

ITASCA

COMMUNITY COLLEGE

GRAND RAPIDS, MINNESOTA



**2005 - 2007
CATALOG**

Itasca Community College is an Equal Opportunity Educator and Employer

Available in alternate format, 218-327-4167V/TTY

Member of the Minnesota State Colleges and Universities System

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and Itasca Community College. The college reserves the right to change any provision or requirement at any time within the student's term of enrollment. Insofar as possible, programs and course offerings will be offered as listed; however, the college reserves the right to modify any statement in accordance with immediate conditions.

DIRECTORY OF COLLEGE SERVICES



ITASCA COMMUNITY COLLEGE

1851 EAST HIGHWAY 169, GRAND RAPIDS, MN 55744-3397

TELEPHONE: 218-327-4460 TOLL FREE: 1-800-996-6422 FAX: 218-327-4350

WEB: www.itascacc.edu EMAIL: iccinfo@itascacc.edu

Academic Resource Center

110F Library
218-327-4167 v/TTY

Admissions and Records

108 Backes Student Center
218-327-4468

Bookstore

10 Backes Student Center
218-327-4473

Business Office

109 Backes Student Center
218-327-4466

College Administration

Administration Building
218-327-4200 v/TTY

Computer Services

115 Donovan Hall
218-327-4347

Continued Learning Center

Administration Building
218-327-4465

Counseling and Career Center

107 Backes Student Center
218-327-4467

Customized Training

Downtown, Central Square Mall
218-327-4499

Enrollment Services

16 Backes Student Center
218-327-4464

Financial Aid

107 Backes Student Center
218-327-4467

Information Center

104 Backes Student Center
218-327-4460 v/TTY

Library

110 Media Center
218-327-4472

Multicultural Student Affairs

106 Donovan Hall
218-327-4491

Office for Students with Disabilities

110F Library
218-327-4167 v/TTY

Residence/Student Life

17 Backes Student Center
218-327-4280

Student Support Services

107 Donovan Hall
218-327-4474

Testing Center

Library
218-327-4273

CAMPUS MAP

1. Administration Building

- Provost
- Dean of Academic Affairs
- Continued Learning Center
- Development Office
- Alumni Office
- College for Kids Coordinator
- Northeast Service Unit Research Dir.
- Upward Bound
- Personnel Office
- Administration Conference Room

2. Backes Student Center

- Information Center
- Director of Finance and Facilities
- Student Affairs Office
- Admissions and Records
- Business Office
- Counseling and Career Center
- Financial Aid
- Enrollment Services
- Public Information
- Residence/Student Life Director
- Bookstore
- Cafeteria
- Student Association
- Campus Lounge
- Continued Learning Conference Ctr.
- Viking Room

3. Mullins Hall

- Physical Education/Wellness
- Wrestling/PE Room
- Fitness Room
- Gymnasium
- Classrooms
- Faculty/Coaches Offices

4. Wenger Hall

- Engineering
- Physics
- Chemistry
- Engineering Concept Lab
- Engineering Student Housing

5. Davies Hall

- Theatre
- Computer Lab
- Center for Innovation
- Art
- Music
- Nursing
- Computer Science
- e-Learning Technician
- Geography/GIS
- Classrooms
- Interactive TV
- Faculty Offices

6. Dailey Hall

- Speech
- Classrooms
- Facility Services/Maintenance
- KAXE-FM Radio Station
- High School Learning Center

7. Media Center

- Library
- Video Services
- Academic Resource Center
- Tutoring Center
- Disability Services
- Testing Center
- Library Preview Room
- Photography Lab
- College of St. Scholastica Rep.
- TV Classroom

8. Donovan Hall

- Main Computer Lab
- Director of Computer Services
- Student Support Services
- Multicultural Student Affairs
- Anishinabe Resource Center
- American Indian Studies
- Natural Resources
- Class Act-Education
- English/History
- Computer Aided Drafting Lab
- Classrooms
- Faculty Offices

9. Wilson Hall

- Biology
- Business/Accounting
- Mathematics
- Natural Science
- Psychology
- Lecture Hall
- Classrooms
- Faculty Offices

10. Child Care Center

- Kootasca Head Start

11. Wannigan Apartments

- (ICC Students)

We're closer than you think!
No. of miles to ITASCA from:

Bemidji 69	Mankato 233
Duluth 81	Mpls/St. Paul . . . 173
Eau Claire 232	Rochester 256
Fargo 186	St. Cloud 143
Little Falls 113	Virginia 61

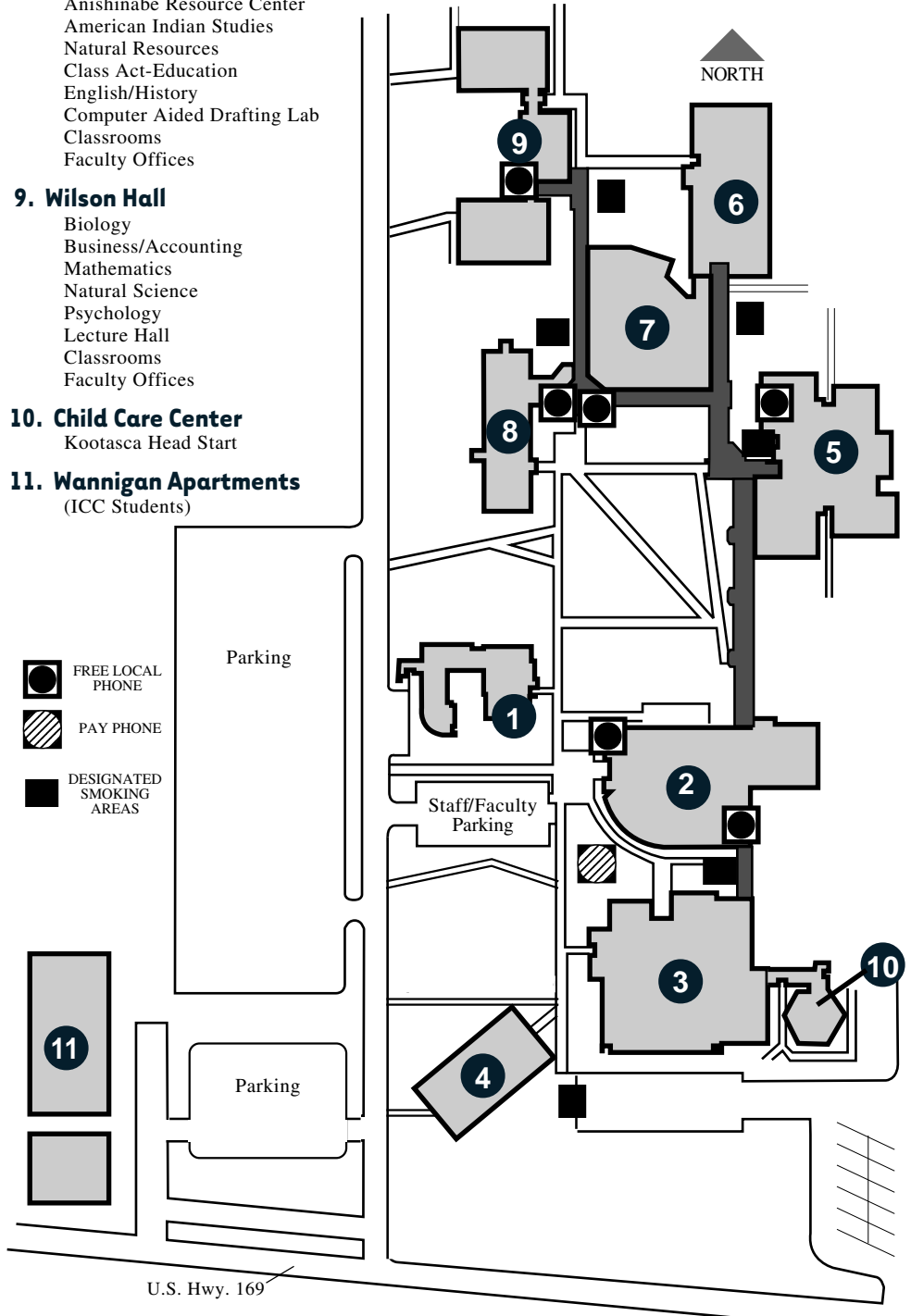


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WELCOME TO ITASCA COMMUNITY COLLEGE



Greetings and Welcome to Itasca Community College!

I invite you to explore the contents of our catalog and to also visit our college website to learn about the newest program developments and exciting events going on at Itasca. Whether you are planning to complete a two-year degree for transfer to a four-year university, preparing for your first job, seeking a career change, or taking courses for personal and professional development, Itasca Community College will help you move forward to reach your educational and personal goals. All of us at Itasca are proud of our college, and we're confident that your experience will be a rich and rewarding one.

You'll find the faculty and staff at Itasca Community College to be friendly, sincere and helpful. We are dedicated to student success and take pride in our commitment to helping students. If you need to develop your skills to enable success, we're committed to providing that support as well.

Itasca's northeastern Minnesota location provides ample opportunity to enjoy activities throughout the year, and the area abounds in seemingly endless rivers, streams, lakes, trails for snowmobiling, skiing, biking and hiking, and cultural activities featuring the performing arts.

Itasca also provides opportunities for lifelong sports, physical wellness activities and a wide array of varsity athletics. The college believes strongly in student learning "out of the classroom" in activities that truly shape a community of learners.

Itasca Community College has been providing quality education for students for more than 80 years and we plan to be here for many years to come.

A handwritten signature in black ink, reading "Dr. Michael G. Johnson". The signature is written in a cursive, flowing style.

Dr. Michael G. Johnson
Provost

INTRODUCTION

EQUAL OPPORTUNITY COLLEGE

Affirmative Action/Equal Opportunity

Itasca 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 student 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, or membership or activity in a local commission as defined in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd. 23.

Itasca Community College is committed to and supports aggressive affirmative action steps and programs intended to remedy the historical under-representation of persons of color, women, and persons with disabilities in the work force.

Valuing Diversity

Itasca Community College has accepted a special role and responsibility in fostering diversity in our society.

The college is dedicated to the search for knowledge, and the right of every individual in our learning community to pursue that search with freedom, dignity and security, regardless of religious affiliation, race, ethnic heritage, gender, age, sexual orientation or physical ability.

The college publicly declares its intention to continue the development of multicultural learning communities that will not tolerate acts of harassment and intolerance; to establish, communicate and enforce standards of behavior for students, staff and faculty that uphold our academic values and our legal obligations; and to promote the acceptance of and respect for individuals in an atmosphere of caring for others.

We are and will remain intolerant of intolerance!
--Excerpts from "A Minnesota Manifesto"

All members of the college community have a responsibility to ensure that Itasca Community College is an open and welcoming community for all who enter.

Rights and Protections Provided by the ADA

ADA Policy

Itasca Community College complies fully with the provisions of the Americans with Disabilities Act of 1990, 42 U.S.C. section

12101, which prohibits discrimination in employment and public educational services on the basis of an individual's disability. The ADA Policy is found in student services areas on campus.

Itasca Community College does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The Director of the Office for Students with Disabilities (OSD) coordinates compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice Regulations. Information concerning the provision of the Americans with Disabilities Act, and the rights provided thereunder, are available from the OSD Director.

The coordinator for Title IX, Section 504 and ADA is Provost Michael Johnson, 105 Administration Building, 218-327-4463.

Harassment and Violence

General Statement of Policy

Harassment of an individual or group or on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities (MnSCU) system shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

It is the policy of Itasca Community College to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any student, instructor, administrator or other college personnel to harass a student, instructor, administrator or other college personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, college personnel includes college employees, agents, volunteers, contractors or persons subject to the supervision and control of the college.)

It shall be a violation of this policy for any student, instructor, administrator or other personnel of the college to inflict, threaten to inflict or attempt to inflict religious, racial or sexual violence upon any student, instructor, administrator or other college personnel.

The college will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any student, instructor, administrator or other college personnel who is found to have violated this policy.

Please refer to the ICC student handbook for an explanation of detailed procedures. This policy is consistent with MnSCU Procedure 1B.1.1 (www.mnscu.edu/policies/procedures/1B1p1.html).

INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT OF STUDENT LEARNING

Itasca Community College has a campus-wide annual evaluation process called SCOPE (Strategic Comprehensive Program Evaluation) through which all areas of the college design goals and outcomes for each academic year. The process ensures that the college's strategic directions are being accomplished.

In addition to college departments and programs, Itasca monitors the assessment of academic achievement of its students through its Assessment Program. Each year the college determines an ICC Foundational Goal to evaluate. The results are shared with faculty and staff, and improvements are implemented based on the feedback the college receives through the process. Individual programs have specific assessment initiatives to accomplish ongoing evaluation and assessment of student learning as well.

OUR MISSION, VISION, VALUES AND GOALS A STRATEGIC PLAN FOR 2003-2008

Mission

Itasca Community College provides accessible academic and career-related education which contributes to the social and economic health of the region, empowers learners to meet or exceed their expectations, and fosters critical thinking and civic and global engagement.

Vision

Itasca Community College will be a vital resource and community partner providing accessible, responsive and innovative opportunities that empower all learners to realize their full potential and enhance the viability of the region.

Values

Itasca Community College dedicates itself to the following values and will use these values to continually evaluate its mission, vision and goals:

Integrity – Itasca Community College will put its principles into action.

Focus on Learners and Learning – Itasca Community College

believes that public higher education is key to the success of the people and communities it serves.

