may be repeated as often as desired. NOTE: This course DOES satisfy requirements for the MN Transfer Curriculum. F, S

MUSC 1110 MUSIC FUNDAMENTALS (MNTC 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides an overview of the essential elements of music needed to understand structure, gain historical perspective, write and compose music, and communicate clearly about/through this art form. This includes introductory music theory, history and performance practice, listening, and other related subject area concepts. S

MUSC 1111 MUSIC THEORY I
2 credits; 2 classroom hours/week; 0 lab hours/week
Embodies the notational materials and structures of music, approached through writing and analysis. This course is the first of a two semester sequence of harmonic, formal and contrapuntal analysis encompassing the 16th through the 17th centuries. F

MUSC 1112 MUSIC THEORY II
2 credits; 2 classroom hours/week; 0 lab hours/week
Embodies the notational materials and structures of music, approached through writing and analysis. This course is the second of a two semester sequence of harmonic, formal and contrapuntal analysis encompassing the 18th through the 20th centuries. Prerequisites: MUSC 1111. S

MUSC 1113 AURAL SKILLS I
2 credits; 2 classroom hours/week; 0 lab hours/week
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. F

MUSC 1114 AURAL SKILLS II
2 credits; 2 classroom hours/week; 0 lab hours/week
Develops the ability to dictate and articulate musical pitches both heard and read from chromatic tonalities through serialism. This course is the second of a two-semester sequence. This is a course of study that gradually increases in complexity in rhythm, tonality and musical texture. Prerequisites: MUSC 1113. S

MUSC 1116 ROCK, BLUES ENSEMBLE
1 credit; 2 classroom hours/week; 0 lab hours/week
Develops an understanding of beginning ensemble technique as well as music reading, improvisation, and harmonic construction. This performance forum provides opportunity for students to explore basic musical concepts through ensemble involvement. This course may be repeated as often as desired. E, S

MUSC 1118 CLASS DRUMSET (MNTC 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Covers the basics of drumset performance in group and individual sessions. Emphasis will be placed on technique, listening and improvising. Students will develop basic skills and proficiency in performing all styles of music including Rock, Jazz, Latin, etc., including snare drum. This course will culminate with students performing with a live band. This course is open to all students and ability levels; requirements include: text, drumsticks, practice pad (which are available online or via the bookstore). F(V)

MUSC 1119 CLASS GUITAR I (MNTC 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Develops entry-level understanding of beginning guitar technique, as well as understanding notation, improvisation, elementary chord construction and theory. This forum provides opportunity for students to explore their musical aspirations through folk, rock, blues and classical guitar. No previous musical experience is necessary but students must provide their own guitar. All types and styles of guitar are accepted. E, S, Su

MUSC 1120 CLASS GUITAR II (MNTC 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides intermediate multi-stylistic study of chord structure, notation, improvisation, composition and ensemble. This course is designed for students who have completed Beginning Class Guitar (MUSC 1119), have enrolled in Applied Guitar (MUSC 1133) or have auditioned for Guitar faculty. Prerequisites: MUSC 1119, MUSC 1133 or audition with Guitar faculty. S

MUSC 1121 IHCC STEEL DRUM ENSEMBLE (MNTC 6A, 8)
2 credits; 1 classroom hour/week; 2 lab hours/week
Introduces group Trinidadian Steel Drum playing and offers students the opportunity to perform in the IHCC Steel Drum Ensemble. Students taking this course are expected to attend and participate in class, rehearsals, and perform at the final concert held at semester’s end. This experiential class is a learning and performing ensemble and taught primarily through oral tradition though it will often rely on written aid where applicable. Students are encouraged to use their memory in retaining the music and cultural information that accompanies the music being played. By learning traditional methods, students will also gain personal insights on the cultures and ethnic groups covered. No musical experience is necessary. This course performs/features new musical repertoire/content every semester and may be repeated as often as desired. NOTE: This course DOES satisfy requirements for the MN Transfer Curriculum. E, S

MUSC 1122 DICTION: ENGLISH & ITALIAN (MNTC 6B)
2 credits; 1 classroom hour/week; 2 lab hours/week
Categorizes rules of language pronunciation as they apply to everyday situational usage. This course is intended for any student interested in language pronunciation and dialect, but also intended for beginning singers and musicians. F

MUSC 1123 DICTION: FRENCH & GERMAN (MNTC 6B)
2 credits; 1 classroom hour/week; 2 lab hours/week
Categorizes rules of language pronunciation as they apply to everyday situational usage. This course is intended for any student interested in language pronunciation and dialect, but also intended for beginning singers and musicians. S

MUSC 1124 INTRO TO SONG WRITING AND COMPOSITION (MNTC 6B)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores the various musical forms, structures, and lyrics of American popular music. This course is intended for any student interested in learning how to write songs (lyrics and music accompaniment). A basic knowledge of major and minor scale construction and rudimentary chord structure, though helpful, is not required. S, Su

MUSC 1131 APPLIED PIANO
2 credits; 0 classroom hours/week; 0.5 lab hours/week
Provides private piano lessons by arrangement with the instructor. Coursework will be suited to the skill level of the student to develop keyboard techniques. These credits may be repeated as often as desired. An extra fee is required for this course. E, S, Su
MUSC 1132 APPLIED VOICE
2 credits; 0 classroom hours/week; 0.5 lab hours/week
Provides individualized voice instruction to students through regularly scheduled lessons. Lessons are arranged directly with the instructor and a course of study will be chosen based on the student's current skill level, abilities, and needs. These credits may be repeated as often as desired. An extra fee is required for this course. F, S, Su

MUSC 1133 APPLIED MUSIC-GUITAR
2 credits; 0 classroom hours/week; 0.5 lab hours/week
Provides students with individualized instruction to learn how to play the guitar. Lessons are arranged directly with the instructor and a course of study will be chosen based on the student's current skill level, abilities, and needs. These credits may be repeated as often as desired. An extra fee is required for this course. F, S, Su

MUSC 1134 APPLIED PERCUSSION
2 credits; 0 classroom hours/week; 0.5 lab hours/week
Provides private percussion lessons by arrangement with the instructor. This course will include a study of basic percussion 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. F, S, Su

MUSC 1135 APPLIED INSTRUMENTAL LESSONS
2 credits; 0 classroom hours/week; 0.5 lab hours/week
Provides private lesson on woodwind instruments (saxophone, flute, oboe, bassoon, clarinet) by arrangement with instructor. This course will include 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 and departmental approval. F, S, Su

MUSC 1136 APPLIED HIGH BRASS LESSONS
2 credits; 0 classroom hours/week; 0.5 lab hours/week
Provides private lessons on high brass instruments (trumpet and French horn) by arrangement with the music instructor. This course will include 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. F, S, Su

MUSC 1137 APPLIED LOW BRASS LESSONS
2 credits; 0 classroom hours/week; 0.5 lab hours/week
Provides private lessons on low brass instruments (trombone, euphonium, tuba) by arrangement with the music instructor. This course will include 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. F, S, Su

MUSC 1138 APPLIED STRING LESSONS
2 credits; 0 classroom hours/week; 0.5 lab hours/week
Provides private lessons on string instruments (violin, viola, cello, string bass) by arrangement with the music instructor. This course will include 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. F, S, Su

MUSC 1139 APPLIED WOODWIND LESSONS
2 credits; 0 classroom hours/week; 0.5 lab hours/week
Provides private lessons on woodwind instruments (saxophone, flute, oboe, bassoon, clarinet) by arrangement with the music instructor. This course will include 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. F, S, Su

MUSC 1140 MUSIC APPRECIATION (MNTC 6A, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Surveys the development of music and how it has been and continues to be expressed, from antiquity to present day. As part of this investigation, students will be exposed to a number of different composers, listen to different types of music from different cultures, geographical locations, and times, and attend live performances. F, S, Su

MUSC 1141 JAZZ HISTORY (MNTC 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides learning experiences in the study of jazz music, musical instruments, jazz artists and outstanding musical performances. It includes the study of historical developments in jazz and its impact in other musical styles and world music. Attendance to two live concerts is required for grade at the student’s own expense. F, S

MUSC 1142 BROADWAY MUSICALS (MNTC 6A, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
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 shows. Students may be expected to attend one show of their own choice. The cost of this performance will be at the student’s own expense. S

MUSC 1143 HISTORY OF ROCK AND ROLL (MNTC 6A, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores the development of rock and roll music and how it influenced the American experience and music history. F, S, Su

MUSC 1144 MUSIC IN FILM (MNTC 6A)
3 credits; 2 classroom hours/week; 2 lab hours/week
Presents an understanding of music industry in contemporary and historical present day action-adventure movies, this course studies how film composers punctuate the production with music, magnifying dramatic intensity. F

