AWARDS
Business Analytics Certificate ........................................... 15 cr
Business Transfer Pathway A.S. Degree .............................. 60 cr
Contemporary Business Practice A.A.S. Degree .................... 60 cr
Customer Service Certificate ............................................. 12 cr
Data Analytics Certificate .................................................. 23/24 cr
Human Resource Management Certificate .......................... 13 cr
Marketing & Sales Certificate ............................................. 16 cr
Office Technology Certificate ............................................ 15 cr
Project Management Certificate ........................................ 13 cr
Small Business Development Certificate .............................. 17 cr
Supervision Certificate ...................................................... 16 cr

CAMPUS CONTACT FOR THIS PROGRAM
Hamid Kazeroony, hkazeroony@inverhills.edu

BUSINESS TRANSFER PATHWAY
A.S., 60 CREDITS
Business Curriculum ......................................................... 30 cr
General Education 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
  Management – BS
  Supply Chain and Operations – BS
  International Business – BS

Metropolitan State University
  Business Administration – BS
  Management – BS
  Entrepreneurship and Innovation – BS
  Human Resource Management – BS
  Finance – BS
  Management Information Systems – 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
  Institutional Finance Emphasis
  Financial Planning and Insurance Emphasis
  Marketing – BS
  Business Administration – BS

Southwest Minnesota State University
  Management – BS
  Business Management Emphasis
  Human Resource Management Emphasis
  Management Information Systems – BS
  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 credits
- BUS 1131  *Legal Environment of Business*  
  3 credits
- BUS 2004  *Principles of Marketing*  
  3 credits
- BUS 2021  *Principles of Management*  
  3 credits
- ACCT 2101  *Financial Accounting*  
  4 credits
- ACCT 2102  *Managerial Accounting*  
  4 credits
- *Business Electives*  
  9 credits

*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.*

## General Education Curriculum  
**30 credits**

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

**TOTAL CREDITS 60**
**FULL-TIME RECOMMENDED 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)

<table>
<thead>
<tr>
<th>Semester 1</th>
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<tbody>
<tr>
<td>ENG 1108 Writing and Research Skills</td>
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<tr>
<td>BUS 1100 Introduction to Business Applications and Computing</td>
<td>4</td>
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<tr>
<td>BUS 2004 Principles of Marketing</td>
<td>3</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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</thead>
<tbody>
<tr>
<td>BUS 2021 Principles of Management</td>
<td>3</td>
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<tr>
<td>BUS 1131 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1105 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1130 Writing and Research for the Professions</td>
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<td>MATH 1103 Introduction to Statistics</td>
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<table>
<thead>
<tr>
<th>Semester 3</th>
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<tbody>
<tr>
<td>ACCT 2101 Financial Accounting</td>
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<tr>
<td>COMM 1110 Public Speaking</td>
<td>3</td>
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<tr>
<td>ECON 1106 Principles of Microeconomics</td>
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<td>Business elective</td>
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<tr>
<td>General elective (MnTC courses only)</td>
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<table>
<thead>
<tr>
<th>Semester 4</th>
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<tbody>
<tr>
<td>ACCT 2102 Managerial Accounting</td>
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<tr>
<td>Business electives</td>
<td>6</td>
</tr>
<tr>
<td>MnTC Goal 6 course</td>
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</tbody>
</table>

**TOTAL CREDITS 60**

**PART-TIME RECOMMENDED 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)

<table>
<thead>
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<th>Semester 1</th>
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<td>BUS 1100 Introduction to Business Applications and Computing</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
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<tbody>
<tr>
<td>BUS 2004 Principles of Marketing</td>
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<tr>
<td>BUS 2021 Principles of Management</td>
<td>3</td>
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<tr>
<td>MnTC Goal 6 course</td>
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<table>
<thead>
<tr>
<th>Semester 3</th>
<th>10 credits</th>
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<tbody>
<tr>
<td>BUS 1131 Legal Environment of Business</td>
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<tr>
<td>ECON 1105 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1118 College Algebra or higher level math</td>
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<table>
<thead>
<tr>
<th>Semester 4</th>
<th>10 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business elective</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2101 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>COMM 1110 Public Speaking</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Semester 5</th>
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<tbody>
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<td>ENG 1130 Writing and Research for the Professions</td>
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<tr>
<td>ECON 1106 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1103 Introduction to Statistics</td>
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</table>