Collaboration – Itasca Community College values engagement within the institution and the community in working toward shared goals and the common good.

Responsiveness – Itasca Community College values accessibility, flexibility, and the agility to anticipate and respond to learner and community needs.

Access – Itasca Community College embraces diversity and values service to all learners.

Strategic Direction: Learning Opportunities

Goal 1. Engaged Learners

Itasca Community College will inspire learners to imagine and think critically about themselves, their communities and the larger world, thereby enhancing awareness of multicultural perspectives and providing opportunities for civic and global engagement.

Goal 2. Innovative Teaching

Itasca Community College will build on its successful programs and develop learning opportunities that are innovative and responsive to the evolving needs of learners and their communities.

Strategic Direction: Enhance Diversity and Access

Goal 3. Serve Diverse Learners

Itasca Community College will reach out to people from diverse backgrounds and provide them with learning opportunities and services that respect and draw upon the strengths of their cultural backgrounds and empower them to achieve their educational goals.

Goal 4. Learner-Centered Environment

Itasca Community College will continually strive to provide a learner-centered environment that is inviting, civil, safe, accessible and supportive.

Strategic Direction: Community and Resource Development

Goal 5. Community Partnerships

Itasca Community College will enhance existing partnerships and engage in collaborative efforts to maintain and build the vitality of the college, community and region.

Goal 6. Enhance Resources

Itasca Community College will pursue a wide variety of public and private resources to ensure the ongoing support of its mission and vision.

Foundational Processes

The following foundational processes will be employed by Itasca Community College as it implements its strategic plan:

Communicate Openly and Clearly – The college will communicate openly and clearly with everyone within the college and the communities it serves.

Use Participatory Decision-Making – The college will invite and utilize the advice, ideas and suggestions of its learners, faculty, staff, and community in order to strengthen the college and shape

the future.

Respect Diversity – The college will respect the strengths and experiences of learners and community members from all walks of life.

Value its Human Resources – The college will provide an environment that fosters continuous development of its faculty and staff.

Continually Improve – The college will continually evaluate and improve its programs, services and outcomes.

Practice Stewardship – The college will demonstrate accountability through stewardship of its fiscal and capital assets.

Utilize Technology – The college will enhance the use of electronic learning tools and processes to support classroom learning and to provide learners with an appropriate range of high-quality programs and services.

ACCREDITATION AND HISTORY

Accreditation

Itasca Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504/ph 800-621-7440). Diplomas, professional certificates and associate degree programs are approved by the Minnesota State Colleges and Universities (MnSCU) Board of Trustees. The college is also approved for veterans educational benefits.

History

Itasca Community College, on U.S. Highway 169 on the eastern edge of Grand Rapids, shares a campus with both the University of Minnesota North Central Research and Outreach Center and the North Central Research Station of the USDA-Forest Service.

Originally established in 1922, Itasca was regarded as the state's first comprehensive community college in 1967 when occupational programs offered by the local area vocational school were combined with the college's transfer and pre-professional programs. Since then, the college has constructed several new buildings, the most recent being a new engineering center in 2002; has completed extensive remodeling projects; and has linked all facilities with heated, enclosed walkways. These enhancements, together with its scenic wooded setting and extensive landscaping for wildlife, make ICC one of the most attractive community college campuses in the state.

Itasca became part of the Arrowhead Community Colleges in 1981 with the merger of five northeastern Minnesota community colleges: Itasca, Hibbing, International Falls, Ely and Virginia. This regional structure was dissolved in 1996 with the creation of the Minnesota State Colleges and Universities (MnSCU) System and the resulting merger of Minnesota's state universities,

community colleges and technical colleges.

In 1999, the Northeast Higher Education District (NHED) was formed for the purpose of "providing better services to students, expanded partnerships with business and industry, stronger community connections and improved institutional stability." Current members of the regional district are Itasca and four other northeastern Minnesota colleges: Rainy River Community College (International Falls), Vermilion Community College (Ely), Mesabi Range Community & Technical College (Virginia and Eveleth), and Hibbing Community College.

Continually meeting the educational needs of its students remains one of Itasca's great strengths. These include innovative instructional programs, upgrades in technology, state-of-the-art equipment and cooperative projects between the college and the community at large.

Students who attend ICC have several academic choices: two year transfer programs (AA and AS degrees); preprofessional courses; vocational diploma programs (AAS degree); professional certificate programs; and certificates of completion. In addition, the Continued Learning Center provides customized training and computer education for business and industry, open enrollment computer classes, community education and SeniorNet classes, and enrichment programs for children.

GENERAL INFORMATION

ADMISSIONS

Itasca Community College, an open door institution, admits students in a manner designed to ensure the best opportunity for their educational success. The comprehensiveness of Itasca's academic offerings provides opportunities for training and education to students from a broad range of ability levels and interests.

College Visit Program

Visitors are always welcome at Itasca. We can arrange visits around prospective students' schedules, or interested students can choose to attend one of the Open Campus events. Students, faculty and staff members strive to ensure that prospective students see all aspects of the college during their visit. At Itasca, the college visit program is designed to provide an opportunity for prospective students to create their own itinerary.

Some elements of the visit could include:

- A campus tour conducted by a current student.
- Appointment with a faculty member from the academic area that interests you.
- Meeting with financial aid staff.
- Meeting with an athletic coach.
- Meeting with admissions staff to discuss application and admissions procedures.
- Meeting with a counselor to discuss career goals and class offerings.
- A tour of the student apartment complex adjacent to campus.

To schedule a campus visit and/or request additional information about Itasca, you can call, write or email the Enrollment Services Office:

Enrollment Services
1851 East Highway 169
Grand Rapids, MN 55744-3397
Telephone: 218-327-4464
Toll free: 1-800-996-6422
email: iccinfo@itascacc.edu

General Admission Policies

Itasca Community College considers all applications. No applicant is refused admission on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission. Students who have graduated from high school or the equivalent, General Education Development (GED) certificate holders, individuals

whose high school classes have graduated, as well as current high school students who meet Post-Option program criteria may apply for admission to ICC. A lack of English skills will not be a barrier to admission and participation. All students will be charged a \$20 application fee. An application for admission may be made at any time.

Admission to the college does not automatically qualify a student for all ICC courses and curricula; some of the course offerings in both career and transfer programs require a prerequisite class.

Proof of Immunization

Students born prior to 1957 and students who graduated in 1997 or thereafter from a Minnesota high school do not need to provide immunization records. All other students must provide documentation of immunization against these vaccine-preventable diseases: measles, rubella, mumps, diphtheria and tetanus. Please include immunization records with your application to Itasca.

Documentation of immunization (month and year) can be obtained from personal health records, school records or clinic records. New students who are having grade transcripts transferred from their high school should request that their immunization record be transferred as well. Students without proof of the required immunization will need to obtain them from either their physician or community clinic. Immunization information is to be turned in to the Records and Admissions Office. If needed, immunization forms may be obtained from the Records and Admissions Office.

Ability to Benefit

Students who do not have a GED or high school diploma may qualify for admission under the Ability to Benefit Policy. This policy allows students to be assessed by taking the ACCUPLACER Assessment Test. Achievement of satisfactory scores on this test will allow students to be admitted to the college.

Reciprocity with Wisconsin, North Dakota, South Dakota, Michigan, Kansas, Missouri and Nebraska

Under the Minnesota-Wisconsin/Minnesota-North Dakota/Minnesota-South Dakota Public Higher Education Reciprocity Agreements, students from Wisconsin, North Dakota or South Dakota may attend Itasca Community College at a reciprocity tuition rate. The appropriate higher education council in each state establishes rates annually and Itasca Community College

is notified accordingly. Wisconsin, North Dakota or South Dakota residents must apply for reciprocity tuition rates by submitting a tuition reciprocity application to their respective coordinating councils for higher education. Students who do not complete the application process prior to registration may be required to pay non-resident tuition. Reciprocity forms are available at the Admissions/Records Office.

The Midwest Student Exchange Program (MSEP) is an interstate initiative established by the Midwestern Higher Education Commission (MHEC) to increase educational opportunities for students in its member states. This program enables residents from Kansas, Michigan, Minnesota, Missouri, and Nebraska to enroll in designated institutions and programs at reduced tuition levels outside their home state. Actual savings through the program will vary from institution to institution. To apply for admission as an MSEP student, contact the office of admissions of the participating MSEP institution directly. Mark prominently on the institution's application form that admission is sought as an MSEP student. Special restrictions on enrollment may apply. Residents of states participating in MSEP may enroll in programs in other participating states only at the level at which their home state admits students. The institution makes all of the enrollment and eligibility decisions for the program.

Advanced Standing

Itasca Community College grants college credit and/or advanced placement for the successful mastery of material contained in courses completed at the high school level when those courses are equivalent to college courses. Itasca will evaluate student records for the Advanced Placement (AP) Program, the International Baccalaureate (IB) Program, and the College-Level Examination Program (CLEP). More information on these programs is available on pages 25 and 26.

Credit granted through AP, IB, and CLEP programs may be used for partial fulfillment of the general education distribution requirements for the AA, AS, and AAS degrees. A maximum of 24 credits obtained through advanced standing testing may be applied toward one of Itasca's degree programs. Students intending to transfer to other institutions should be aware that the receiving institution determines the acceptability of AP, IB, and CLEP credits; these institutions may have different regulations from those of Itasca Community College.

Some options in technical programs are also available for test out.

Contact the college's counseling staff for more information about advanced standing.

State Residency Requirements for On-Campus Students

Part 1. Definition of Domicile. A person's true fixed and permanent living place. Domicile is the place to which a person intends to return after temporary absences. A person may have only ONE domicile at a time.

Part 2. Determination of In-State Tuition.

Subpart A. Statute. Students shall be eligible to pay in-state tuition if they meet the criteria of M.S. 135A.031, subd.2.

Subpart B. Demonstrating domicile. Students may establish eligibility for in-state tuition by demonstrating domicile in Minnesota before the beginning of any semester or quarter. Students have the burden of proving domicile for purposes of in-state tuition.

1. Students who seek to qualify for in-state tuition must first meet the following threshold requirements.

a. Students must have resided in Minnesota for at least on calendar year immediately prior to applying for in-state tuition.

b. Residence in Minnesota must not be merely for the purpose of attending a college or university.

2. Each of the following additional facts and circumstances will be considered when responding to a petition for in-state tuition. No one of these factors is either necessary or sufficient to support a claim for in-state tuition.

a. Continuous presence in Minnesota during period when not enrolled as a student.

b. Sources for financial support are generated within Minnesota.

c. Domicile in Minnesota of family, guardian, or other relatives or persons legally responsible for a student.

3. The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to affect eligibility for in-state tuition under these regulations but may be considered as part of the demonstration of the facts and circumstances listed above.

a. Voting or registration for voting

b. The lease of living quarters

c. A statement of intention to acquire a domicile in Minnesota

d. Domicile of student's spouse in Minnesota

e. Automobile registration

f. Other public records, e.g. birth and marriage records

Subpart C. Exceptions. Individuals in the following categories shall qualify for in-state tuition rates:

1. Graduate students appointed to graduate assistant positions.

2. Students who qualify under a Board-approved agreement between a governmental and subdivision and a college or university.

3. Colleges and universities may adopt a policy to exempt high ability students who are in the top 15 percent of their high school class or who score above the 85th percentile on a nationally-normed, standardized achievement test and who reside in states that do not have reciprocity agreements with Minnesota.

4. Students who qualify under a college or university affirmative action program consistent with law and approved by the Chancellor or designee.

5. Non-immigrant Japanese students who have completed a program of study of at least one academic year at the Akita campus and have been recommended by the provost for transfer to a Minnesota state college or university and who retain their legal visa status.

6. Students who are recognized as refugees by the Office of Refugee Resettlement of the U.S. Department of Health and Human Services.

7. Colleges and universities may adopt a policy to exempt non-immigrant international students classified under 8., U.S.C. 1101(a) (15)(B), (C), (D), (F), (J), and (M).

Admission Procedures

Application for admission is open for the fall, spring and summer sessions. Summer session requires admission and registration prior to the first class day. Early application and registration are recommended for all sessions.

Condensed courses are subject to specific application and registration deadlines as determined by the college. More information is available in the Admissions/Records Office.

New Students

New students who wish to apply for admission must complete an Itasca Application for Admission form or the Minnesota State Colleges and Universities (MnSCU) general admission form. Forms may be obtained from the Records and Admissions Office, the ICC website (www.itascacc.edu) or any Minnesota high school counselor.

After completing the student portion of the application, applicants should contact their high school counseling office and have a transcript of courses and grades (which includes standardized test results and high school rank information) sent to Itasca. Applicants must pay a \$20 non-refundable application fee.

Students born prior to 1957 and student graduated in 1997 or thereafter from a Minnesota high school do not need to provide immunization records. All other students must provide

documentation against these vaccine-preventable diseases: measles, rubella, mumps, diphtheria and tetanus. Please include immunization records with the application to Itasca.

Non Residents

Itasca's open admissions policy also pertains to non-Minnesota residents. The basic requirement is a high school diploma or GED Certificate. Admission to ICC does not guarantee admission to a specific program or college-level courses.

International Students

International students must complete the following steps in order to be accepted for admission. The I-20 form, authorizing admissions into the United States for educational purposes, will be issued when all admission requirements are met and applicants have been accepted.