MUSC 1145 JAZZ HISTORY (MNTC 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Studies jazz music, its elements and form demonstrate the values of its practitioners. The focus is on learning how musicians around the world understand their own music, and on exposure, appreciation and understanding of basic musical and cultural elements from the selected regions. F, S

MUSC 1146 MUSIC OF THE WORLD (MNTC 6A, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores music of the world's cultures through examining a survey of traditional musical cultures from around the globe and an introduction to the ethnomusicological approach to the study of the world's music. This approach studies music as a part of a community's culture, which reflects itself through how music is used in the society, who creates and performs it, and how its elements and form demonstrate the values of its practitioners. S

MUSC 1147 World Music (MNTC 6A, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores the “Sounds of the Cinema” and the drama in film that most often goes unnoticed. This class reveals the moments in American film music that make it the greatest industry in America. From the early silent films to present day action-adventure movies, this course studies how film composers express, from antiquity to present day. As part of this investigation, students will be exposed to a number of different composers, listen to different types of music from different cultures, geographical locations, and times, and attend live performances. F, S

MUSC 1148 INTRODUCTION TO MUSIC VIDEO PRODUCTION (MNTC 6A)
3 credits; 2 classroom hours/week; 2 lab hours/week
Provides learning experiences in the study of jazz music, musical instruments, jazz artists and outstanding musical performances. It includes the study of historical developments in jazz and its impact in other musical styles and world music. Attendance to two live concerts is required for grade at the student’s own expense. F, S

MUSC 1149 MUSIC APPRECIATION (MNTC 6A, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Surveys the development of music and how it has been and continues to be expressed, from antiquity to present day. As part of this investigation, students will be exposed to a number of different composers, listen to different types of music from different cultures, geographical locations, and times, and attend live performances. F, S, Su

MUSC 1150 JAZZ HISTORY (MNTC 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides learning experiences in the study of jazz music, musical instruments, jazz artists and outstanding musical performances. It includes the study of historical developments in jazz and its impact in other musical styles and world music. Attendance to two live concerts is required for grade at the student’s own expense. F, S, Su

MUSC 1151 HISTORY OF ROCK AND ROLL (MNTC 6A, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores the development of rock and roll music and how it influenced the American experience and music history. F, S, Su

MUSC 1152 MUSICAL COMPOSITION (MNTC 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores the development of rock and roll music and how it influenced the American experience and music history. F, S, Su

MUSC 1153 music business - marketing, promotion and publishing
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores the "Sounds of the Cinema" and the drama in film that most often goes unnoticed. This class reveals the moments in American film music that make it the greatest industry in America. From the early silent films to present day action-adventure movies, this course studies how film composers punctuate the production with music, magnifying dramatic intensity. F
MUSC 1152 INTRO TO AUDIO RECORDING
3 credits; 2 classroom hours/week; 2 lab hours/week
Provides students the opportunity to receive hands-on experience working with practical applications of audio recording technology. In this course, students will examine and learn techniques in multi-track recording, virtual/live track integration, session management, digital and analog audio recording procedures, and system troubleshooting. F

MUSC 1153 INTRO TO MIDI AND SOUND DESIGN
3 credits; 2 classroom hours/week; 2 lab hours/week
Provides students 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 implications, sound design, virtual studio, sequencing, and the MIDI applications to audio and video. Su

MUSC 1160 MUSIC AND PROTEST (MNTC 6B)
3 credits; 3 classroom hours/week; 0 lab hours/week
Music and Protest builds on the classic mantra “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 construct, dictate and protest issues such as race identity, gender identity, community, heritage and other social formations.

MUSC 2128 HISTORY OF WESTERN MUSIC ANCIENT TO 1700 (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 period. This course includes the in-depth study of composers, historical and cultural influences, styles and musical structures. F

MUSC 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 1700 to 1900 to increase awareness and understanding of the time period. This course includes the in-depth study of genres, historical and cultural influences, styles and musical structures. S

MUSC 2189 INTERNSHIP IN MUSIC INDUSTRY
3 credits; hours arranged
Provides students with supervised work experience in the music industry. Students will have the opportunity to receive hands-on work experience while working with cutting-edge music industry professionals and arts organizations. This internship will take place off campus, and students will be encouraged to develop both content and networking skills. Student/employer compatibility matching will vary based on student need and industry trends. The workload will be arranged and approved by the instructor and will total 140 total hours. Prerequisites: MUSC 2121, MUSC 2123, and MUSC 2128 or instructor approval. F, S, Su

MUSC 2220 MUSIC EDUCATION AND PEDAGOGY (MNTC 2, 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Focuses on the knowledge and skills needed for anyone to experience, understand, produce, discuss and enjoy various forms of music with young children. Examines the characteristics of age-appropriate music activities, how music can integrate with other disciplines, and how to teach music to others. Incorporates music concepts, basic structural elements, principles and vocabulary of music, and current pedagogical practices. The course assumes no musical background and is an introductory course for prospective elementary educators, classroom paraprofessionals or teachers, and other students interested in learning how music pedagogy works. This course is open to all students and meets the Minnesota Professional Educator Licensing and Standards Board (PELSB) 8710.3000 sub part 3, section D, subpart 3, b for early childhood education, and 8710.3200 sub part 3, g for elementary education. F, S, Su

MUSC 2250 SPECIAL TopICS IN MUSIC (MNTC 6A, 8)
3-6 credits; 3-6 classroom hours/week; 0 lab hours/week
Studies specific topics in music which will be presented on a rotating basis. Course topics include but are not limited to: western classical music, American popular music and its sub-genres, folk music, non-western music, music and globalization, or the study of prominent composers, bands/artists, or style periods. This course may be repeated under different topics.

NURSING

About the Nursing Department: Inver Hills offers the A.S. degree in nursing, designed to prepare students for professional registered nursing. Admission to the nursing program is limited and competitive; separate application is required. Many students enroll at Inver Hills and complete required Prerequisites courses before applying to the nursing program. For degree requirements and description, see the Programs and Majors section of this catalog. Students admitted to the nursing program Fall 2013 and prior will follow outlined coursework as specified in the IHCC College Catalog at the time of admission.

NURS 1001 NURSING ASSISTANT
5 credits; 4 classroom hours/week; 2 lab hours/week
Introduces concepts of basic human needs, health/illness continuum, and basic nursing skills in long-term care and/or home care environments. Skills are taught in a simulated laboratory setting utilizing demonstration and role-playing. Upon successful completion of classroom studies, the student will participate in 24 hours of supervised clinical experience in a long-term care facility. This course meets the objectives of the Federal OBRA and Minnesota Department of Health requirements as detailed for educating the nursing assistant. Students should be fluent English speakers. Course includes a malpractice insurance fee. 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. Prerequisites: Completion of READ 0090 or placement into READ 0093 or higher; HCM 1111 Medical Terminology recommended. F, S, Su

NURS 1028 DIRECTED STUDY IN NURSING
0.5-4 cr.
Provides opportunity for directed study in nursing theory and/or lab and clinical for nursing students in the classroom, long term care, community or acute care settings. The course content is individualized based on an assessment of each student’s learning needs. Focus of the course will be demonstration of competency in identified learning goals related to safe, holistic nursing care. Prerequisites: Admission to the Nursing Program and consent of the Nursing Program Director.

NURS 1189 CLINICAL INTERNSHIP
hours arranged
Provides learning opportunities to apply nursing theory with nursing practice. The focus in this elective clinical internship course is on gaining depth of understanding of the role of the registered nurse as well as strengthening nursing skills in the clinical setting. Students will be precepted by nurses in the practice setting and by nursing faculty. Prerequisites: Successful completion of two semesters in an associate degree nursing program. Acceptance into an approved metro area clinical internship program and permission by Director of Nursing Program. Su

NURS 2025 CLINICAL SPECIALTY FOCUS
1-4 cr.
Provides opportunity to increase knowledge and nursing skills within a specialized lab or clinical setting utilizing the Nursing Resource Center, acute care, or community settings. The course builds upon content taught within the nursing program but also provides the opportunity to expand experiential learning and go beyond the basics in a specialized field of nursing. Prerequisites: Successful completion of NURS 1020 & NURS 1025 or NURS 1160 & NURS 1165 or NURS 1260 & NURS 1265, consent of instructor, Healthcare Provider CPR certification, and background clearance. V
NURS 2235 CLINICAL APPLICATION FOR NURS 1230
4 credits; 0 classroom hours/week; 12 lab hours/week
Applies theoretical concepts of holistic nursing practices promoting critical thinking, assessment skills, caring behaviors, therapeutic nursing interventions, prevention of disease, and health and wellness throughout the life span. This practicum, with clinical experiences in acute care, community agencies, and the nursing learning resource center, provides the student with opportunities to provide intermediate level nursing interventions. Course emphasis includes holism and the nursing process with emphasis on assessment and interventions, prioritization, communication, and health teaching in both acute care and community service learning. Prerequisites: NURS 1260, NURS 1265, current healthcare provider CPR certification, background clearance, and current immunizations. Concurrent enrollment in NURS 1230.