<table>
<thead>
<tr>
<th>Semester 6</th>
<th>10 credits</th>
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</thead>
<tbody>
<tr>
<td>ACCT 2102 Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Business electives</td>
<td>6</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 7</th>
<th>3 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General elective (MnTC courses only)</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Business Curriculum .................................................. 38 cr
General Education 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 2101 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.

General Education Curriculum 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 course ........................ 3
  (Recommend: MATH 1103 or MATH 1118)
- MnTC Goal 6 course ....................................................... 3
- General elective (MnTC courses only) .................................... 3

TOTAL CREDITS 60
BUSINESS CERTIFICATES

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

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 4
- MATH 1103 Introduction to Statistics 4
- BUS 2004 Principles of Marketing 3
- BUS 2400 Business Analytics I 4

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 3
- BUS 1102 Principles of Customer Service 3
- BUS 1119 Human Relations in Business OR BUS 2021 Principles of Management 3
- BUS 1125 Management of Customer Service 3

TOTAL CREDITS 12

DATA ANALYTICS CERTIFICATE, 23/24 CREDITS

PURPOSE
Designed for those seeking data analytics career opportunities that require some computer science coursework and advanced business analytic application knowledge, including predictive analytics. Provides hands-on experience with a variety of leading data science industry tools, including Python, Alteryx, and Tableau.

Data Analytics Curriculum 23/24 credits
- CS 1101 Introduction to Computer Science and Problem Solving (3 credits) OR CS 1110 Computer Programming with Java (4 credits) 3/4
- CS 1117 Computer Programming with Python (4 credits) 4
- MATH 1103 Introduction to Statistics (4 credits) 4
- BUS 1100 Introduction to Business Applications and Computing (4 credits) 4
- BUS 2400 Business Analytics I 4
- BUS 2450 Business Analytics II 4

TOTAL CREDITS 23/24

HUMAN RESOURCE MANAGEMENT CERTIFICATE, 13 CREDITS

PURPOSE
The Human Resource Management certificate helps build one's human resource operations knowledge necessary to pursue an HR career. It provides the opportunity for students to complete the certificate program in two terms, is fully online, and serves as a guide for students to sit for the Associate Professional in Human Resources® certification (aPHR®) offered by Human Resource Certification Institute.

Human Resource Management Curriculum 13 credits
- BUS 1100 Introduction to Business Application and Computing 4
- BUS 1119 Human Relations in Business 3
- BUS 1122 Human Resource Management 3
- BUS 1131 Legal Environment of Business 3

TOTAL CREDITS 13
### 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 4
- BUS 1105 Sales and Negotiating Skills 3
- BUS 2004 Principles of Marketing 3
- BUS 2021 Principles of Management 3
- BUS 2320 Project Management and Planning Skills 3

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

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

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

**Total Credits** 17

### Supervision Certificate, 16 Credits

**Purpose**
Prepares students and existing supervisors for entry-level management positions for effective supervision of their direct reports to enhance productivity, develop talents, and improve performance. It also provides skill development for managing in a remote environment which utilizes technology to help build teams.

**Supervision Curriculum** 16 credits
- BUS 1100 Introduction to Business Applications and Computing 4
- BUS 1118 Business Ethics 3
- BUS 1131 Legal Environment of Business 3
- BUS 1150 Supervisory Techniques in Business 3
- BUS 2021 Principles of Management 3

**Total Credits** 16