International applicants must do the following:

- Complete and sign the Itasca Community College International Application form.
- Send a non-refundable \$20 application fee.
- Submit a transcript of high school grades. Applicants must have graduated from the equivalent of a United States high school; this should be indicated on the transcript. All records must be officially certified. Records must be in English, listing subjects taken and interpretation of grades received in comparable U.S. units.
 - Enclose a 300-500 word handwritten statement commenting on such things as your academic background, type of program you are seeking and educational objectives at Itasca.
 - Submit a detailed financial statement. Applicants should not rely upon financial aid from Itasca or other employment in the United States as a source of income. Applicants must submit proof of sufficient funds to cover all costs for an entire academic year.
 - Have proof of personal health insurance. International students are required as a condition of enrollment to carry adequate health insurance. Health insurance information may be obtained from the Enrollment Services Office. Itasca Community College is not responsible for any bills due to illness or injury.
 - Provide documentation demonstrating English proficiency. The following measures of English proficiency are acceptable:
 - TOEFL (Test of English as a Foreign Language): score of 170 or above on computerized test or 500 on paper test.
 - Michigan Test: score of 75 or above.
 - SL Center (such as Hamline University) recommendation: range 17-20.
 - ELS – English as a Second Language Program at the University of Minnesota recommendation “exempt from further ELS – ready for full-time academic load.”

Transfer Students

Applicants who have attended other post-secondary education institutions are considered for admission as transfer students. Usually a student transferring from another college who is eligible for re-entrance at that college will also be eligible for admission to Itasca. Those applicants who have completed fewer than 10 semester credits are required to meet the criteria outlined in the previous section for new students.

Students transferring to Itasca from a post-secondary institution must comply with the college's admission policies and submit the following before enrolling:

- An Itasca Community College Application for Admission form.
- Official transcripts from all previous secondary and post-secondary institutions attended (sent to the Admissions/Records Office at Itasca). Transfer students may be given provisional admission until all transcripts are received by the college.
- A \$20 non-refundable application fee.
- Documentation (month and year) of immunization against mumps, measles, rubella, diphtheria and tetanus, if born in 1975 or later and not a graduate of a Minnesota high school.

Transfer of Credits from Technical Colleges

Itasca Community College may accept, in transfer, for full credit, college parallel general education courses offered by technical colleges with regional accreditation to provide transfer-level general education courses.

Itasca shall accept for transfer as electives a maximum of 16 semester credits of college-level vocational or technical courses offered by technical colleges with regional accreditation.

Itasca will accept credits only from technical colleges with regional accreditation or from those which are formal candidates for regional accreditation.

A grade of C or 2.00 shall be the minimum for any course to transfer.

Regional accreditation for this policy is defined as the accreditation conferred by the North Central Association of Schools and Colleges in the United States, and by parallel accreditation agencies in other areas of the United States.

Transfer of Credits from Other Post-Secondary Schools

Courses with grades of A, B and C will be accepted from another institution. P grades shall be accepted as earned credit if earned as a grade of C or better. Courses transferred to meet program requirements must be approved by departmental faculty. The grade point average (GPA) from another institution is not used

in computing the student's GPA at Itasca.

Students transferring from another college should consult the Admissions/Records Office for an evaluation of credits in order to determine their standing before registering for classes.

Lower division credits earned at an accredited college or university will be accepted as equivalent courses for general education purposes or as electives as determined by the Admissions/Records Office.

Minnesota Post-Secondary Enrollment Options Act (PSEO)

The purpose of the Minnesota Post-Secondary Enrollment Options (PSEO) Act is to promote rigorous educational pursuits and to provide a wider variety of options for Minnesota's 11th and 12th grade high school students. The program enables students to enroll in eligible post-secondary institutions for college level courses on a full- or part-time basis.

Students may take college courses for either high school or college credit. Classes must meet the course requirements of the State Board of Education and the student's home school district.

Students interested in taking courses at Itasca under PSEO must see their high school counselor for information on the program and on eligibility requirements. Once eligibility has been established, students must complete the appropriate admission forms.

PSEO Eligibility Requirements:

- Any public, non-public, home schooled or American Indian controlled tribal contract or grant students classified as 11th or 12th graders. Students cannot be classified as full-time at their high school.
- Students must have a minimum cumulative GPA of 3.20 as a high school junior or 3.00 as a high school senior. This GPA is to be based on all high school work (as defined by the individual district) completed prior to enrolling at Itasca.

PSEO Admission Procedures:

- Complete and submit an Itasca Application for Admission form, accompanied by a completed PSEO verification form. Submit a copy of your high school transcript including all grades for the currently enrolled academic year.
- Arrange with the college to take the ACCUPLACER test to determine placement in English, mathematics and reading. More information on assessment is provided on the next page.
- Complete information and program requirements may be obtained by contacting the Counseling and Career Center at Itasca.

Veterans

Certain veterans may be eligible for educational benefits under laws pertaining to disabled veterans and under what is commonly referred to as the GI Bill. A child of a veteran who died in the service or of a service connected disability may be entitled to educational benefits. For further information, refer to the Veterans Administration website at www.gibill.va.gov.

Veterans must contact the Enrollment Certification Officer in the Records/Admission Office at the time of registration.

Senior Citizen Admission

In accordance with the Senior Citizens Higher Education Act, the college offers courses on a credit and non-credit basis for senior citizens. Persons 62 or older may enroll in any credit class if space is available after all tuition-paying students have been accommodated. While no tuition is charged, administrative and special fees are assessed.

ASSESSMENT TESTING AND COURSE PLACEMENT FOR SUCCESS

Admission to Itasca does not automatically qualify a student for all courses and curricula. Some courses have prerequisites or required skill levels. Certain limited enrollment programs involve a special selection process.

Assessment Testing

Students who are new to Itasca Community College and plan to enroll in an English, math or reading intensive course are required to take an assessment test. This test will assess reading, writing and math skills and provide valuable information to be used when selecting classes.

Students who meet one of the following criteria and can provide documentation may be exempt from taking the assessment.

The criteria are:

- The student has a college degree.
- The student has passed college level English, math and reading intensive classes with a grade of C (2.00) or better.
- The student has been assessed within the last three years.

Testing must be completed before registration will be permitted. Schedules of test dates and times are available in the ICC class schedule, on the website, and from the Counseling and Career Center.

Assessment for Students with Disabilities

Itasca Community College will provide accommodations to meet the needs of all qualified students with disabilities when they take their Assessment Test. Students requesting this service

should contact the Office for Students with Disabilities prior to assessing.

Placement for Success

Itasca Community College is an “open door” institution. This philosophy allows all individuals, regardless of prior academic preparation, the opportunity to advance their education.

One essential component of student success in college is accurate course placement. Assessment test scores in reading, writing and mathematics are used to determine which courses a student should take at Itasca. All students taking the college assessment test are required to complete the recommended developmental education courses which apply to their chosen college program before enrolling in the college-level courses which have particular skill level prerequisites.

Developmental courses at ICC are not intended for transfer; credits earned in these courses will not meet distribution or elective requirements for graduation. However, if students placed in developmental-level courses work to develop skills and pass these courses successfully, they will be prepared to succeed in college-level coursework.

REGISTRATION

Registration Procedures

A registration period is a time each semester when students, with a counselor’s aid, plan their class schedule. The registration period for each semester is outlined in the ICC academic calendar. Registration consists of the following:

- Assessment (testing readiness in reading, writing and mathematics).
- Program planning and approval of the schedule with a counselor.
- Recording of the class schedule with the Admissions/Records Office.
- Payment of fees.

Note: Most current or returning students may register online.

Prospective students are advised to start planning early in order to get the necessary records and transcripts to the college before registration.

Students who attend Itasca with the expectation of transferring later to another college should consult the bulletin of the senior college to determine the prerequisites for studies in the major areas of interest. A student who is planning to transfer should confer with a counselor and plan the entire curricular program at the beginning of the freshman year.

Registration Assistance

All students have an opportunity to discuss their academic plan with a counselor during a registration period prior to the beginning of each semester. During this time, a professional counselor is available to assist students in reviewing their academic background, interest and goals, and in making appropriate immediate and long-range plans.

The wide variety of programs, courses and other opportunities at Itasca reflects the diversity of student backgrounds, interests and aspirations. Counselors are available to assist students in initial college orientation and in periodic reviews of progress and plans. Prospective students are invited to make an appointment with a counselor in the Counseling and Career Center.

Late Registration

Students may not enroll after the seventh day of classes. Students who enroll after the first day of classes will be required to make up all missed class work.

Late Registration Fee

Students who have not made arrangement for payment of tuition and fees within the first 30 days of the semester will be assessed a \$30 late fee.

Changes in Registration

Students may make changes in their course schedules (drops and adds) during the first seven days of the semester. Condensed courses are subject to specific application and registration deadlines as determined by the college. A copy of the policy is available in the Admissions/Records Office.

Dropped classes do not appear on a student's transcripts. Refunds are given for partial reductions in credit load through the seventh day of the semester. Students who totally withdraw from classes are awarded a refund based on the schedule established by Minnesota State Colleges and Universities (MnSCU); see page 13. All changes in registration must be processed by the Admissions/Records Office.

Program Changes and Withdrawals

Program changes and withdrawals may be made in the Admissions/Records Office after consulting a counselor according to the following regulations:

Adding a Course

During the first seven days of a semester a student may add a course after obtaining approval from a counselor and completing registration in the Admissions/Records Office.

Withdrawal from a Course

If a student drops a course during the first seven days of a semester, the drop will be classified as a registration adjustment, and the course will not be recorded on the student's permanent record. Adjustments to the student's schedule will be processed in the Admissions/Records Office.

If a student withdraws from a course after the first seven days but before the normal withdrawal deadline of the semester, a grade of W will be recorded. No withdrawals from a course may be made after that time. A course that is not officially dropped through the Admissions/Records Office will be recorded on the student's permanent record with a grade of F.

Withdrawal from College

A student who wishes to withdraw from college is required to do so officially by signing the proper forms in the Admissions/Records Office. Failure to comply with this regulation may deprive the student of refund privileges. If a student totally withdraws during the first seven class days, no grades will be recorded on the student's permanent record. A total withdrawal from the college after the first seven class days but before the normal withdrawal deadline of the semester will result in recorded grades of W.

COLLEGE COSTS

Application Fee

An application fee of \$20 is charged for each applicant upon the student's first registration with the college. This fee is non-refundable and is non-recurring.

Tuition

Tuition for a semester is based upon the number of credit hours a student takes. Tuition charges per credit are the same for day, evening or summer session courses. Auditing courses requires the same payment as courses taken for credit. Tuition is subject to change on an annual basis. Tuition for 2004-05 is \$118.45 per semester credit for resident students; the tuition amount will vary for non-Minnesota residents.

Schedule of Fees

The schedule for fees is established by the Minnesota State Colleges and Universities Board of Trustees and is subject to change each academic year.

Senior Citizen Fee

Senior citizens aged 62 and above enrolled for credit will be charged an estimated administrative fee of \$29.75 per semester credit. This registration procedure is based on space availability after all tuition-paying students have been accommodated.

Special Fees

Note: The dollar amounts of the below-listed fees are for 2004-05.

Student Activity Fee. A \$5.75 per credit fee is assessed to provide students the opportunity to participate in a variety of student life activities and experiences.

Technology Fee. An \$8 per credit fee is assessed to advance the technological status of the campus. This includes acquisition of computer hardware, software and other equipment to enhance student learning.

Minnesota State College Student Association Fee. A 28¢ per credit fee is collected from each student each semester, regardless of the number of credits taken. The fee is forwarded to the Minnesota Community College Student Association.

Parking Fee. A \$1 per credit fee is assessed to fund capital improvement projects relating to campus accessibility and parking.

Music Fee. Students who enroll for individual music instruction for credit (applied music) will be charged \$190 per class. This fee is in addition to the regular tuition.

Physical Education Fees. Special course fees may be required for some physical education classes to help pay for usage of off-campus sites.

The college reserves the right to establish additional special fees for certain courses as necessary.

Estimate of Costs

Based on the preceding information, students may compute tuition and fees for the semester and the year. Books and supplies are additional, and costs vary for each student each semester. The national average cost for books and supplies for a full-time student is approximately \$450 per school year. This may vary depending on the student's programs and credit loads.

Appeal for Waiver of Tuition

Itasca Community College's administrative team will waive tuition amounts due to the college for a variety of reasons, such as benefits provided to employees in bargaining agreements, significant personal circumstances, and college errors. Forms for Appeal for Waiver of Tuition can be requested from the office of the Dean of Academic Affairs. Guidelines for "significant personal circumstances" are available to all students.

Tuition Rates for Students from Reciprocity States

For information on reciprocity or reduced tuition rates for students from Wisconsin, North Dakota, South Dakota, Kansas, Michigan, Missouri and Nebraska see page 7.

Payment of Fees

Tuition and fees are paid each semester. Registration is complete only after the student has paid tuition and fees in full. Tuition is due and payable at the time of registration or before the first class day. A \$30 late fee will be applied to a student's account after October 1 (fall semester) and after February 1 (spring semester) if the account has not been paid in full or a payment plan/deferment has not been approved by the college to extend the due date. The fee will also be applied if the terms of a payment plan are not met. A \$20 fee will be charged once each semester to establish a payment plan or deferment of tuition and fees. Students who have not paid or made arrangements to pay tuition by the day prior to the first day of classes may be dropped from their classes for non-payment.

If payment is to be made by a public agency, arrangements must be completed at the Business Office before the first class day.