NURS 2240 ACUPRESSURE
3 credits; 2 classroom hours/week; 2 lab hours/week
This basic acupressure course is rooted in theoretical principles of Traditional Chinese Medicine. Students will be introduced to traditional Chinese concepts of physiology, pathology, 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 acupressure points, a variety of energy moving exercises, as well as basics for creating a healing environment. 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 2700 HEALTH PROMOTION AND THE ROLE OF THE PROFESSIONAL NURSE
9 credits; 4 classroom hours/week; 4 lab hours/week, 9 clinical hours/week
Introduces the student to the role of the professional nurse. The emphasis in health promotion across the lifespan includes learning about self-health, as well as holistic client health practices. Students learn to access and apply research evidence to guide safe preventative care. The student will incorporate communication and growth and development theory in a caring and culturally sensitive manner. The student will work as an ethical member of multi-disciplinary teams giving and receiving feedback about performance and use reflective thinking about their practice. Within the context of the nursing process, populations studied will include children, adults, older adults and the family experiencing a normal pregnancy. Prerequisites: Admission to the nursing program, concurrent enrollment in NURS 2750 and BIOL 2202 (unless successfully completed BIOL 2202 previously). E, S

NURS 2720 TRANSITION TO THE ROLE OF THE PROFESSIONAL NURSE
4 credits; 3 classroom hours/week; 1 lab hour/week, 2 clinical hours/week
Expands the knowledge and skills of the LPN as they transition to the professional role within nursing. Emphasis is placed on health promotion through the lifespan and incorporates theories related to evidence-based practice, quality and safety, communication, collaboration, clinical decision-making/reasoning, informatics, assessment, caring, and health illness continuum. Prerequisites: Admission to the accelerated nursing program track, concurrent enrollment in NURS 2750 and BIOL 2202 (unless successfully completed BIOL 2202 previously). E, S

NURS 2750 NUTRITION AND THE ROLE OF THE PROFESSIONAL NURSE
2 credits; 2 classroom hours/week; 0 lab hours/week
Introduces the student to the role of the nurse in promoting and supporting nutritional health. Emphasis is on the role nutrition plays in health promotion/prevention of illness, recovery from acute illness and/or management of chronic illness. Students learn to access evidence to support healthy nutritional choices that reduce risk factors for disease and/or illness across the lifespan. Students explore how culture, ethnicity, socioeconomic status, nutritional trends and controversies, and integrative therapies influence the nutritional health of the client. Prerequisites: Admission to the nursing program, concurrent enrollment in NURS 2700 or NURS 2720 and BIOL 2202 (unless successfully completed BIOL 2202 previously). E, S

NURS 2800 CHRONIC AND PALLIATIVE CARE IN NURSING
7 credits; 3 classroom hours/week; 2 lab hours/week; 9 clinical hours/week
Focuses on the nursing care of clients experiencing chronic illness and/or end of life. Emphasis is placed on understanding the “lived experience” of clients and families. Ethical issues related to advocacy, self-determination, and autonomy are explored. Evidence-based practice is used to support appropriate focused assessments and management of care of clients experiencing concurrent illnesses, co-morbidities. Prerequisites: Successful completion of NURS 2700 or NURS 2720 and NURS 2750 with a grade of C or better. Concurrent enrollment in NURS 2850. E, S

NURS 2820 PHARMACOLOGY AND THE ROLE OF THE PROFESSIONAL NURSE
3 credits; 2 classroom hours/week; 0 lab hours/week
Introduces theoretical concepts that enable students to provide safe and effective care related to pharmaceuticals and natural products to diverse clients across the lifespan. A framework is presented for approaching the study of pharmacotherapeutics including pharmaceutical research and regulation, quality and safety, major drug classifications, and clinical pharmacology. Prerequisites: Successful completion of NURS 2700 or NURS 2720 and NURS 2750 with a grade of C or better and concurrent enrollment in NURS 2800. E, S

NURS 2850 APPLIED PATHOPHYSIOLOGY FOR NURSING I
2 credits; 2 classroom hours/week; 0 lab hours/week
Introduces a holistic perspective of pathophysiological processes and the disruption in normal body function. Emphasis will be on objective and subjective manifestations of common chronic health problems resulting from environmental, genetic, and stress-related maladaptations to provide a foundation for nursing care. This course complements selected topics addressed in Chronic and Palliative Care to provide a comprehensive understanding of disease processes. Prerequisites: Successful completion of NURS 2700 or NURS 2720 and NURS 2750 with a grade of C or better and concurrent enrollment in NURS 2800. E, S

NURS 2900 ACUTE AND COMPLEX CARE FOR NURSING
7 credits; 3 classroom hours/week; 2 lab hours/week; 9 clinical hours/week
Focuses on the nursing care of clients experiencing acute disruptions of health and/or end of life issues. Emphasis is placed on understanding and application of theory and skills required to provide nursing care to clients with complex and/or unstable conditions. Evidence-based practice is used to support appropriate focused assessments, and effective, efficient nursing interventions. Knowledge of life span, developmental factors, cultural variables and legal aspects of care guide the ethical decision making in delivery of care. Prerequisites: Successful completion of NURS 2750 or NURS 2720, NURS 2750, NURS 2800, NURS 2820, NURS 2850 with a grade of C or better. Concurrent enrollment in NURS 2920. E, S

NURS 2920 APPLIED PATHOPHYSIOLOGY FOR NURSING II
2 credits; 2 classroom hours/week; 0 lab hours/week
Facilitates ongoing critical thinking and analysis of pathophysiological concepts. Emphasis will be on interpretation and prioritization of data resulting from environmental, genetic, and stress-related maladaptations. This course complements selected topics addressed in Acute & Complex Care to provide a comprehensive understanding of disease processes. Prerequisites: Successful completion of NURS 2800, NURS 2820, and NURS 2850 with a grade of C or better and concurrent enrollment in NURS 2900. E, S

NURS 2950 NURSING LEADERSHIP I
3 credits; 2 classroom hours/week; 0 lab hours/week; 2 clinical hours/week
Focuses on prioritization, delegation, and supervision of nursing care of clients across the lifespan. Healthcare policy, finance, and regulatory environment issues are analyzed. Emphasis is on planning, collaborating and coordinating care for individuals and groups across the care continuum. Prerequisites: Successful completion of NURS 2800, NURS 2820, NURS 2850 with a grade of C or better. E, 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 also is available for those who already have earned a requisite degree. For degree requirements and description, see the Programs and Majors section of this catalog.

PA 1102 INTRODUCTION TO LAW AND CONTRACTS
4 credits; 4 classroom hours/week; 0 lab hours/week
Introduces the student to state and federal court systems, civil and criminal law, including general contract law, tort law and constitutional law, legal analysis, and the employment functions of paralegals and its ethical implications. 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 1103 UCC AND BUSINESS ORGANIZATIONS
4 credits; 4 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 the role of the lawyer and the paralegal in the formation of business entities, which includes the preparation of related documents. Prerequisites: Grade C or better in PA 1102. F, S

PA 1105 CRIMINAL JUSTICE SYSTEM
2 credits; 2 classroom hours/week; 0 lab hours/week
Introduces the student to the criminal justice system with special emphasis given to Minnesota law and procedure. Topics covered include: the Minnesota Criminal Code, police, attorneys, judges, constitutional rights, rules of evidence, plea bargaining, trials and sentencing. Prerequisites: Placement into ENG 1108 or grade C or better in ENG 0099 and READ 0093/0094 or instructor or program director’s permission. Recommended: Students should enroll in ENG 1108 concurrently with PA 1105. F, S, Su

PA 1115 LAW OFFICE PROCEDURES & TECHNOLOGY
2 credits; 2 classroom hours/week; 0 lab hours/week
Examines the general practices of the law office procedures and technology. This course is designed for students who have had no experience working in a legal office. Topics covered include ownership and management patterns in various practices, legal ethics, law office personnel, technology, marketing, long-range planning, finances and document/case management systems. F

PA 2201 FAMILY LAW
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines family legal 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(V)

PA 2202 LITIGATION AND TRIAL PRACTICE
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines selected aspects of the rules of evidence, principles of investigating and interviewing, practical applications of selected rules of civil procedure, discovery and preparation for trial and rules of professional responsibility. Particular emphasis is placed upon the role of the paralegal in the litigation process. Prerequisites: C or better in PA 1102. F, Su(V)

PA 2204 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 estates. Provides practical experience in drafting estate, probate and tax documents. Prerequisites: C or better in PA 1102 or permission of instructor or program director. S, Su

PA 2205 REAL ESTATE LAW
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides the student with a general understanding of real property laws, the common types of real estate and how to prepare certain routine real estate documents. The topics of mortgage foreclosure, contract for deeds, mechanics liens, title examination and closings are also covered. Prerequisites: C or better in PA 1102 or permission of the paralegal director or instructor. F, Su

PA 2206 INTERVIEWING AND INVESTIGATING TECHNIQUES FOR PARALEGALS
2 credits; 2 classroom hours/week; 0 lab hours/week
Examines general techniques of interviewing and investigating, with special emphasis placed on the practical aspects of interviewing witnesses and client, and investigating cases. Prerequisites: C or better in PA 1102 or instructor’s permission. F(V)
PA 2208 EMPLOYMENT LAW
2 credits; 2 classroom hours/week; 0 lab hours/week
Provides an overview of the state and federal rules and regulations that govern the employment relationship. The topics of employment at-will shall be addressed, along with exceptions to the at-will doctrine. The course also will address the creation of implied employment contracts, wrongful discharge, employment and privacy interests, and matters and hour regulations. Discrimination and sexual harassment also will be discussed with an emphasis on the Minnesota Human Rights Act. Students will study the Federal Title VII Civil Rights Act and its impact on the employment relationship. Recent legislative developments in the employment law arena also will be reviewed. Prerequisites: C or better in PA 1102 or instructor's permission. S

PA 2212 PERSONAL INJURY & E-DISCOVERY
2 credits; 2 classroom hours/week; 0 lab hours/week
Examines selected major issues and themes in civil litigation involving personal injuries and wrongful death with primary emphasis on negligence and medical malpractice. Significant case law, statutes, rules, procedures, and evidentiary and e-discovery principles will be covered. Prerequisites: C or better in PA 1102 or instructor's permission. S(V)

PA 2218 COMPUTERIZED LEGAL RESEARCH AND THE INTERNET
2 credits; 2 classroom hours/week; 0 lab hours/week
Provides the paralegal student with hands-on basic training in the uses of computerized legal research engine(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 1102 or instructor's permission. S

PA 2220 LEGAL RESEARCH
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides an understanding of the law library and will assist the student in developing research skills through the use of digests, reporters, statutes, administrative materials and secondary materials. This course includes practice problems requiring legal research. The course also will include an introduction to computerized legal research. Prerequisites: C or better in PA 1102. F, S

PA 2222 LEGAL WRITING AND ANALYSIS
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides the student with experience in the development of analytical writing skills in the preparation of case and trial briefs, legal memoranda, investigative summaries and general legal correspondence. Prerequisites: C or better in PA 2220 and ENG 1108. Recommended. Students should complete 1111 or 1114 prior to taking this course PA 2222. F, S

PA 2289 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 skills and abilities to understand a law office's operation, apply the law and legal procedures, conduct legal research, write letters and memorandums, draft documents, contact clients or individuals, and maintain confidentiality and professional ethics. Prerequisites: Written permission of the program director one semester in advance; C or better in PA 2220. F, S, Su

PHILOSOPHY

About the Philosophy Department: The mission of the philosophy department is to facilitate student learning in the problems and history of philosophy. This includes, among other things, the development of reasoning and critical thinking skills and the analysis of influential ethical theories and major philosophical theories of reality. In terms of content, symbolic logic is included in PHIL 1120 Logic, and this course meets MnTC Goal 4 requirements. More generally, credits can be applied to distribution requirements for two- and four-year degrees and as preparation for a bachelor's degree in philosophy or related areas.

PHIL 1110 INTRODUCTION TO PHILOSOPHY (MNTC 2, 6B)
3 credits; 3 classroom hours/week; 0 lab hours/week
Contents with some of the basic issues in the history and problems of philosophy, such as theories of knowledge, reality, value and society. F, S, Su

PHIL 1112 ETHICS (MNTC 6B, 9)
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines major classical and contemporary ethical theories, and in light of these theories, addresses some current contentious topics. F, S, Su

PHIL 1115 INTRODUCTION TO LOGIC AND CRITICAL REASONING (MNTC 2, 4)
3 credits; 3 classroom hours/week; 0 lab hours/week
Gives students an appreciation of logical concepts and methodology. Examines the basic principles of logic and critical thinking in a natural language context. Emphasis on different kinds of arguments, syllogisms, methods of argument evaluation, and the detection of common fallacies as they arise in contexts such as political debate, advertising, science, law, and ethics. This course is ideal for students interested in computer science, engineering, mathematics, or in pursuing further studies in philosophy. S

PHIL 1120 SYMBOLIC LOGIC (MNTC 2, 4)
3 credits; 3 classroom hours/week; 0 lab hours/week
Uses propositional and predicate calculus to study deductive reasoning via the symbolic languages of propositional and predicate logic. Examines basic logical concepts (validity, logical truth, contradiction, entailment, equivalence), the symbolization of arguments expressed in natural language, and evaluates them via truth tables, formal proofs, or truth trees. This course is intended to facilitate student learning in the problems and history of philosophy. This course meets MnTC Goal 4 requirements. More generally, credits can be applied to distribution requirements for two- and four-year degrees and as preparation for a bachelor's degree in philosophy or related areas.

PHIL 1125 THINKING CRITICALLY ABOUT CONTEMPORARY ISSUES (MNTC 2, 9)
3 credits; 3 classroom hours/week; 0 lab hours/week
An introduction to basic principles of informal logic and critical thinking. Emphasis on different kinds of 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

PHIL 1140 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, Confucianism, 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

PHIL 2110 AMERICAN MIND (MNTC 6B, 7)
3 credits; 3 classroom hours/week; 0 lab hours/week
Presents a philosophical and cultural exploration of the emergence and continuing development of ideas and pluralistic traditions within the United States. Imparts an awareness of the richness and diversity of American heritage that from early on deal with issues of race, ethnicity, political empowerment, religious belief, gender and the environment. Readings include works from early Puritans, Native and African-Americans, Feminists and the Classical American Pragmatists Peirce, James and Dewey. S (odd years)
PHIL 2120 PHILOSOPHY AND SCIENTIFIC THOUGHT (MNTC 2,8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines the question “what is science” by exploring philosophical issues concerning the nature of scientific knowledge. Topics may include the nature of scientific methodology and explanation, the confirmation and falsification of scientific theories, the status of unobservable entities in scientific theories, the relationships between different scientific fields, the relationship between science and other forms of knowledge, and the impact of science and technology on society. No specific background in a scientific field is required. F (odd years)

PHIL 2130 ENVIRONMENTAL PHILOSOPHY (MNTC 9,10)
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 will also explore a range of philosophical topics within the area of environmentalism and its role in human development. (Students having already taking PHIL 1350 cannot take PHIL 2130 for credit). S (even years)

PHIL 2140 EASTERN PHILOSOPHY (MNTC 6B,8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Critically engages and explores the rich tradition of Eastern philosophy. This course examines the wide range of Eastern thought, including but not limited to, Buddhism, Hinduism, Confucianism, and Daoism. F (even years)

PHIL 2250 SPECIAL TOPICS IN PHILOSOPHY (MNTC 6B, 9)
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

PHYSICAL EDUCATION

About the Physical Education Department: The mission of the physical education department is to improve student understanding of the role physical activity plays in lifelong health and wellbeing and to help students develop skills and attitudes needed to pursue activities through their lifetimes. The department encourages all students, faculty and staff at Inver Hills to pursue lifelong fitness, muscle tone, efficient movement and control and smooth motion. Tai Chi is an exercise used to promote physical, mental and emotional health. The history of Tai Chi will be presented. This course may be taken for a maximum of three credits. This course is cross-listed with HLTH 1129. A student may only earn credits for this course in one department, not both. F, S

PHED 1100 INTRO. 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 and the professional opportunities in the fields. Significant historical events are presented and current issues in the disciplines are discussed. Students begin to 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

PHED 1101 GROUP CARDIO WORK-OUT
2 credits; 1 classroom hour/week; 2 lab hours/week
Provides students an opportunity to improve physical fitness through a variety of formats, such as interval training, circuits, group-based activities, and individual cardio-respiratory exercise. Appropriate for all fitness levels, including beginners. Fitness components, fitness principles, nutritional guidelines and body composition information will be presented. This course may be taken twice for a maximum of four credits. E, S(V)