Students who register for classes but who do not attend those classes and who neglect to follow the proper procedures for withdrawing from college are still responsible for payment of their tuition and fees or a percentage of them.

Refunds for Withdrawal

Total Withdrawal

Students who totally withdraw from the college after formal notification to the Admissions/Records Office are allowed a refund of fees as follows:

Regular Academic Year

Prior to the first instructional day	100%
Up to and including 7th instructional day	100%
8th through 10th instructional day	75%
11th through 15th instructional day	50%
16th through 20th instructional day	25%
After the 20th instructional day	None

Note: The above refund percentages are in effect for 2004-05 and are subject to change.

Summer Session

Refund percentages for summer session are different than academic year rates.

Prior to the first instructional day	100%
Up to and including 5th instructional day	100%

6th through 10th instructional day	50%
After the 10th instructional day	None

Students should contact the Admissions/Records Office for withdraw policy/refunds for immersion and hybrid block scheduling, early end/late start classes, and short session classes.

Partial Withdrawal

Refunds are not given for students who drop a portion of their total credit load or for those who exchange classes for courses which give fewer semester hours of credit. If students’ course schedules are reduced for the convenience of the college, as in the cancellation of classes for insufficient enrollment, the tuition shall be adjusted without penalty.

Note: A full refund of tuition and fees shall be made in the case of death or injury and illness requiring extensive hospital and/or convalescent care which prohibit return to classes within the calendar semester. A doctor’s statement may be required by college officials before a refund will be granted.

Credits and Refunds When Entering the Armed Forces

The granting of credit and refund to a student who is enrolled at Itasca and who leaves the college to join the Armed Forces of the United States shall be handled as follows:

- If a student leaves prior to the time when three-fourths of the sessions have elapsed, a full refund of tuition and special fees will be made, but no credit will be granted.
- If a student leaves during the last one-fourth of the session, the student shall receive full credit for the courses enrolled in if doing satisfactory work. If granted full credit in all courses, no refund of tuition and special fees will be made.
- If a student leaves during the last one-fourth of the session and if credit is granted in some courses and not in others, the refund of tuition and special fees will be proportional to the amount of credit not granted.

Withholding Diplomas and Transcripts of Credits

The college may withhold issuing diplomas and transcripts to a student until all money due the college has been paid, with the exception of loans scheduled to mature at a future date. A student with unpaid college financial obligations will not be permitted to register for subsequent semesters until the obligation has been met or arrangements have been made to pay.

FINANCIAL AID

The Financial Aid Office at Itasca Community College administers over \$4.5 million annually in financial assistance to students. Grant, scholarship, loan and employment programs are available from federal, state, college and private sources. A

student is generally awarded one or more types of financial aid in a “package” designed to meet documented needs and special circumstances. Since funds for some programs are limited, early application is very important. Priority for funds will be given to students whose financial aid files are complete by May 1. For more information, visit our website at www.itascacc.edu and click on “Financing Your Education,” or call the Financial Aid Office at 1-800-996-6422, ext. 4467.

How to Apply

Apply for admission to Itasca Community College.

As soon after January 1 as your federal taxes are completed, file an online “Free Application for Federal Student Aid” (FAFSA) at www.fafsa.ed.gov/. (A paper FAFSA application is also available from ICC or the high school counseling office.) Be sure to have the results sent to Itasca Community College – code 002356. This is the required application for students interested in grants, loans and work-study. Returning students may complete a simplified “Renewal FAFSA” on the web. Families with unusual circumstances should contact the Financial Aid Office to set up an appointment to discuss their situation.

Additional paper applications are needed for scholarships, Indian aid, child care grants and part-time grants. Students should contact the ICC Financial Aid Office for application forms and for help in completing the forms.

Types of Financial Aid

Financial aid programs administered by the college include: Federal Pell Grants, Federal Supplemental Opportunity Grants (SEOG), Federal and State Work-Study, Federal Perkins Loans, Federal Stafford Loans and PLUS (Parent) Loans, SELF Loans, Minnesota State Grants, Post-Secondary Child Care Grants, ICC Scholarships, and Blandin Foundation Programs (Education Grant, Opportunity Grant, Part-Time Grant, Work Program, and Cooperative Education Program). The college also administers Alliss Grants for older students returning to school for their first class.

Other sources of funding through outside agencies include but are not limited to: Veterans’ Benefits, State Indian Scholarships and Tribal Grants, Rehabilitation Services Grants, and Workforce Investment Act (WIA) Grants.

ICC Scholarships and Awards

All students attending Itasca Community College are eligible to apply for scholarships that are made available through funding by the following sources:

- Itasca Community College.
- The ICC Foundation.

- The ICC Endowment Program from interest earned on invested funds.
- Community residents, organizations and businesses.

Application materials are available January 15 by contacting the college or by printing off the college web page (www.itascacc.edu). Students complete a single application that allows consideration for multiple scholarships. Eligibility criteria vary – most require full-time attendance and have minimum academic requirements, some are linked to field of study, and some require that the student have “financial need.” The application deadline is March 1.

Payment of Financial Aid

Financial aid is applied to student accounts after the seven-day drop/add period. Excess aid checks are then available in the Business Office or sent to students. Tuition and fee payments are deferred for financial aid recipients until the scheduled disbursement date.

Conditions of Financial Aid

Students must be making “Satisfactory Academic Progress” toward their diploma or degree to continue to be enrolled at ICC and receive financial aid. The following is a brief description of the conditions. (A copy of the complete policy is available on the college web page at www.itascacc.edu or in the Backes Student Center.)

- Credit completion requirement – students must complete at least 66% of cumulative attempted credits at ICC.
- Cumulative grade point average (GPA) requirement:

1–30 credits	1.50
31–45 credits	1.75
46+ credits	2.00
- Maximum time frame requirement – students may continue to receive financial aid through attempting 150% of the credits required for their diploma or degree.

Students not achieving “Satisfactory Academic Progress” will be suspended from college for two consecutive semesters (not including summer session) following spring semester. Students with extraordinary circumstances, such as personal, medical, transportation, child care, financial, or death of a relative, may appeal the decision using a form available in the ICC Records/Admissions Office.

Return of Financial Aid

Federal regulations now require that students return a portion of their federal financial aid if they totally withdraw or stop attending all classes on or before 60% of the term is completed. Withdrawal before the 60% point means that students have not earned all of the aid they were paid. For students receiving state

financial aid funding, Minnesota Higher Education Services Office policies will apply. Examples of these repayment calculations are available upon request from the ICC Financial Aid Office.

TRANSFER INFORMATION

Minnesota’s public colleges and universities are working to make transfer easier. Students can help by planning ahead, asking questions and using pathways created by transfer agreements.

Some of the services and policies that will make it easier to plan progress and prevent loss of time and credits are:

- The creation of the website mntransfer.org, an online tool assisting students with a wide range of transfer needs.
- Help from the campus transfer specialist. (See the Career and Counseling Center for ICC’s transfer specialist.)
- Written Intersystem Agreements for:
 - transfer of general education or the Associate in Arts degree.
 - early application/admission to a four-year college or university.
 - courses to take for transfer in key areas such as Engineering and Nursing.
- Clearly stated criteria for admission to the major/institution selected.
- Clear policies stating what kinds of courses a college or university will accept for transfer.
- A transfer appeals process on every campus.

Facts About Transfer of Credits

The receiving college or university decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both the originating and receiving institutions can affect the transfer of credits a student earns.

Based on an evaluation, institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content and level.

Not everything that transfers will help a student graduate. Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses and prerequisites, and electives. The key question is, “Will the student’s credits fulfill requirements of the degree or program chosen?”

A student changing a career goal or major might not be able to complete all degree requirements within the usual number of graduation credits.

Preparing for Transfer

A student currently enrolled in a college or university should:

- Tell the campus transfer specialist about education plans.

Find out who can help select courses that will transfer.

- Visit the college's website, visit the intended transfer college, and pick up a college catalog and a transfer brochure.

• Call the intended transfer college. Find out what admissions criteria are for the institution/major. Request transfer application materials. Find out what materials (e.g., portfolio, transcripts, test scores) may be required for admission. Ask whether there is a deadline for all materials to be submitted. If information about financial aid is needed, find out how to apply and by what date.

• Make an appointment to talk with an adviser/counselor in the college or intended program. Ask about course transfer and admission criteria. Prepare for this meeting by reading catalog information about the specific major or area of interest.

Students who have been out of college for awhile should meet with an admissions officer at the intended transfer college to plan the necessary steps.

Applying for Transfer Admission

A student should follow these steps when applying for transfer admission:

• Application for admission is always the first step in transferring. Fill out the application online or by mail as early as possible prior to the deadline. Send or enclose the application fee.

• Request that official transcripts be sent from every institution attended. Students may be required to provide a high school transcript or GED test scores as well. These transcripts must be sent from one institution to another, not to the student.

• Recheck to be certain the college or university is supplied with all the necessary paperwork. Most colleges make no decisions until all required documents are in the student's files.

• Students who have heard nothing from the intended college of transfer after one month should call to check on the status of the application.

• After notification of acceptance for admission to the college, student credits will be evaluated for transfer. At a minimum, a written evaluation should explain which courses transfer and which do not. How courses specifically meet degree requirements may not be decided until the student arrives for orientation or has chosen a major. For questions about the evaluation, call the Office of Admissions and ask to speak with a credit evaluator. Ask why judgments were made about specific courses. Many concerns can be cleared up if the student understands why decisions were made; if not satisfied, an appeal can be made. See "Rights as a Transfer Student," which follows.

Rights as a Transfer Student

Transfer students are entitled to:

- A clear, understandable statement of an institution's transfer policy.

- A fair credit review and an explanation of why credits were or were not accepted.

- A copy of the formal appeals process. The usual appeal steps are:

- the student fills out an appeals form. Supplemental information (syllabus or course description) can help.

- a department or committee will review.

- the student receives, in writing, the outcome of the appeal.

- the student can appeal the decision to the college dean or other person in authority.

- A review of eligibility for financial aid or scholarships.

For help with transfer questions or problems, see a transfer specialist on campus.

Credit Transfer Guarantee

Itasca Community College guarantees to those students completing an AA degree the transfer of credits to any four year college or university within MnSCU (Bemidji, Mankato, Moorhead, St. Cloud, Metropolitan, Southwest and Winona).

Credit transfer is also guaranteed for courses included on transfer guidesheets and manuals found in Itasca's Counseling and Career Center. This includes the University of Minnesota (Minneapolis, St. Paul and Duluth campuses) for the College of Agriculture, Biological Science, Education, Liberal Arts, Carlson School of Management and the Institute of Technology. Other schools included in this guarantee (for a variety of programs) are the University of North Dakota, College of St. Scholastica, Northwestern College and the University of Wisconsin (Stout and Stevens Point).

If Itasca credits do not transfer to these schools within two years of graduation, the student may take an equivalent number of credits at Itasca free of charge. Guaranteed credit transfer agreements are available through the ICC Counseling and Career Center. This guarantee is limited to those students with a signed agreement.

STUDENT AFFAIRS

STUDENT RIGHTS AND RESPONSIBILITIES

The role of Itasca students as members of the college community is defined in the section on Student Policies in the student academic planner. ICC has adopted a policy which gives students, through their student government, the right to present their views and make written recommendations in decisions that affect them. At Itasca, the Student Association is the governing body for the students.

Itasca expects its students to respect the rights and property of the college community and its students, and to know and observe federal, state and local laws. Students violating any of the above can expect to be dealt with by campus officials and/or civil authorities.

Conversely, students who feel that they have been dealt with unfairly are provided with a process whereby their complaints or grievances can be heard. In the event of expulsion or suspension resulting from a college-related situation, the student may request a hearing which will be conducted pursuant to Minnesota Stat. 15.051 subd.3. The grievance procedure is outlined in detail in the student academic planner.

STUDENT POLICIES

Student Records Policy

The following is an explanation of state policies and local procedures regarding student official records and their collection, security and dissemination.

Confidentiality of Student Records

The Federal Family Education Rights and Privacy Act (FERPA) of 1974 and the Minnesota State Statutes and Regulations provide for the collection, security, dissemination and confidential classification of student records. Besides classroom academic papers, students enrolled in the college are required by various offices such as Business, Counseling, Financial Aid, Admissions/Records, and Community Services to supply information necessary for services to be rendered to the student. The college gives assurance that student information will be safeguarded against improper disclosure as indicated in this policy.

Public (Directory) Information

This data is accessible to any member of the public for any review:

- Name of student.
- Dates of attendance.

- Graduation or certification.
- Statistical information that does not specifically identify the student.
- Field of study.
- Student public performance records (such as athletic statistics).
- Student employment records.

No directory or other list of students will be released to commercial agencies. A student may make a written request at any time that public information not be released without his/her written permission. Itasca Community College will comply with the Solomon Amendment, which allows for the release of student information to the Department of Defense.

Private Information

Private information may be released by the college offices listed in this policy to students requesting information about themselves, to appropriate college personnel, to Minnesota State Colleges and Universities (MnSCU) system office personnel who have a legitimate interest, to federal and state higher education agencies, and by court order, if necessary to protect the health and safety of the student or other persons. Private information cannot be released to other persons/agencies unless written authorization is received from the student.

Private information includes the following:

- Address and phone number of the student.
- Academic information, including transcripts, grades and test results.
- Recommendation information.
- Evaluations.
- Profile information which identifies individuals.
- Student financial aid records and other financial information.
- Background information including behavior, performance and traits.
- Counselor records.
- Other personal information not listed in this policy.