PHED 1102 YOGA
1 credit; 0 classroom hours/week; 2 lab hours/week
Introduces the skills, techniques, and physical and mental benefits associated with the practice of yoga. The course emphasizes the performance of yoga postures, and breathing and relaxation techniques to improve muscular strength and endurance, muscle tone, flexibility and balance, and to reduce stress. Additional topics include muscle identification, fitness principles, fitness components and exercise guidelines. This course may be taken up to three times for credit. E, S

PHED 1103 TAI CHI
1 credit; 0 classroom hours/week; 2 lab hours/week
Presents a series of movements that focus on balance, breathing, muscle control and smooth motion. Tai Chi is an exercise used to promote physical, mental and emotional health. The history of Tai Chi will be presented. This course may be taken for a maximum of three credits. This course is cross-listed with HLTH 1129. A student may only earn credits for this course in one department, not both. E, S

PHED 1106 BOWLING
1 credit; 0 classroom hours/week; 2 lab hours/week
Introduces the basic rules, courtesies and scoring of bowling. Correct bowling technique and aiming strategies will be presented. Students will experience league play and special tournament formats. This course may be taken for up to a maximum of three credits. E, S

PHED 1109 WEIGHT TRAINING
2 credits; 1 classroom hour/week; 2 lab hours/week
Emphasizes individual improvement of body strength and toning through free weights and machine lifting routines, fitness testing and individual weight programs. Discussions include fitness components, fitness principles, muscle identification, proper lifting technique, nutritional guidelines and body composition. Students will develop a personal weight-training program based on their fitness pretests and goals. This course may be taken twice for a maximum of four credits. E, S

PHED 1110 CONDITIONING
2 credits; 1 classroom hour/week; 2 lab hours/week
Promotes physical fitness, muscle tone, efficient movement and control of weight through proper diet, strength/toning exercises and endurance activities. Discussion topics include fitness components, fitness principles, nutritional guidelines, body composition, muscle identification and personal wellness. This course may be taken twice for a maximum of four credits. E, S

PHED 1118 GOLF
1 credit; 0 classroom hours/week; 2 lab hours/week
Introduces the basic strokes of golf, selection and care of equipment, etiquette, scoring and rules. Students will be required to play at a golf course one or more times. Since there is limited equipment available, students may need to use their own golf clubs. This course may be taken up to three times for credit. Su(V)
PHED 1124 RECREATIONAL ACTIVITIES
1 credit; 0 classroom hours/week; 2 lab hours/week
Introduces numerous recreational activities, which may include badminton, cross-country skiing, horseshoes, table tennis, darts, shuffleboard, Frisbee golf, bocce, Pickle Ball and others. S(V)

PHED 1127 LAW ENFORCEMENT PHYSICAL SKILLS TRAINING
1 credit; 0 classroom hours/week; 2 lab hours/week
Emphasizes the physical skills necessary to meet the demands of the profession, and helps the student develop an individual ongoing conditioning program. This course is required to graduate from the law enforcement program. E, S

PHED 1129 RACQUET SPORTS
1 credit; 0 classroom hours/week; 2 lab hours/week
Introduces the basic skills, rules and strategies in badminton tennis, table tennis and Pickle Ball. Students should supply their own tennis racquet. Racquets and paddles for the other sports will be provided. This course may be taken up to three times for a maximum of three credits. S(V)

PHED 1130 SOFTBALL
1 credit; 0 classroom hours/week; 2 lab hours/week
Introduces fundamental skills, team play and rules of softball. This course may be taken up to three times for credit. F

PHED 1135 SNOWBOARDING AND SKIING
1 credit; 0 classroom hours/week; 2 lab hours/week
Allows a student to participate in the winter downhill activity of skiing or snowboarding at either a beginning or advanced level. The student will be placed in a group designating his/her skill level. Appropriate level will be determined by Afton Alps instructors. The course includes active participation and skill development, selection and care of equipment, safety rules and facts about conditioning. Students may have their own equipment or rent from the skiing facility. Students must provide their own transportation to the slopes. This course may be repeated twice for different activities or levels. S

PHED 1144 VOLLEYBALL
1 credit; 0 classroom hours/week; 2 lab hours/week
Introduces power volleyball skills, rules and strategies. The 4-2, 5-1 and 6-2 offensive strategies and formations will be presented. This course may be taken up to three times for credit. E, S

PHED 1145 WALKING/JOGGING
2 credits; 1 classroom hours/week; 2 lab hours/week
Provides students the opportunity to improve their cardiovascular fitness through walking and jogging. Students will develop and execute a personal walking or running program. Progress will be monitored throughout the semester. Students will learn the benefits of walking or running as a stress-reduction activity. Lecture topics include fitness components, fitness principles, nutritional guidelines, body composition, stress management and personal wellness. This course may be taken twice for a maximum of four credits. F, Su(V)

PHED 1148 KARATE
1 credit; 0 classroom hours/week; 2 lab hours/week
Introduces the fundamentals of Karate from beginning to advanced skills, including self-defense techniques. This course is for the beginning student through the advanced levels. This course may be taken up to three times for credit. E, S

PHED 1150 SELF DEFENSE
1 credit; 0 classroom hours/week; 2 lab hours/week
Presents conditioning and fundamentals of self-defense for home or street situations, and instruction in self-control in some self-defense situations. E, S

PHED 1180 APPROVED ACTIVITY
1 credit; 0 classroom hours/week; 2 lab hours/week
Is intended for students who cannot participate in other physical education courses due to permanent physical disability or limitation. Students will meet with the instructor to discuss physical abilities and design a 30-hour activity program to work toward improved fitness. Students will be required to perform 30 hours of activity. Students should discuss participation with their physicians. Prerequisites: Written permission of instructor. F, S

PHED 1199 CERTIFICATIONS IN PHYSICAL EDUCATION
1-2 credits
Allows student to earn credit for demonstrating knowledge and skill through a certification course from an organization, such as American College of Sport Medicine, National Strength and Conditioning Association or National Dance Education Instructor Training Association. This course may be repeated for different certifications. Prerequisites: PHED 1100 and written permission of instructor. F(V), S(V)

PHED 2000 INTRODUCTION TO PERSONAL TRAINING
2 credits; 1 classroom hours/week; 2 lab hours/week
Preparing students to become personal trainers with the skills to ensure proper exercise populations for a variety of populations. This is an introductory course that prepares students with the basic knowledge and hands on experience to work with individual or group clients. This course provides content that can be used for examinations required for various Personal Training certifications. Prerequisites: PHED 1100. S

PHED 2200 FLATWATER CANOEING SKILLS
1 credit; 0 classroom hours/week; 2 lab hours/week
Provides instruction and experience in paddling on lakes and rivers with minimal rapids. Course content includes equipment, clothing, safety, conditioning, basic paddling strokes and skills, and the various types of canoes. This course requires physical activity and will take place over one weekend, with the first portion instructional and the final two days spent on a canoe trip on moving water. Students will camp out during the canoe trip. There is also a one class period on campus before the trip for orientation to the course. Most activities will take place outdoors. Special fee required. Pass/fail grading option only. Su

PHED 2201 OUTDOOR ACTIVITY SAMPLER
1 credit; 0 classroom hours/week; 2 lab hours/week
Introduces several outdoor activities, which may include any or all of the following: canoeing, kayaking, orienteering, rock climbing, adventure ropes course, hiking, camping, nature’s edibles or outdoor cooking. This course will take place over one weekend, plus one on-campus class period. Special fee required. Pass/fail grading option only. F, S

PHED 2208 BACKPACKING
1 credit; 0 classroom hours/week; 2 lab hours/week
Provides instruction and experience related to backpacking, including equipment and camping in a wilderness environment. This course will take place over one weekend with 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 IHCC Outdoor Center for a nominal fee. Special fee is required. Pass/fail grading option only. F

PHED 2210 WINTER SKILLS
1 credit; 0 classroom hours/week; 2 lab hours/week
Introduces the skills, techniques, equipment and ethics of winter wilderness-oriented skills, such as winter camping, snowshoeing and cross-country skiing. The course provides a variety of exposure to skills so that students may pursue interests beyond this course. This course takes place over one weekend with one on-campus class period prior to the trip for orientation. Equipment is available for rent from the IHCC Outdoor Center for a nominal fee. Special fee required. Pass/fail grading option only. Students may choose to camp in their snow shelter or stay in the Audubon Center lodge. S
PHED 2213 GEOCACHING
1 credit; 0 classroom hours/week; 2 lab hours/week
Provides instruction and expertise related to the use of the internet and a GPS unit to find and seek a geo cache. Course content includes the origins of geocaching, the various types of geo caches, choosing an appropriate geo cache, interacting with the geocaching website, hiding and seeking a geo cache, logging your experience online after the geo cache hunt is complete, safety concerns, and setting up an appropriate geo cache hunt. Students will be required to walk and hike to locate geo caches during the term. Students must have access to a GPS device or Smartphone with an appropriate application for locating geo caches (available free online). V

PHED 2214 WILDERNESS NAVIGATION
1 credit; 0 classroom hours/week; 2 lab hours/week
Provides instruction and experience related to the use of map and compass for wilderness navigation and problem solving. This course will take place over one weekend with one on-campus class prior to the trip for orientation. Students will hike through a wilderness area in small groups with radio contact with the instructor. Special fee required. Pass/fail grading option only. E, S

PHYSICS

About the Physics Department: The physics department includes specialized and general courses, most with laboratory, which meet requirements for two- and four-year degrees in the physical sciences. Students interested in a major in physics, the sciences or engineering should consult with a counselor when selecting classes.

PHYS 1020 DESCRIPTIVE ASTRONOMY (MNTC 2, 3B)
3 credits; 2 classroom hours/week; 2 lab hours/week
Surveys the major areas of astronomy, including planets, the sun, the moon, galaxies and cosmology. Activities include sky observations and laboratory work. E, S, Su

PHYS 1030 DESCRIPTIVE PHYSICS (MNTC 2, 3B)
4 credits; 3 classroom hours/week; 2 lab hours/week
Explores topics in motion, heat, sound, electricity, magnetism, light and nuclear physics. PHYS 1030 emphasizes concepts, basic laws and applications of physics. For students with no physics background who do not plan to concentrate their study in science. PHYS 1030 assumes only a basic understanding of math. Prerequisites: Placement into MATH 0740 or higher. F

PHYS 1041 ALGEBRA & TRIG BASED PHYSICS I (MNTC 2, 3B)
4 credits; 3 classroom hours/week; 2 lab hours/week
Explores topics in algebra and trigonometry to explain these physics concepts and solve problems related to them. Prerequisites: Courses in trigonometry and higher algebra or concurrent enrollment in MATH 1119. F

PHYS 1042 ALGEBRA & TRIG BASED PHYSICS II (MNTC 2, 3B)
4 credits; 3 classroom hours/week; 2 lab hours/week
Explores topics in electricity and magnetism, circuits, waves, light, and optics. This course relies on algebra and trigonometry to explain these physics concepts and solve problems related to them. Phys 1042 is a continuation of Phys 1041. Prerequisites: PHYS 1041 and MATH 1119 or MATH 1127. S

PHYS 1081 CALCULUS BASED PHYSICS I (MNTC 2, 3B)
5 credits; 4 classroom hours/week; 2 lab hours/week
Explores motion, mechanics, fluids, and oscillations. Physics 1081 is the first part of a two-semester sequence. Prerequisites: MATH 1133 or concurrent enrollment. F

PHYS 1082 CALCULUS BASED PHYSICS II (MNTC 2, 3B)
5 credits; 4 classroom hours/week; 2 lab hours/week
Explores topics in electricity and magnetism, light and optics. This course is a continuation of PHYS 1081. Prerequisites: PHYS 1081 and MATH 1133. S

POLITICAL SCIENCE

About the Political Science Department: Politics is the exercise of power by people in deciding what is to be done on public matters. The subject of political science is the study of the differing viewpoints and interest groups that may conflict on these public issues. Politics may be studied on the local, state, national or international level. At Inver Hills, the political science curriculum offers courses that examine political issues at each level of government. In addition, specialized courses are occasionally offered that treat a current topic, and there also is an internship program available for students at the state legislature. Our political science instructors have studied and participated in government activities, legal analysis and public policy making. Many former political science students at Inver Hills have become high school teachers, journalists or work in local state, and federal government positions. Some have run for elected office and others have gone to graduate or law school. In addition to individual courses, the political science department offers students the opportunity to pursue an A.A. degree with an emphasis in political science. For degree requirements and description, see the Programs and Majors section of this catalog.

POLS 1101 INTRODUCTION TO POLITICAL SCIENCE (MNTC 5, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces students to major topics, approaches, and methods in Political Science with an emphasis on comparative analysis. Topics will include: purpose and methods of comparison and classification, understanding political processes and public policy (what is politics; purpose of government; common policy challenges). Specifically, you will explore the following foundational concepts: sovereignty, authority, power, institutions, citizenship, society, the state, and political and economic change. In your comparative exploration of the Political Science discipline and contemporary issues, you will critically examine your own political values, experiences and behaviors. E, S

POL S 1111 INTRODUCTION TO U.S. POLITICS (MNTC 5, 9)
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines state and local government political institutions, behavior, public policies, tax and spending issues. The course will also analyze structure and behavior of state legislatures, governors, courts, and political parties, including the nomination and election process of state and local officials. In your exploration of contemporary U.S. domestic and foreign policy issues, you will critically examine your own political values, experiences and behaviors. E, S

POL S 1121 STATE AND LOCAL GOVERNMENT (MNTC 5, 9)
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines state and local government political institutions, behavior, public policies, tax and spending issues. The course will also analyze structure and behavior of state legislatures, governors, courts, and political parties, including the nomination and election process of state and local officials. In your exploration of contemporary U.S. domestic and foreign policy issues, you will critically examine your own political values, experiences and behaviors. E, S

POL S 1131 WORLD POLITICS (MNTC 5, 8)
3 credits; 3 classroom hours/week; 0 lab hours/week
Requirements to examine and compare the major issues, conflicts and challenges facing today’s global political environment. The course will focus on the following major topics: (1) causes and consequences of globalization; (2) the politics of intervention; (3) cooperation and conflict in global institutions; (4) development, foreign aid and trade; (5) the politics of human rights and the environment; (6) the politics of arms races; and (7) contemporary case studies of international conflicts. Students will learn about related institutions and processes, public policies and social scientific theory while examining their own political values, experiences and behaviors. V
POLS 1141 INTRODUCTION TO ENVIRONMENTAL POLICIES (MNTC 5, 10)  
3 credits; 3 classroom hours/week; 0 lab hours/week  
Requires students to critically consider and address the history, organizations, interest groups and processes that shape domestic and global environmental issues. The course will focus primarily on the following areas of study: (1) political and policy processes; (2) the public lands debate; (3) the politics of waste and toxics; (4) the politics of energy; (5) the politics of water; (6) the politics of air quality; (7) the politics of endangered species and biodiversity; (8) the politics of global environmental issues; (9) the politics of human population growth; and (10) the politics of environmental sustainability. Using cutting-edge social scientific theory and research, students will be asked to examine their own political values, experiences and behavior regarding contemporary environmental problems and potential solutions. V

POLS 1161 INTRODUCTION TO CONSTITUTIONAL LAW (MNTC 5, 9)  
3 credits; 3 classroom hours/week; 0 lab hours/week  
Provides students with an overview of the nature and scope of American Constitutional rights and liberties based upon the United States Constitution as interpreted by the United States Supreme Court. In your exploration of contemporary U.S. Constitutional issues, you will critically examine your own political values, experiences and behaviors. S

POLS 1190 POLITICAL SCIENCE INTERNSHIP  
1-4 credits  
Combines internship at a public policy-related governmental or non-governmental organization with an examination of power, politics, and leadership. Students are responsible for securing their own internship opportunity with the support and guidance of Political Science faculty. Students spend approximately three hours per credit per week at internship location, meet with faculty coordinator at least three times during the semester, develop specific learning goals with both faculty coordinator and internship site supervisor, and submit writing assignments that integrate Political Science concepts with internship experience. Must obtain permission from coordinating faculty member prior to registering for this course. Prerequisites: Permission from faculty internship coordinator is necessary prior to registration. F, S, SU (V)

POLS 2250 SPECIAL TOPICS (MNTC 5)  
3 credits; 3 classroom hours/week; 0 lab hours/week  
Teaches the individual and societal benefits of the continued study of political science. Students will learn about political institutions and processes, public policies and social scientific theory while examining personal political values, experiences and behaviors. V

PSYCHOLOGY

About the Psychology Department: The Psychology Department fosters a scientific approach to the study of behavior and mental processes. The curriculum is designed to serve students who want to earn an A.A. degree and go on to upper division coursework or consider graduate work in psychology. Classes are relevant to students who intend to continue their formal education in career programs, such as nursing, and those who plan to take one or several courses at Inver Hills in pursuit of other learning goals. Faculty work to promote the belief that gaining knowledge through the discipline of psychology will enhance personal lives and help develop responsible and educated citizens. In addition to individual courses, the psychology department offers students the opportunity to pursue an A.A. degree with an emphasis in psychology. For degree requirements and description, see the Programs and Majors section of this catalog.