Confidential Information

Students asked to supply private or confidential data shall be informed of the intended purpose and use of the data. Students must be informed of any legally required data and the consequences of refusing to supply private or confidential data, unless such information is required by state or federal agencies.

The following confidential information is available only to individuals or agencies authorized by law to gain access:

- Investigation information collected for the purpose of active or pending legal action.
- Investigation information collected for the purpose of anticipated suspension or expulsion of students by the college for disciplinary reasons, prior to the formal action.
- Legal counsel data.
- Financial records and statements of the parents of a student (these records are accessible to parents).

Subpoena Information

All student information records may be subject to subpoena. The Dean of Academic Affairs, assisted by legal counsel, shall be responsible for the release of student information subject to subpoena.

Procedure for Student Review

Students have the right to review, without charge, all private or public data on themselves collected by the college and to be told what data is maintained. Requests to review data must be made in writing to the Dean of Academic Affairs. Copies of public or private college-initiated data may be provided at cost.

Students may file a request in the Admissions/Records Office to have any or all of their directory information treated as private data.

Students may, in writing, contest the accuracy or completeness of public or private data. The college shall respond in writing with their findings. If the college approves the requested change in information, it shall correct the data found to be in error, and shall attempt to notify past recipients when the error was college-initiated. The student may appeal any determination of the college through the appropriate appeal procedures.

Alcohol and Drugs

Itasca Community College is committed to a standard of student and staff conduct that prohibits the unlawful possession, use or distribution of alcohol or other drugs at any college-sponsored activity or event, on or off campus. The college will impose administrative and legal sanctions on those who violate this policy as outlined in the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 Prohibited Drugs, 340A Liquor Act, and 624.71 Liquors in Certain Buildings or Grounds.

Conceal and Carry Policy

The “conceal and carry” law is officially known as the Minnesota Citizens’ Personal Protection Act of 2003, Minnesota Statutes section 624.714 (“MCPA”). The section of the law most directly

affecting the Minnesota State Colleges and Universities (MnSCU) system states:

Subd. 18 [Employers; Public Colleges and Universities.]

(a) An employer, whether public or private, may establish policies that restrict the carry or possession of firearms by its employees, while acting in the course and scope of employment. Employment-related civil sanctions may be invoked for a violation.

(b) A public postsecondary institution regulated under chapter 136F or 137 may establish policies that restrict the carry or possession of firearms by its students while on the institution’s property. Academic sanctions may be invoked for a violation.

(c) Notwithstanding paragraphs (a) and (b), an employer or a postsecondary institution may not prohibit the lawful carry or possession of firearms in a parking facility or parking area.

Tobacco

On August 1, 1975, Chpt. 211, Session Laws of 1975, known as the Minnesota Clean Indoor Air Act, became effective. The act prohibits smoking and use of tobacco in public places and at public meetings except in designated smoking areas. This law has been interpreted to apply to community colleges as follows: “Smoking and use of tobacco will no longer be permitted in any college building used by the public or serving as a place of work. This applies to classrooms, halls, cafeterias, lounges, auditoriums, reception areas, bathrooms, building entrances and any portion of college buildings.” All areas inside the campus buildings shall be considered “Tobacco Free” areas. Designated outdoor smoking shelters are located around campus. Concerns regarding the clean air policies should be brought to the Provost.

Off Campus Conduct

Students who violate a local ordinance or state law risk the legal penalties prescribed by civil authorities. The college need not concern itself with every violation. Nevertheless, the college may take disciplinary action against students for off campus behavior, following the procedures of the code of conduct of the college.

Non Discrimination

Itasca Community College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission.

The initial point of contact is the Itasca Provost’s Administrative Secretary (Cricket Guyer, 218-327-4200V/TTY) in 107 Administration Building. Itasca also shares in the services of the Regional Diversity Director/Investigator; contact Sheila DePre at 218-279-2682.

For a listing of Itasca's harassment and human rights officers, refer to the ICC website (www.itascacc.edu).

Sexual Harassment

Itasca Community College is committed to ensuring an educational and employment environment free of sexual harassment, sexual violence, or harassment based on sexual orientation. All members of the college are expected to report incidents of sexual harassment, sexual violence or assault, or harassment based on gender or sexual orientation. Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended in 1972 (42 U.S.C. S 2000e. et. seq.), the Minnesota Human Rights Law 363.03 subdivision 51, and Title IX of the Educational Amendments (20 U.S.C. 1681, et. seq.) and is punishable under both federal and state laws.

Itasca Community College regards sexual harassment of others by employees or students on the campus as unacceptable behavior which is just cause for disciplinary action. It is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972 (42 U.S.C.S 2000e, et. seq.), the Minnesota Human Rights Law 363.03 subdivision 51, and Title IX of the Education Amendments (20 U.S.C. 1681, et. seq.) and is punishable under both federal and state laws.

STUDENT SERVICES

Itasca Community College is committed to providing its students with the opportunity for intellectual and social growth. Student services and the activities program are designed to meet the unique needs of students and to provide an environment for growth.

Academic Resource Center

Library

218-327-4167v/TTY

Itasca offers learning opportunities for students through the Academic Resource Center. Faculty and staff are available to help assess learning needs or difficulties. Through small group or individualized instructional arrangements, a student can receive assistance in developing new competencies in skill areas such as reading, studying, vocabulary development, basic mathematics and testing. In addition, free tutoring or study groups are offered for most courses.

Admissions/Records Office

108 Backes Student Center

218-327-4468

This office is responsible for the process of admitting students to the college, maintaining academic records and final student grade reports. Students may request transcripts and forms for grading options, independent study and petitions in this office.

Bookstore

10 Backes Student Center

218-327-4473

The bookstore supplies books required to complete coursework. New and used books, plus a large variety of sundry items, are available to meet school and personal needs. All student payroll checks are also issued through this office.

Bulletin Boards

Student bulletin boards in each of the buildings may be used for advertising Itasca activities. Posters advertising non-campus activities require prior approval from the Student Services Assistant in 105 Backes Student Center. Bulletin boards are placed throughout the campus and are to be used only for purposes indicated.

Business Office

109 Backes Student Center

218-327-4466

Tuition and fees due the college are paid at the Business Office. Checks should be made payable to Itasca Community College. All financial aid checks are issued through this office. The Director of Finance and Facilities is responsible for this process.

Bus Service

A bus service provides low-cost transportation between the campus and several nearby communities each day college is in session. The service is available from Arrowhead Transit by calling 218-326-3505 or 1-800-642-6143.

Child Care Center

Child Care Building

218-327-4478

Head Start is a comprehensive program designed to foster the healthy development of young children from income-eligible families. Head Start provides children with daily nutritious meals and many opportunities for social, emotional and intellectual growth that can prepare them for success in school and in life. This program also connects children to a healthcare source and provides vital support services to their families.

Computer Labs

Director of Computer Services

115A Donovan Hall

218-327-4347

Itasca has several computer labs available for student use in addition to the mini-labs that exist in various departments. The main lab is located in the Backes Student Center with 24 computers and a laser printer. Another lab located in 115 Donovan Hall features 36 PC compatible computers, a scanner and high speed laser printers. This lab is often used for instructional purposes, but is available as an overflow lab for student use. A smaller 10-

station lab is located in the Library. The two computer labs in Davies Hall are teaching labs. All labs are networked and equipped with Windows XP, Office 2003, Internet Browsers and other various software packages. The main computer lab is open Monday-Thursday evenings until 9 p.m., Fridays until 5 p.m. and closed Saturdays. Students needing access to computers on Saturdays should use the lab in the Library.

Consumer Information

Prospective/current students and staff can secure the following information by request to the Director of Enrollment Services or in the College Center Information Area on campus: the Campus Security Report (also in the student handbook and on the college website); Completion/Graduation and Transfer Out Rates; and Athletic Program Participation Rates and Financial Support.

Cooperative Education

Cooperative Education provides students the opportunity to integrate academic study with work experience related to their college majors and/or career interests. Co-op students more easily see the relationship between the “world of the classroom” and the “world of work” because they get a head start in choosing an appropriate career and learning what it is like to work in a particular field.

Counseling and Career Center

107 Backes Student Center
218-327-4467

Counseling is an integral part of a student’s program at Itasca. All students have the opportunity to discuss vocational, educational, personal and career interests and goals with a counselor. Other counseling services include academic advising in the areas of course selection, study skills, goal-setting and motivation. A counselor is available by appointment or on a drop-in basis during the day and on selected evenings (see the ICC Weekly Newsletter). The center also offers resources for students wishing to explore career options, interests and qualifications, including many college catalogs from Minnesota and other states.

Crisis Team

105 Backes Student Center
218-327-4461

The Crisis Team at Itasca Community College is committed to providing students, faculty and staff with information, support and counseling to both prevent and assist in dealing with crisis situations. A crisis can be defined as any college or non-college event that disrupts normal campus life. Examples include physical assault, death, hostage situation, suicide, bomb threat, hazardous materials exposure, fire, terrorism, rape, stalking and national tragedy.

Enrollment Services

16 Backes Student Center
218-327-4464

Individuals interested in attending Itasca may contact the Enrollment Services Director for up-to-date information on college programs, requirements, transfer agreements and enrollment procedures. Potential students may arrange for a tour of the campus, class visits and an appointment with a counselor or faculty member by contacting this office.

Financial Aid Office

107 Backes Student Center
218-327-4467

The primary function of the Financial Aid Office is to help students obtain financial assistance in the form of grants and scholarships, loans, and student employment to enable them to further their education. Financial aid is available to eligible full- and part-time students.

Food Service

Backes Student Center, Upper Level
218-327-4221

The college cafeteria serves breakfast and hot lunches and snacks. After-hour snacks can be obtained from vending machines located around campus and at the west end of the cafeteria. Prepaid meal plan options are available; contact the cafeteria for information.

Housing

104 Backes Student Center
218-327-4716

Assistance is available to students who desire help in locating suitable housing. Student housing immediately adjacent to the campus includes Wannigan Apartments. A current list of private residential housing is available, but Itasca does not assume responsibility for approval of these facilities. On campus, Wenger Hall offers housing for 33 engineering students.

Identification (ID)/Library Card

105 Backes Student Center
218-327-4461

Identification cards for both students and staff members are available from the Student Services Assistant in the Backes Student Center. The card may be used for free or reduced-price admission to college-sponsored activities and also serves as an ICC Library Card.

Information Center

104 Backes Student Center
218-327-4460v/TTY

The Information Center, located at the entrance to the Backes Student Center, is the central communication source for students and visitors with questions about any campus activity or the

location of classrooms and college offices. Requests to use the college's physical facilities are also made to this office.

Insurance

105 Backes Student Center

218-327-4461

Information on student health and accident insurance rates and application forms can be obtained from the Student Services Assistant.

Job Assistance

Financial Aid Assistant Director

107 Backes Student Center

218-327-4467

Listings of local part-time job opportunities are posted outside the Financial Aid Office and at other locations on campus.

Library

Located in the Media Center

Open to public use/library card (free) required.

218-327-4472

Located in the Media Center, the Library is open Monday through Thursday from 8 a.m.-8 p.m.; 8 a.m.-4:30 p.m. on Friday; and 10 a.m. - 3 p.m. on Saturday during the academic year. It is closed on Sundays and holidays with hours varying in the summer and during breaks. The Library is a vital part of the instructional program. Books, periodicals, audio-visual materials and electronic resources are available for student, faculty, staff and community use. These collections are supplemented by the MINITEX Interlibrary Loan Program linked with other Minnesota State Colleges and Universities. A Library faculty member is available to assist with information needs and instruction. The Library has several spaces available for individual and group work, conferences, AV previewing and computing. Contact the Library for assistance in placing instructional materials on reserve or obtaining AV equipment.

Newsletter

104 Backes Student Center

218-327-4600v/TTY

The student/staff weekly newsletter is the primary means of communication with the student body and is published electronically. Access is available on the desktop of any campus computer and on the college website at www.itascacc.edu/news. Persons who have news items they would like included should email Darla Millard (dmillard@itascacc.edu) or drop off a hard copy at the Information Center. Unless otherwise notified, the submission deadline is Thursday noon of each week.

Office for Students with Disabilities

Library

218-327-4167v/TTY

Itasca Community College complies fully with the provisions of Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) which mandates equal opportunity for qualified physically or learning disabled persons in education programs. Students with any of the following documented disabilities may be eligible to receive accommodations and services: vision, coordination, learning disabilities, hearing, systemic (e.g., epilepsy, diabetes, cancer), psychiatric, mobility, speech, traumatic brain injuries and other disability conditions (temporary or chronic). Accommodations and/or services for students with disabilities are available through the Office for Students with Disabilities. Services include assistance with application and registration procedures, career and academic counseling, auxiliary aids and adaptive equipment, classroom and testing accommodations, advocacy, accessibility information and referrals to community agencies. It is the responsibility of students with physical and learning disabilities to request services or accommodations. All information is confidential.

Office of Multicultural Student Affairs

106 Donovan Hall

218-327-4491

This office provides a unique program of support for students identifying themselves as having American Indian ancestry or as students of color. Some of the services are academic advising, tutoring, financial aid application assistance, mentoring, advancing relevant curriculum and advocacy with faculty and staff. Minority services staff advise two campus student organizations: O-Gitch-I-Dah (ICC American Indian Student organization) and the ICC Minority Club. Both groups strive to provide peer support and share cultural perspectives.

Online Services for Students

Through the Minnesota State Colleges and Universities (MnSCU) e-Services link, students can access online services that include registering for classes as well as checking grades, financial aid information, tuition charges and completed course grade history. Students with questions regarding e-Services may contact the ICC Admissions/Records Office. Itasca offers students additional online services such as NetMail, a campus email account used as Itasca's official form of communication with each student, and Desire2Learn, an online course delivery system with optional features such as course syllabi, message centers, assignment postings, readings and online testing. For more information about any of these online services, go to <http://iccstudent.itascacc.edu>.

Parking

Parking is available in the student and visitor parking lots. All students who register at Itasca will be assessed a facility/parking

fee of \$1 per credit. Parking for persons with disabilities is available in designated areas. Information on specialized parking needs is available in the Office for Students with Disabilities located in the Library.

Residence/Student Life Office

17 Backes Student Center
218-327-4280

The Residence/Student Life Office works with the Student Life committee to develop and monitor budgets and propose policies and procedures for the allocation of revenues funded by the student life/activities fee. The Residence/Student Life Director lives on campus and has direct supervision of all students living on campus.

Stipends for Leadership Recognition

Itasca Community College will award student leadership stipends and/or tuition waivers through the input of the entire college community. The Student Association president may apply for a tuition waiver of up to eight credits per semester. Selection of student leaders for recognition will be made by a committee comprised mainly of student representatives from various campus organizations. Recognition awards will not exceed a maximum of four credits. Criteria for nomination will include the demonstration of leadership skills that have enhanced the student experience and the entire college community. Watch the weekly newsletter during spring semester for more information.

Student Support Services

107 Donovan Hall
218-327-4474v/TTY

The Student Support Services program assists students who are low income, first generation college students or students with disabilities to achieve the same success in college as students who have more traditional support available to them. The core of the program is a free class, "Transition to College," in which students develop a plan for reaching their academic goals. Additional free services include counseling, tutoring, mentoring, other college courses, and social and cultural events.

Student Veterans Affairs

108 Backes Student Center
218-327-4468

Information on veterans personal, financial and educational questions may be obtained in the Admissions/Records Office.

Testing

Library
218-327-4273

Itasca Community College is an official General Educational Development (GED) testing center. The tests are high school equivalency examinations which are designed for persons 19 or older who have not completed high school. Age waivers may be

obtained for some 16- to 18-year-olds for special or unusual circumstances. Components of the test include English usage and essay writing, social studies, science, reading and mathematics. The Center also provides proctor services for external study program students, PPST for education majors, and ACT testing for high school juniors and seniors. Persons wishing to schedule a test may contact the Academic Resource Center in the Library.

STUDENT ACTIVITIES

Student activities at Itasca are planned to meet the needs of students attending the college. The activities program is designed to stimulate an appreciation of the arts, promote social growth and provide recreational skills for the college community. Intramural and intercollegiate athletics, speakers, plays, concerts, social affairs, publications and special interest organizations are available to all students.

Athletics (Intercollegiate)

Itasca Community College "Vikings" compete in a variety of intercollegiate sports for both women and men. Women participate in volleyball, basketball and softball. These teams, with membership in the Community College Conference, provide students with an opportunity to vie for state and national honors. Men participate in football, wrestling, baseball and basketball. These teams, with membership in the Community College Conference and the National Junior College Athletic Association, also have the opportunity to compete for both state and national honors. Physical examinations and proof of insurance are required of all participants in varsity athletics.

Athletics (Intramurals)

An intramural schedule supplements the intercollegiate athletic program and provides students with opportunities for participation in intramural activities. Students who are not involved in intercollegiate programs are encouraged to participate in these programs.

Clubs and Organizations

Several organizations are active at Itasca Community College each year. Groups such as Circle K, Student Ambassadors, O-Gitch-I-Dah, Panorama, and the Psychology Club are included in those recognized by the college. Students interested in forming a new club should contact the Residence/Student Life Director for information.

Global Education

Itasca Community College encourages students to expand their knowledge and understanding of the world through campus activities and international study abroad opportunities. ICC has an established 15-credit exchange program (one semester) with Svendborg College in Denmark as well as a two-week, three-

credit opportunity to travel and study in Europe. Both experiences are offered during the spring semesters.

Denmark Exchange Program

218-327-4461

The Itasca-Svendborg international exchange program became a reality in January 1998, when Itasca Community College and Svendborg College signed a 10-year partnership to provide reciprocity and mutual benefit for their campuses and the communities they serve. Students interested in participating in the spring semester exchange should contact the Student Services Assistant in 105 Backes Student Center.

Interactive Television (ITV)

The interactive television system provides state-of-the-art technology with fiberoptic hookups between ICC, Hibbing Community College and several area high schools. The system allows outlying areas to offer college level classes to residents within their communities.

Music

The Itasca Community College Choir is open to all students and staff, and performs for special events such as commencement. Students and community members are also encouraged to participate in the community orchestra, coordinated through the Itasca Orchestral Society.

Publications

Spring Thaw, a literary magazine published yearly at ICC, features creative works by students and adult residents of area communities. A committee critically examines submissions to determine pieces to be published.

Service Learning

Service Learning opportunities are available to students through a number of class offerings. Several programs offer service learning as part of their overall curriculum as well. For more information, contact the Dean of Academic Affairs.

Student Association

The Itasca Student Association is involved in the governing process of the college and coordinating and promoting campus activities. Students are elected to the Student Association by the student body.

Alumni Association

218-327-4378

Graduates of Itasca, former students, staff and others who are interested in the growth and development of the college are urged to become active in the ICC Alumni Association, a non-profit corporation. The association promotes a mutually beneficial

relationship with the college and its alumni.

FM Radio Station (KAXE)

Since its beginnings in Dailey Hall on the Itasca campus, KAXE FM Radio 91.7 has been a community-sponsored public radio station. In addition to being a community resource, the station has partnered with the college to offer internship opportunities for ICC students.

Fitness Center

Itasca has a well-equipped Fitness Center designed to meet the needs of a wide range of users. Many pieces of equipment are provided for increasing aerobic fitness. Weight training machines and free weights are also available. The Fitness Center is located in Mullins Hall.

TV Lounge

Itasca's TV lounge offers students a comfortable atmosphere to read the daily newspaper, watch a favorite television program or movie and enjoy a cup of coffee. The lounge is located next to the computer lab in the Backes Student Center.

YMCA

Itasca Community College students are eligible for discounted YMCA student memberships based upon the number of credits for which they are registered. These passes are purchased by the semester and are non-refundable. Memberships are sold at the Business Office for a limited time at the beginning of each semester.

ACADEMIC AND INSTRUCTIONAL INFORMATION

ACADEMIC POLICIES AND PROCEDURES

Attendance

Students are expected to attend all scheduled classes and are responsible for all work missed during absences. Absences should be discussed with the instructor.

Semester System

Itasca follows a semester calendar, with two academic terms scheduled between late August and late May. An eight-week summer term is scheduled in May through July. The calendar for the next academic year is published each January and available at the ICC Information Center.

Academic Credit

Normally, a one-contact-hour class taught in a lecture format carries one semester-hour of credit. A two-contact-hour class taught in a laboratory format carries one semester-hour of credit. Semester-hour credits can be changed into the equivalent number of quarter-hour credits by taking one-and-one-half times the number of semester-hour credits. Conversely, quarter-hour credits may be changed to semester-hour credits by taking two-thirds times the quarter-hour credits.

Normal Credit Load

The credit-hour load for full-time students ranges from 12 to 18 hours per semester. Students who wish to register for more than 21 credits must discuss their plans with a counselor and must submit an academic petition to the Dean of Academic Affairs.

Classification of Students

Full-time: A student who is enrolled for at least 12 credits.

Part-time: A student who is enrolled in at least one course for credit and carrying less than 12 credits.

Freshman: A student who has completed less than 28 semester credits at the time of registration.

Sophomore: A student who has completed 28 or more semester credits at the time of registration.

Special: A student who is not a candidate for a certificate or a degree and who is enrolled for seven or fewer credits in a semester.

Credit Award Alternatives

Independent Study

The purpose of independent study is to permit students to develop or expand an area of special interest beyond the course offerings at Itasca. Prior to registration, independent study plans must be submitted in writing to the administration on a special

form available from the Dean of Academic Affairs. Registration must be preceded by discussion with the supervising instructor in which the nature of the project, the number of credits to be awarded and the evaluation procedures to be used are defined. A student may earn one or four credits per independent study contract with a maximum of two independent study projects allowed for meeting graduation requirements. Besides tuition, a \$75 fee is assessed for each independent study.

Credit by Examination

Students currently enrolled at Itasca who have gained knowledge in certain fields through training or experience and who believe they have sufficient background normally gained through a regular course offered by this college may petition for an examination granting credit for the course. These examinations may take the form of a written test, an oral examination or some other demonstration of competency.

Forms to request credit by examination are available in the Admissions/Records Office. Requests, with instructor's consent, must be submitted prior to enrolling in the class. A student may earn a maximum of 10 credits through this option and will be permitted to test only once for each course. In sequential courses, no credit by examination will be granted when a student has earned credit in a more advanced course.

All credits earned through this procedure will be granted on a letter grade basis. They will be recorded on the student's official transcript clearly marked as "credit-by-exam." Courses numbered 8000 and above are exempt from the credit by examination option. A special fee of \$50 per credit is charged for the credit by examination option.

Advanced Placement (AP) Program

Students whose scores on the College Board Advanced Placement Examinations are rated 3, 4 or 5 will be considered for advanced placement and/or credit. Students who wish to apply for advanced placement should have their test results sent to the Admissions/Records Office.

International Baccalaureate (IB) Program

Students successfully completing the IB Higher Level Examinations with scores of 4, 5, 6 or 7 will be considered for advanced placement and/or credit. Diploma or certificate copies should be sent to the Admissions/Records Office. Credit granted through AP and IB programs may be used for partial fulfillment of the general education distribution requirements for the AA and AS degrees.

College Level Examination Program (CLEP)

The College Level Examination Program enables students to earn college credit by examination. Anyone may take CLEP tests to demonstrate college-level competency. A student interested in taking the CLEP exam should contact a CLEP testing center. Contact the ICC Testing Center for more information.

CLEP offers two types of standardized tests. The General Examinations are given in the areas of English composition, humanities, natural sciences, social sciences and history. A score that meets the ACE recommendation in the subject area will earn six college credits in each of those areas. A grade of P is recorded for these credits. The Subject Examinations, given in 47 specific subject areas, measure achievements in specific college courses and are used to grant exemption from and credit for those courses.

Credit or Waiver for Armed Services Training

Credit or waiver of credit will be authorized using "A Guide to the Evaluation of Educational Experiences in the Armed Services" after consultation with appropriate faculty members. These credits will be granted on a Pass (P) basis.

Maximum Credit Allowance for Credit Alternatives

Credits granted through AP, IB and CLEP may be used to complete up to two-thirds of the minimum requirements in each general education distribution area for the Associate in Arts degree. Students may earn a maximum of 16 credits through such testing.

Students intending to transfer to other institutions should be aware that the receiving institution determines the acceptability of AP, IB and CLEP credits; these institutions may have different regulations from those of Itasca. Contact the Counseling and Career Center for more information.

Grading System

Letter grades will be assigned in each course as an evaluation of student achievement. A student's overall progress is measured by the grade point average (GPA), which is determined by dividing the sum of the grade points earned in all letter-graded courses (A-F) by the sum of all credits earned in those courses. The following grading policy is used at Itasca:

Grade	Definition	Grade Points/Credit
A	Superior Achievement	4
B	Above Average Achievement	3
C	Average Achievement	2
D	Below Average Achievement	1
F	Inadequate Achievement	0
	(assigned to courses numbered 1000 or above)	

NC	No Credit; not figured in grade point average (may only be assigned to courses numbered below 1000 and to Competency Based Education courses)
P	Issued for work that is judged average (C) or above; not figured in grade point average

All grades A through F are used in determining the student's grade point average.

In addition to grades, the following symbols may be used:

I Incomplete is assigned only in exceptional circumstances and is a temporary grade. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. An I grade automatically becomes an F grade (or NC in the case of courses numbered below 1000) at the end of the next semester (not including summer sessions) if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date for the student.

V Visitor, or Auditor, to be declared only at the time of registration. Students requesting to audit a class pay regular tuition but are not required to complete written assignments or to take tests or examinations. No credit is received when a course is audited, and audited credits have no impact on a student's grade point average.

W Withdrawal from a course is granted only if the completed withdrawal takes place no later than the withdrawal deadline of the semester. The W should normally be student initiated. This action, with the exception of suspension or expulsion, should take place no later than the deadline for student initiated withdrawal and the student should be notified of the action. Under special circumstances a college may give a student a W.

X Continuation in another course or courses is indicated by an X on the transcript when grades cannot be determined until the full sequence of the courses is completed. Instructors submit letter grades for each transcribed X upon completion of the sequence.

Repeating a Course

Itasca Community College permits students to repeat their courses for the purpose of improving their letter grade. Both the old and new grades remain on the student's transcript, but only the new grade will be used to compute the student's grade point average. Classes taken originally for a letter grade must be repeated for a letter grade. Students must complete the appropriate form, available in the Admissions/Records Office, if they wish to repeat a course.