PSYC 1101 INTRODUCTION TO PSYCHOLOGY (MNTC 2, 5)  
4 credits; 4 classroom hours/week; 0 lab hours/week  
Presents a survey of the science of psychology including theoretical and experimental findings and applications. Topics include research methodology, the nervous system, sensation and perception, cognition, learning, memory, human development, emotions, motivation, personality, psychological disorders and their treatment, attitudes, social influence, and growth processes. This course may not be taken for credit if a student has already earned credit for General Psychology with Lab (PSYC 1201). Prerequisites: Placement into ENG 1108 or successful completion (grade of C or above) of ENG 99 and READ 93/94. F, S, Su

PSYC 1140 PSYCHOLOGY OF WOMEN (MNTC 5, 7)  
3 credits; 3 classroom hours/week; 0 lab hours/week  
Introduces current theory and research related to such issues as the psychological development of women, identity formation, self-esteem, violence, health, spirituality, social cultural influences, biology, relationships and career. Both academic and experiential learning are emphasized, including extensive reading and journaling and a community project. Attendance and group participation are essential. F, S

PSYC 1201 INTRODUCTION TO PSYCHOLOGY WITH LAB (MNTC 2, 5)  
4 credits; 4 classroom hours/week; 2 lab hours/week  
Presents a survey of the science of psychology including theoretical and experimental findings and applications. Topics include research methodology, the nervous system, sensation and perception, cognition, learning, memory, human development, emotions, motivation, personality, psychological disorders and their treatment, attitudes, social influence and growth processes. Incorporates weekly laboratory activities in which students perform hands-on experiments, measurements, and analyses in psycho-physiology, sensation and perception, learning, and/or other experimental topics. This course may not be taken for credit if you have already earned credit for Introduction to Psychology [PSYC 1101]. Prerequisites: Placement into ENG 1108 or successful completion (grade of C or above) of ENG 99 and Read 93/94. F

PSYC 1210 LIFESPAN DEVELOPMENT (MNTC 5,7)  
4 credits; 4 classroom hours/week; 0 lab hours/week  
Introduces an introduction to the physical, cognitive, and psycho-social aspects of development across the lifespan. Explores the research and theories relevant to the psychological study of human development from conception to death. Applies these issues to general and clinical populations. Prerequisites: PSYC 1101 or PSYC 1201 recommended. F, S, Su

PSYC 1215 CHILD AND ADOLESCENT PSYCHOLOGY (MNTC 5, 7)  
3 credits; 3 classroom hours/week; 0 lab hours/week  
Explores the basic development in the physical, cognitive and psychosocial areas from conception through adolescence. Pertinent theories, studies and methodologies are addressed. This course and Adulthood and Aging Psychology (PSYC 1220) provide a comprehensive study of Lifespan Development. Prerequisites: Recommended PSYC 1101 or PSYC 1201. F, S

PSYC 1220 ADULTHOOD AND AGING PSYCHOLOGY (MNTC 5, 7)  
3 credits; 3 classroom hours/week; 0 lab hours/week  
Explores research and theory from the field of developmental psychology regarding the nature and processes of human development from early adulthood through old age and death. Implications and applications are addressed. This course and Child Adolescence Psychology (PSYC 1215) provide a comprehensive study of Lifespan Development. Prerequisites: Recommended PSYC 1101 or PSYC 1201. S (even years)
PSYC 1230 PSYCHOLOGY OF DEATH, DYING AND LOSS (MNTC 5, 9)
3 credits; 3 classroom hours/week; 0 lab hours/week
Emphasizes a psychological approach to death, dying and related topics. Explores relevant theories, data, models and ethical issues, and provides an opportunity to confront and explore personal attitudes and feelings. F, S

PSYC 2000 STATISTICS FOR PSYCHOLOGY AND BEHAVIORAL SCIENCES (MNTC 5)
4 credits; 4 classroom hours/week; 0 lab hours/week
Students use basic mathematical and computerized procedures to analyze data in the behavioral sciences. Students use statistical software (e.g., SPSS, “R,” “PSPP”) to conduct descriptive and inferential data analyses. Students choose and apply statistical procedures to help answer psychological and behavioral scientific research questions. Students read, interpret, and write APA-style Results sections for behavioral science research. Prerequisites: PSYC 1101 or 1201 (2.0 or higher) & MATH 1103 or 1118 or Higher

PSYC 2100 SOCIAL PSYCHOLOGY (MNTC 5, 7)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores how individuals and groups influence us and how we influence others. Issues such as attraction, relationships, behaviors and attitudes, persuasion, aggression, sexism, racism, and how we form judgments will be studied. Prerequisites: PSYC 1101 or PSYC 1201. F, S

PSYC 2250 ABNORMAL PSYCHOLOGY (MNTC 5, 7)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores the classification, assessment, diagnosis, symptoms, causes, and treatment of common psychopathologies, including anxiety disorders, depressive disorders, schizophrenia, personality disorders, and substance-related and addictive disorders. Prerequisites: PSYC 1101 or PSYC 1201. F, S

PSYC 2251 SPECIAL TOPICS IN PSYCHOLOGY (MNTC 2, 5)
2-4 credits
Explores various subdisciplines, developments and issues in psychology. Examples of possible topic areas 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 1101 or PSYC 1201. V

PSYC 2300 MIND AND HEALTH (MNTC 2, 5)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores the role of psychological factors in physical health and sickness. The scientific research and application of such topics as psychoneuroimmunology, shamanism, meditation and modern relaxation techniques are addressed. Students learn to 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. Prerequisites: PSYC 1101 or 1201. V

READING

About Reading Courses: Reading courses help students develop study and academic skills that contribute to success in college and the workplace.

READ 0090 INTRODUCTION TO COLLEGE READING AND WRITING
5 credits; 5 classroom hours/week; 0 lab hours/week
Introduces the beginning college student to the demands of college reading and writing through the close study of diverse texts and the production of short essays and other academic writing. Includes attention to English grammar in context as needed and explicit instruction in strategies for vocabulary development. Prerequisites: Placement into READ 0090 as recommended by IHCC assessments. F, S, Su

READ 0093 READING COLLEGE TEXTS
3 credits; 3 classroom hours/week; 0 lab hours/week
Focuses on developing the reading and study strategies necessary for success in a typical college course. Emphasizes strategies for improving understanding of what is read as well as strategies for selecting, organizing, and remembering. Also encourages wide reading in the content areas through the study of non-fiction trade books. Intended for students who need to improve college-level reading and textbook study. Prerequisites: Placement into READ 0093 as recommended by IHCC assessments or completion of READ 0090 or EAP 0090 with a grade of C or better. F, S

READ 0094 READING WORKSHOP
3 credits; 3 classroom hours/week; 0 lab hours/week
Challenges students to improve reading comprehension through wide reading of college-level texts across the curriculum. Particular emphasis will be placed on developing a college-level vocabulary, improving reading rate, and expanding background knowledge for college reading. Prerequisites: Placement into READ 0094 as recommended by IHCC assessments or completion of READ 0090 or EAP 0090 with a grade of C or better. F, S, Su

READ 1000 FYE: COLLEGE READING AND LEARNING (MNTC 2)
3 credits; 3 classroom hours/week; 0 lab hours/week
Provides the reading and learning strategies that students will need for success in their college-level courses and in their careers. Special attention is given to the various contexts of successful study and personal enrichment, including attitudes, behaviors, and actions of successful individuals. Prerequisites: 1) Placement into English 1108 based on Accuplacer score or other measures or 2) Completion of Reading 094/093 with a grade of “C” or better and completion of English 99/EAP 99 with a grade of “C” or better or 3) Completion of Reading 090 and instructor approval. F

READ 1100 INTRODUCTION TO CRITICAL READING (MNTC 2)
3 credits; 3 classroom hours/week; 0 lab hours/week
Helps students develop informed responses to college-level texts. Gives students practice in analyzing and synthesizing college-level texts to find implied meaning and draw informed conclusions. Intended for students interested in improving higher-level skills in a challenging academic setting. Prerequisites: Placement into READ 1100 as recommended by IHCC assessments or completion of READ 0093 or READ 0094 with a grade of C or better.

SOCIETY

About the Sociology Department: Sociology is the study of social structures and looks at the constructions that exist in all societies that make up our realities. Sociology courses generally focus on institutions common to most cultures like government, families, religions, economies and education. Other topics may include the media, race relations, gender inequality, law enforcement and deviance. The sociology department at Inver Hills is devoted to helping students examine the social world from new perspectives. Course contents, which range from current events and controversial contemporary issues to surveys of forgotten cultures and investigations of the sources of power and privilege, are all designed to stimulate student curiosity and offer a new lens to the social world. Inver Hills’ sociology courses are part of the Minnesota Transfer Curriculum. In addition to individual courses, the sociology department offers students the opportunity to pursue an A.A. degree with an emphasis in sociology. For degree requirements and description, see the Programs and Majors section of this catalog.