Satisfactory Academic Progress Policy

To earn a diploma, certificate or an associate degree from Itasca Community College, students must have a cumulative Grade Point Average (GPA) of 2.00 or better in college-level courses (numbered at the 1000 or 2000 level). Students are not making satisfactory academic progress whenever their cumulative GPA falls below 2.00 or their percent of cumulative credits earned is below 66 percent.

Qualitative Measure

Students are required to meet the minimum cumulative GPA requirements on the chart below. Grades of A, B, C, D and F will be included in the GPA calculation.

Cumulative Registered Credits	Minimum Required GPA
1-30 credits	1.50
31-45 credits	1.75
46+ credits	2.00

Quantitative Measure

Required Completion Percentage: Students are required to earn a minimum of 66 percent of cumulative registered credits. Formula: % earned = (cumulative earned credits/cumulative registered credits).

Maximum Time Frame (financial aid recipients): Students are expected to complete their diploma/certificate/degree within an acceptable period of time. Students may receive financial aid through attempting 150 percent of the required credits needed to complete their program.

Evaluation Period

If students have registered credits during an academic year (summer through the following spring), they will be evaluated at the end of spring term. Students are on a probation (warning) status any time their cumulative GPA is below 2.00 and/or their percent of cumulative credits earned is below 66 percent.

Academic Suspension: Failure to Meet Standards

Students will be sent a probation (warning) notice after fall term if their academic performance is below standards. Students will be suspended at the end of spring term if they are not meeting satisfactory academic progress criteria. However, the college may suspend a student immediately in the event of extraordinary circumstances (such as failure to fulfill conditions of an approved appeal or an attendance pattern that demonstrates abuse of financial aid).

Notification

Students will be notified in writing (by letter or email) of their probation or suspension. The notification will also include the process by which students may appeal for reinstatement.

Appeals

Students have the right to appeal their suspension based on unusual or extenuating circumstances that may have affected their progress (such as death of a relative, medical problems, personal problems, transportation or childcare). Students may request an appeal form from the ICC Admissions/Records Office. Appeals are reviewed by the Dean of Academic Affairs (or the Financial Aid Director for financial aid appeals only). Secondary appeals will be reviewed by the Student Appeals Committee.

Students who return after suspension shall remain on probation until their cumulative GPA is 2.00 or above and/or their completion rate reaches 66 percent.

Reinstatement

Students will be allowed to enroll and receive financial aid prior to one year elapsing IF 1) students have an approved appeal **OR** 2) students have met the minimum standards.

After a one-year period, students will be allowed to enroll but are not eligible for financial aid until they have met "Satisfactory Academic Progress" standards **OR** have an approved appeal.

A complete copy of Itasca's policy regarding Satisfactory Academic Progress is available from the Financial Aid/Counseling Office or on Itasca's website (www.itascacc.edu).

Other Academic Appeals

Students may appeal for exceptions to college procedures by obtaining a student petition form from the Admissions/Records Office, discussing the circumstances of the petition with an academic advisor and following the appropriate steps for each type of appeal.

Honors Students and Special Honors Lists

At the end of each semester, the college publishes a list of full-time students (those registered for at least 12 credits) who have earned a GPA of 3.25 or higher in all subjects taken during the semester. Students with a GPA of 4.00 are given special recognition.

INSTRUCTIONAL INFORMATION

Itasca Community College offers the Associate in Arts (AA) degree, the Associate in Science (AS) degree, the Associate in Applied Science (AAS) degree, Vocational Diplomas, Professional Certificates, and Certificates of Completion.

Educational Philosophy

Itasca Community College affirms its commitment to a broad and coherent foundation of general education fundamental to educational opportunity, individual enrichment and citizenship. Graduates will acquire the intellectual and practical essentials to create and adapt to our diverse society, now and in the future. These essentials include skills in the knowledge of:

- Communication
- Critical Thinking
- Information Technology
- Mathematical/Scientific Reasoning
- Citizenship and Ethics
- Diversity

Students earning AA, AS or AAS degrees, diplomas, or certificates will acquire additional skills, abilities and knowledge appropriate to their program or degree.

Graduation Requirements

Students seeking an Associate degree, a Vocational Diploma or Professional Certificate from Itasca:

- Must have on file a high school transcript (or equivalent) verifying high school graduation.
- Must complete all the requirements with a GPA of 2.00 or higher for the degree or certificate program.
- Must complete a minimum of 20 **resident** credits at Itasca in courses numbered 1000 or above but below 8000. The **resident credit** requirement shall be reduced to 10 credits for students transferring from another Minnesota community college.
- Must file an Application for Graduation in the Admissions/Records Office. **Deadlines for application are specific to each semester and are available in the Admissions/Records Office.**

Note: Courses numbered below 1000 and above 8000 cannot be used to fulfill the Associate degree, Vocational Diploma or Professional Certificate.

Time Limit For Meeting Graduation Requirements

Students attending Itasca Community College will have five years in which to complete their work under the terms of the catalog in effect at the time of their first enrollment. Students graduating more than five years after the date of first enrollment must meet the requirements of the catalog in effect for the year in which graduation occurs.

Graduating With Honors

The GPA used to determine Honors Graduates will be based upon only those courses completed at Itasca.

Degree Requirements

Minnesota's public higher education institutions have developed a common general education curriculum called the **Minnesota Transfer Curriculum** (MTC). This transfer curriculum consists of 40 or more semester credits which meet specific student competencies from the following 10 areas:

- Communications
- Critical Thinking
- Natural Sciences
- Mathematics/Logical Reasoning
- History and the Social/Behavioral Sciences
- Humanities and the Fine Arts
- Human Diversity
- Global Perspective
- Ethical and Civic Responsibility
- People and the Environment

Students who complete Itasca's Associate in Arts (AA) degree will have fully met the MTC education requirements.

Note: A student may complete the transfer curriculum without completing the Associate in Arts degree.

If you have questions regarding the transfer curriculum or wish to see an MTC guidesheet, stop by the Counseling and Career Center.

Transfer Options

For students who intend to continue their education at another college, Itasca offers **fully transferable parallel programs** for the first two years. The college's general education requirements are designed to help students meet the requirements of four-year degrees. Students who plan to transfer should select courses with this goal in mind.

When a specific college has been selected for transfer, plans should be made to meet the particular requirements of that institution. Program guides outlining the coursework needed to be taken at Itasca have been carefully reviewed for several schools in Minnesota, North Dakota and South Dakota. These guidelines are available in the Counseling and Career Center.

Listed below are some of the four year degree or preprofessional programs a student may begin at Itasca. More specific information concerning these programs is available at the counseling center.

- | | |
|-------------|-----------------|
| Accounting | Interior Design |
| Agriculture | Journalism |

Airway Science	Law
American Indian Studies	Mass Communications
Anthropology	Mathematics
Architecture	Medical Record Technology
Art	Medical Technology
Astronomy	Medicine
Aviation Administration	Mortuary Science
Biology	Nursing
Business	Occupational Therapy
Chemistry	Optometry
Chiropractic	Pharmacy
Communication Disorders	Philosophy
Computer Science	Physical Education
Construction Management	Physical Therapy
Criminal Justice	Physics
Dental Hygiene	Political Science
Dentistry	Psychology
Ecology	Recreation
Economics	Social Work
Education	Sociology
Engineering	Speech
English	Theatre Arts
Forestry	Theology
Geography	Urban Studies
History	Veterinary Medicine
Human Services	Women's Studies

ASSOCIATE IN ARTS DEGREE

The **Associate in Arts (AA) degree** is designed for students who plan to transfer to four-year institutions. Candidates for the AA degree from Itasca must complete the following minimum requirements:

- 64 credits in courses numbered at the 1000 or 2000 level.
- A minimum GPA of 2.00.
- A minimum of 40 General Education credits from Areas A through J.
- A minimum of 20 credits must be completed at Itasca in courses numbered at the 1000 and 2000 level.

General Education Requirements (a minimum of 40 credits)

A-Communications (a minimum of 10 credits):

- Engl 1101 Expository Writing (4 cr)
 One course from the following: Engl 1105, 1109 **OR** 1113 (3 cr each)
 One course from the following: Spch 1101 **OR** 1105 (3 cr each)

B-Critical Thinking

Embedded in all courses of Minnesota Transfer Curriculum

C-Natural Sciences (a minimum of 7 credits):

A minimum of one lab-science course from the following:

- Biol 1101 Human Biology (4 cr)
 Biol 1201 **OR** 1202 General Biology (4 cr each)
 Chem 1101 Fundamentals of Chemistry (4 cr)
 Chem 1201 or 1202 General Chemistry (4 cr each)
 Phys 1101 **OR** 1102 Fundamentals of Physics (4 cr each)
 Phys 1201 **OR** 1202 General Physics (4 cr each)

One additional course from the above list **OR** one course from the following:

- NSci 1101 Environmental Science (3 cr)
 NSci 1111 Astronomy (3 cr)
 NSci 1121 Earth Science (4 cr)

D-Mathematics/Logical Reasoning (a minimum of 3 credits):

Math 1101 Contemporary Mathematics (3 cr) **OR** higher level math course (Note: Math 1000 and Math 1100 do NOT fulfill this requirement)

E-History and the Social/Behavioral Sciences (a minimum of 9 credits):

Select nine credits from at least two of the following areas:

- Anth 1100 Introduction to Anthropology (3 cr)
 Anth 1101 Introduction to Physical Anthropology (3 cr)
 Anth 1102 Introduction to Cultural Anthropology (3 cr)
 Econ 1101 Introduction to Economics (3 cr)
 Econ 2101 Macroeconomics (3 cr)
 Econ 2102 Microeconomics (3 cr)
 Geog 1101 Physical Geography (3 cr)
 Geog 1104 Regional Geography (3 cr)
 Geog 1108 Cultural Geography (3 cr)
 Hist 1111 or 1112 European History (4 cr each)
 Hist 1131 or 1132 American History through/since the Civil War (4 cr each)
 Hist 1142 Native American History (3 cr)
 MCS 1101 Introduction to Indian Studies (3 cr)
 MCS 1111 Minority Studies (3 cr)
 PolS 1101 American Politics and Government (3 cr)
 PolS 1111 Federal Law and Tribal Government (3 cr)
 Psyc 1101 General Psychology (3 cr)
 Psyc 1201 Human Growth and Development (3 cr)
 Psyc 2100 Group Processes (3 cr)
 Psyc 2102 Learning and Cognition (3 cr)
 Psyc 2106 Abnormal Psychology (3 cr)
 Psyc 2110 Human Sexuality (3 cr)
 Soc 1101 Introduction to Sociology (3 cr)
 Soc 1201 Social Problems (3 cr)
 Soc 2101 Contemporary Indian Concerns (3 cr)
 Soc 2120 Introduction to Criminal Justice (3 cr)

F-Humanities and the Fine Arts (a minimum of 9 credits):

Select a minimum of nine credits from the following two

groups of courses, with at least one 3- or 4-credit course from each group.

- Engl 2100 Introduction to Literature (3 cr)
 Engl 2101 **OR** 2102 Survey of American Literature (3 cr each)
 Engl 2110 Masterpieces of World Literature (3 cr)
 Engl 2131 Modern Novel (3 cr)
 Engl 2132 Modern Drama (3 cr)
 Engl 2133 Modern Poetry (3 cr)
 Engl 2134 Modern Short Story (3 cr)
 Engl 2135 American Indian Literature (3 cr)
 Engl 2136 Mythology (3 cr)
 Engl 2137 Women Writers on Women (3 cr)
 Hum 1111 War and Propaganda (2 cr)
 Phil 1101 Introduction to Philosophy (3 cr)
 Phil 1111 Ethics (3 cr)
 Phil 1112 Logic (3 cr)
 Phil 1121 American Indian Philosophy (3 cr)

 Ansh 1102 Ojibwe Language II (4 cr)
 Art 1101 Art Appreciation (3 cr)
 Art 1111 **OR** 1112 Art History (3 cr each)
 Art 1115 American Indian Art (3 cr)
 Art 1201 Introduction to Art and Design (3 cr)
 Art 1202 Drawing (3 cr)
 Art 1203 Painting (3 cr)
 Art 1204 Watercolor (3 cr)
 Art 1205 Ceramics (3 cr)
 Hum 1208 International Study Experience (3 cr)
 Mus 1101 Fundamentals of Music (3 cr)
 Mus 1111 Music Appreciation (3 cr)
 Mus 1115 American Popular Music (3 cr)
 Thtr 1101 Introduction to Theatre Arts (3 cr)
 Thtr 1121 Beginning Acting (3 cr)
 Thtr 2201 Theatre Practicum (1-3 cr)

One course in each of the following areas must either be included in the preceding 40 General Education credits or taken in addition to those 40 credits:

G-Human Diversity (any course):

- Ansh 1102 Ojibwe Language II (4 cr)
 Art 1115 American Indian Art (3 cr)
 Engl 2101 **OR** 2102 Survey of American Literature (3 cr each)
 Engl 2135 American Indian Literature (3 cr)
 Hist 1142 Native American History (3 cr)
 MCS 1111 Minority Studies (3 cr)
 Phil 1121 American Indian Philosophy (3 cr)
 Psyc 1101 General Psychology (3 cr)
 Psyc 1201 Human Growth and Development (3 cr)
 Psyc 2102 Learning and Cognition (3 cr)
 Psyc 2106 Abnormal Psychology (3 cr)