SOC 1100 INTRODUCTION TO SOCIOLOGY (MNTC 5, 9)
4 credits; 4 classroom hours/week; 0 lab hours/week
Emphasizes methods, basic concepts, terminology and perspectives used by sociologists in analysis of social relationships. Sociological analysis will focus on American government, family, education, religion and the economy. F, S, Su
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 sociological perspectives, relationships and/or interactions with a global perspective.

SPANISH

About the Spanish Department: The Spanish department offers a selection of lower division courses. Using a communicative approach, experienced instructors lead students to a valuable level of proficiency and cultural understanding in a stimulating and supportive environment. Learning is enhanced through multimedia technology. Coursework may be used to satisfy electives, to cultivate personal interests, or to meet program requirements at four-year institutions.

SPAN 1100 SPANISH FOR HEALTH PROFESSIONALS
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces basic Spanish skills for professionals in the health fields. This course will emphasize practical oral communication and will introduce the students to the specialized medical terminology in Spanish. Acquisition of this knowledge will help professionals to communicate using practical basic sentences with patients and family whose primary language is Spanish, when accessibility to an interpreter is not possible. Knowledge of medical terminology is recommended.

SPAN 1101 BEGINNING SPANISH I (MNTC 6B, 8)
5 credits; 5 classroom hours/week; 0 lab hours/week
Introduces basic language skills. Development of listening comprehension, reading, speaking, and writing skills to become proficient at the appropriate level. Cultures of the Spanish speaking countries are introduced to develop cultural understanding and sensitivity.

SPAN 1102 BEGINNING SPANISH II (MNTC 6B, 8)
5 credits; 5 classroom hours/week; 0 lab hours/week
A 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.

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 skills in school settings where an interpreter might not be available. Conduct work-specific learning activities dedicated to the school office, nurse’s office, classroom and instructional management, extracurricular activities, transportation and school security.

SPAN 2101 CONVERSATIONAL SPANISH I
3 credits; 3 classroom hours/week; 0 lab hours/week
Presents a variety of practical speaking situations intended for intermediate-level students. The topics will include daily activities, travel, some business situations and some cultural issues.

INVER HILLS COMMUNITY COLLEGE | 651-450-3000 • ADMISSIONS@INVERHILLS.EDU • 2020-2021 CATALOG, COURSE DESCRIPTIONS
The study skills course is an excellent starting point for students to learn about how to manage the responsibilities of college-level learning and enhance their chances for success.

**STUDY SKILLS**

About Study Skills Courses: The study skills course is an excellent starting point for students to learn about how to manage the responsibilities of college-level learning and enhance their chances for success.

**SPAN 2201 INTERMEDIATE SPANISH I (MNTC 6B, 8)**
5 credits; 5 classroom hours/week; 0 lab hours/week
Provides an overview of efficient study habits. Emphasizes test-taking, studying texts, time-scheduling, concentration, memory, listening, note-taking, analyzing teaching/learning styles, using web-based campus resources and basic strategies for learning any new content. Intended for any student who wants to improve academic study skills. **F**, **S**, **Su**

**SPAN 2202 INTERMEDIATE SPANISH II (MNTC 6B, 8)**
5 credits; 5 classroom hours/week; 0 lab hours/week
A continuation of SPAN 2201. Renewed emphasis is placed on communicating ideas in conversation and composition. Historical and contemporary issues facing the speaker of the language are studied. Cultural and literary materials will develop an appreciation for the customs, arts, history, culture and literature of the Spanish-speaking peoples and create an awareness of cultural, social and linguistic differences. Prerequisites: SPAN 2201 or equivalent. **F**

**THEATRE AND FILM**

About the Theatre and Film Department: It is the mission of the department centers on giving you a lifelong appreciation for theatre arts and film studies while helping you develop your performance skills and capabilities as well as appreciation for theatre arts and film.

The Theatre and Film Department offers a wide variety of courses, both practical and theoretical, that will give you the experience and knowledge you need to harness your talent. You can begin by taking introductory film, cinema and theatre courses that teach you how to view and analyze performances becoming critical and astute audience members. You can follow through by taking an array of practicum courses that provide hands-on learning in essential theatrical areas, including opportunities to become involved in play productions, enhancing the learning experience.

Our department features two venues ideally suited for live theatrical performances and film festivals, the 300-seat Inver Hills Theatre and the more intimate Black Box Theatre. The department features three main play productions a year, including a children's play in the spring, performed for area elementary schools, as well as the opportunity to produce student-directed productions and involvement through the Theatre Club.

Our theatre instructors bring strong academic credentials and professional experience to the theatre curriculum, continuing to work out in the community on area theatrical productions. Former theatre students have gone on to become respected professional actors, designers and theatrical managers in the metro-area theatre community. Opportunities for both beginners and the very experienced give our department an exciting and interconnected atmosphere. The Associate of Fine Arts degree in Theatre allows you to choose from two distinct pathways, pursuing your Bachelor of Arts or Bachelor of Fine Arts as a junior at a four-year college of university or directly entering the world of professional theatre.

Our Theatre and Film department is committed to building a deep appreciation for theatre and film on our campus and in our community. Courses in theatre and film focusing on performance, theory and history provide a crucial foundation if your goal is transferring to major in theatre, or if you like to hit the stage running in the area theatre community.

**THTR 1101 INTRODUCTION TO FILM (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 contents is basic to this course. **F**, **S**, **Su**

**THTR 1103 INTERNATIONAL CINEMA (MNTC 6B, 8)**
3 credits; 3 classroom hours/week; 0 lab hours/week
Introduces the student to a study of major world cinemas, including influential filmmakers, screen personalities and motion pictures. Important films are screened, discussed and critically evaluated. **F(V), S(V)**

**THTR 1105 INTRODUCTION TO THEATER (MNTC 6A)**
3 credits; 3 classroom hours/week; 0 lab hours/week
Helps increase students' understanding of the performing arts. Introduces the student to the history and theory of plays, playwrights, and the various arts and crafts of the theatre. Students will attend two (2) play productions selected by the instructor. **F**

**THTR 1107 FILM HISTORY I (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. **F(V), S(V)**

**THTR 1108 FILM HISTORY II (MNTC 6B, 8)**
3 credits; 3 classroom hours/week; 0 lab hours/week
Surveys the History of Film from the classical studio system to 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. **F(V), S(V)**

**THTR 1152 ACTING I (MNTC 6A)**
3 credits; 3 classroom hours/week; 0 lab hours/week
Develops students' understanding of and skills in the theories and practices of stage acting. Exercises, games and discussion develop individual skills in the beginning actor. **F**

**THTR 1157 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. **S(V)**

**THTR 1158 CREATIVE DRAMATICS (MNTC 6A)**
3 credits; 3 classroom hours/week; 0 lab hours/week
Helps students develop skills in the use of creative drama activities. Skills are to be applied to guide children in the creation and dramatization of poems, stories, historical events and other literature. Units on children's theatre and puppetry are included. **S(V)**

**THTR 1161 THEATRE ACTIVITIES (MNTC 6A)**
1 credit
Provide students opportunities to participate in a theatre production on campus through acting, set construction, scene painting, lighting props, makeup, costuming and/or stage management. This course may be repeated for credit. Students will engage in a minimum of 50 hours on aspects of play production arranged with the instructor. **F**, **S**
THTR 2152 SCRIPT ANALYSIS (MNTC 6A)
3 credits; 3 classroom hours/week; 0 lab hours/week
Focus on analyzing play scripts with a view to discovering production and performance values and aesthetics. Students will read, interpret and respond to a wide variety of plays from different periods and styles. Critical analysis of structure, character, theme, dialogue, genre, and style relating to the play script. Emphasis placed on plays as performance texts and fundamental techniques used by actors, directors and designers to analyze scripts in preparation for performance. F

THTR 2153 ACTING II (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. Attention will be paid to Shakespeare. Prerequisites: THTR 1152 or permission from instructor. S

THTR 2154 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. S

THTR 2210 HITCHCOCK, THE MASTER OF SUSPENSE (MNTC 2, 6B)
3 credits; 3 classroom hours/week; 0 lab hours/week
Examines the work of Alfred Hitchcock, a film director known world-wide for his artistry with a camera, his craftsmanship with story structure and his ability to hold the audience in a state of edge-of-the-seat suspense. F(V), S(V)

THTR 2220 DOCUMENTARY FILMS (MNTC 2, 6B)
3 credits; 3 classroom hours/week; 0 lab hours/week
Explores the nature and history of documentary film. Students will understand, appreciate and enjoy documentary motion pictures as a form of communication, a method of persuasion, a reflection of culture and as an art form. The course provides a beginning approach to the theory and criticism of documentary film. The relationship between form and content is basic to this course. F(V), S(V)