- Psyc 2110 Human Sexuality (3 cr)
 Soc 1101 Introduction to Sociology (3 cr)
 Spch 1111 Interpersonal Communications (3 cr)
 Spch 1121 Intercultural Communications (3 cr)

H-Global Perspective (any course):

- Anth 1100 Introduction to Anthropology (3 cr)
 Anth 1102 Introduction to Cultural Anthropology (3 cr)
 Econ 1101 Introduction to Economics (3 cr)
 Engl 2100 Introduction to Literature (3 cr)
 Engl 2110 Masterpieces of World Literature (3 cr)
 Engl 2131 Modern Novel (3 cr)
 Engl 2132 Modern Drama (3 cr)
 Engl 2133 Modern Poetry (3 cr)
 Engl 2134 Modern Short Story (3 cr)
 Engl 2136 Mythology (3 cr)
 Engl 2137 Women Writers on Women (3 cr)
 Geog 1104 Regional Geography (3 cr)
 Geog 1108 Cultural Geography (3 cr)
 Hist 1111 **OR** 1112 European History (4 cr each)
 Hist 1131 **OR** 1132 American History through/since the Civil War (4 cr each)
 Hum 1208 International Study Experience (3 cr)
 MCS 1101 Introduction to Indian Studies (3 cr)
 Mus 1111 Music Appreciation (3 cr)
 Thtr 1101 Introduction to Theatre Arts (3 cr)

I-Ethical and Civic Responsibility (any course):

- Hum 1111 War and Propaganda (2 cr)
 PE 1201 Wellness (2 cr)
 Phil 1111 Ethics (3 cr)
 PolS 1101 American Politics and Government (3 cr)
 PolS 1111 Federal Law and Tribal Government (3 cr)
 Psyc 2100 Group Processes (3 cr)
 Soc 1201 Social Problems (3 cr)
 Soc 2101 Contemporary Indian Concerns (3 cr)
 Soc 2120 Introduction to Criminal Justice (3 cr)
 Spch 1111 Interpersonal Communications (3 cr)
 Spch 1121 Intercultural Communications (3 cr)

J-People and the Environment (any course):

- Biol 1101 Human Biology (4 cr)
 Biol 1201 **OR** 1202 General Biology (4 cr each)
 Chem 1101 Fundamentals of Chemistry (4 cr)
 Chem 1201 **OR** 1202 General Chemistry (4 cr each)
 Geog 1101 Physical Geography (3 cr)
 NSci 1101 Environmental Science (3 cr)
 Phys 1101 **OR** 1102 Fundamentals of Physics (4 cr each)

Additional Degree Requirements

A-Physical Education/Wellness (a minimum of 3 credits):

- PE 1201 Wellness (2 cr) **AND**

One PE activity course (excluding PE 1204, PE 1211, PE 1215, PE 2101, and all varsity sports)

B-Computer Science (3 cr **OR** demonstration of proficiency):

This requirement may be fulfilled in one of two ways:

Demonstration of Proficiency (see your counselor) **OR**

Successful completion of one of the following courses:

- Bus 1122 Computer Spreadsheets (3 cr)
- Bus 1123 Computer Databases (3 cr)
- CSci 1120 Introduction to Computers (3 cr)
- CSci 1127 Introduction to Multimedia (3 cr)
- CSci 1133 Introduction to Internet Technologies (3 cr)
- CSci 1150 Foundations of Technology (3 cr)
- CSci 1201 Beginning Computer Programming (3 cr)
- CSci 1205 C++ Programming (3 cr)

C-Electives

Additional courses to total 64 credits

SPECIAL EMPHASES IN THE AA DEGREE

Two recognized emphases are available within the AA degree option. They include **American Indian Studies (AIS)** and **Class Act-Education**. Specific guidelines for these programs are outlined on the following pages.

ASSOCIATE IN ARTS

AMERICAN INDIAN STUDIES

Program Information: This degree program promotes Indian awareness by examining ways in which traditional tribal culture has been maintained, altered and expressed in present-day Indian life and affairs. The program has been developed by Indian faculty and students and members of the local Indian community, and serves Indian and non-Indian students by broadening their knowledge of traditional and modern Indian history and culture. It is hoped that this promotes, for the Indian student, a positive Indian identity and pride in ancestry.

Course Sequence

First Year:

Fall **15-17 credits**

Ansh 1101	Ojibwe Language I	4 cr
Art 1115	American Indian Art	3 cr
Engl 1101	Expository Writing	4 cr
MCS 1101	Introduction to Indian Studies	3 cr
MCS 1103	Special Topics in Indian Studies	1-3 cr

Spring **16 credits**

Ansh 1102	Ojibwe Language II	4 cr
Any Computer Science course meeting the AA degree		
Engl 1113	Research Writing	3 cr
Engl 2135	American Indian Literature	3 cr
Hist 1142	Native American History	3 cr

Second Year:

Fall **16 credits**

Ansh 2101	Ojibwe Language III	4 cr
PE 1201	Wellness	2 cr
Phil 1121	Introduction to American Indian Philosophy	3 cr
Science with Lab		4 cr
Speech 1101 or 1105		3 cr

Spring **17-18 credits**

Ansh 2102	Ojibwe Language IV	4 cr
Math 1101	Contemporary Math (OR higher)	3 cr
Second Science course		3-4 cr
PE Activity course		1 cr
PolS 1111	Federal Law and Tribal Government	3 cr
Soc 2101	Contemporary Indian Concerns	3 cr

Note: AmIn 3300 (Projects in American Indian Studies) and AmIn 3333 (Introduction to Federal Indian Law) must be taken at the University of Minnesota Duluth.

ASSOCIATE IN ARTS

CLASS ACT- EDUCATION

Program Requirements: Students must be college level ready in English by Semester I (year one) and Contemporary Math (Math 1101) ready by Semester III (year two). A total of 64 credits is required for graduation.

Course Sequence

First Year:

Fall **18 credits**

CSci 1120	Introduction to Computers (C)	3 cr
Engl 1101	Expository Writing (C)	4 cr
Genl 1101	Freshman Year Experience (C)	3 cr
Genl 2199	Class Act Seminar (C)	1 cr
Math 0092/1000 OR Math 1101/1111		3 cr
PE 1130	Outdoor Adventure (C)	1 cr
Psyc 1101	General Psychology (C)	3 cr

Spring ***18 credits**

Engl 1113	Research Writing (C)	3 cr
Genl 2199	Class Act Seminar (C)	1 cr
Humanities General Education		3 cr
Math 1000/1101/1111		3 cr
PE 1201	Wellness	2 cr
Social Science General Education (C)		3 cr
Spch 1105	Fundamentals of Public Speaking (C)	3 cr

Second Year:

Fall **16 credits**

CSci 1124	Educational Computing (C)	2 cr
Engl 2131-2134	Literature course (C) + open	3 cr
Genl 2199	Class Act Seminar (C)	1 cr

Math 1101/1111 Contemporary Math (OR higher) (if no Math, then Elective)	3 cr
Biology/Chemistry/Physics Lab Science	4 cr
Social Science General Education	3 cr

Spring****15-19 credits**

CSci 1125 Advanced Educational Computing (C)	2 cr
Elective (if Elem Education major, then Math 1100)	3 cr
Genl 2199 Class Act Seminar (C)	1 cr
Humanities	3 cr
Science***	3-4 cr
Electives as needed	3-6 cr

(C) = Class Act cohort class

*15 credits without math

**Elective credits vary according to course selection.

***Student's second semester of science can be non-lab science or another lab science.

Note: Each Class Act seminar includes a lab component consisting of a business, community and/or classroom experience. Elementary Education majors are encouraged to choose Music 1101 (Fundamentals of Music) for one Humanities General Education option. The English literature course in Semester III will be open to all education majors. CPR certification offered by arrangement.

ASSOCIATE IN SCIENCE DEGREE

The **Associate in Science (AS) degree** may be awarded for successful completion of programs with structured professional-level technical requirements. Recipients of this degree shall be prepared for transfer to baccalaureate majors in the same field. A majority of liberal arts and science courses shall be prerequisite to, or specifically supportive of, certain technical courses.

Candidates for the AS degree from Itasca Community College must complete the following minimum requirements:

- 64 credits.
- Specific program requirements for preprofessional programs such as the following:

- Athletic Training
- Chiropractic
- Engineering
- Exercise Physiology
- Geographic Information Systems (GIS)
- Pharmacy
- Physical Therapy
- Pre-Dentistry
- Pre-Medicine
- Pre-Mortuary Science
- Pre-Optometry
- Pre-Veterinary

- A minimum GPA of 2.00.
- A minimum of 30 General Education credits must be selected from at least six of the 10 goal areas of the Minnesota Transfer Curriculum.*
- A minimum of 20 credits must be completed at Itasca Community College in courses numbered 1000 or above.

*The 10 areas of emphasis in the Minnesota Transfer Curriculum are: Communications, Critical Thinking, Natural Sciences, Mathematics/Logical Reasoning, History and the Social/Behavioral sciences, Humanities and the Fine Arts, Human Diversity, Global Perspective, Ethical and Civic Responsibility, and People and the Environment.

Students are asked to consult a counselor to ensure appropriate choices are made for their intended major and transfer college.

ARTICULATED AS TRANSFER PROGRAMS

Itasca offers **four AS programs** that have specific articulations with four-year universities. They include **Applied Psychology/Human Services, Business Administration/Management, Engineering, and Geography/Geographic Information Systems (GIS)**. Specific guidelines for each program are outlined on the following pages.

ASSOCIATE IN SCIENCE

APPLIED PSYCHOLOGY/HUMAN SERVICES

Program Information: The Associate in Science degree in Applied Psychology/Human Services is designed to provide a strong foundation of knowledge and skills for students interested in transferring to earn a four-year degree in a human service-related field or those planning on entering the workforce. The degree affords easy transfer to other institutions through the completion of the Minnesota Transfer Curriculum.

The following minimum requirements must be completed:

- 64 credits.
- Specific program requirements.
- A minimum GPA of 2.00.
- A minimum of 40 General Education credits.
- A minimum of 20 credits must be completed at Itasca Community College.

Course Sequence

First Year:

Fall		16 credits
Engl 1101	Expository Writing	4 cr
Psyc 1101	General Psychology	3 cr
Psyc 1105	Introduction to Human Services and Resources	3 cr
Soc 1101 OR 2120 OR	any Multicultural Studies class	3 cr
	Humanities	3 cr

Spring		16 credits
Engl 1113	Research Writing	3 cr
Psyc 1201	Human Growth and Development	3 cr
*Psyc 2102	Learning and Cognition	3 cr
Biol 1101	Human Biology	4 cr
Humanities		3 cr

Second Year:

Fall		15 credits
*Psyc 2106	Abnormal Psychology	3 cr
**Psyc 2120	Behaviorial and Cognitive Intervention	3 cr
Math 1101 OR 1111		3 cr
NSci OR Lab Science		3 cr
Spch 1101 OR 1105		3 cr

Spring		17 credits
Psyc 2100	Group Processes	3 cr
Psyc 2110	Human Sexuality	3 cr
Psyc 2123	Basic Interviewing and Helping Skills	3 cr
Psyc 2201	Practicum	1-5 cr
Humanities		3 cr

*Psyc 1101 (General Psychology) required first or consent of instructor

**Must have completed Psyc 2102 (Learning and Cognition) or consent of instructor

The completion of Psyc 1110 (Introduction to Chemical Dependency) is strongly recommended.

ASSOCIATE IN SCIENCE**BUSINESS ADMINISTRATION/MANAGEMENT**

Program Information: The Associate in Science degree in Business Administration/Management is specifically designed to give students a foundation in any business field as well as the choice of entering the workforce after two years at Itasca or earning a four-year degree in conjunction with the College of St. Scholastica in Duluth.

The AS degree in Business Administration/Management will be awarded for successful completion of the courses listed below.

Course Sequence**First Year:**

Fall		16 credits
Bus 1201	Introduction to Business	3 cr
CSci 1120	Introduction to Computers	3 cr
Econ 2101	Macroeconomics	3 cr
Engl 1101	Expository Writing	4 cr
Humanities		3 cr

Spring		16 credits
Chem 1101/Biol 1101-with lab		4 cr
Econ 2102	Microeconomics	3 cr
Engl 1113	Research Writing	3 cr
Math 1101 OR Math 1105		3 cr
Social Science		3 cr

Second Year:

Fall		16 credits
Acct 1123	Financial Accounting	4 cr
Bus 1202	Principles of Management	3 cr
Bus 1208	Principles of Marketing	3 cr
Bus 1215	Business Law	3 cr
Humanities		3 cr

Spring		16 credits
Acct 1124	Managerial Accounting	4 cr
Humanities		3 cr
NSci 1101	Environmental Science	3 cr
PE 1201	Wellness	2 cr
PE Activity Course		1 cr
Spch 1101 OR Spch 1105		3 cr

Note: To complete an Associate in Arts degree, a student must take three credits in general education (MTC areas A-F) in addition to the above 64-credit Associate in Science curriculum.

**ASSOCIATE IN SCIENCE
ENGINEERING**

Program Information: Itasca has established engineering transfer agreements with the University of Minnesota, Duluth and Twin Cities campuses; St. Cloud State University; and Minnesota State University-Mankato. Many students choose to transfer to engineering programs at colleges and universities outside of Minnesota. Itasca also has articulation agreements with Michigan Technological University, North Dakota State University and the University of North Dakota.

Specific program recommendations for Itasca's AS degree in engineering are listed below. Typical credit load is 16-18 credits per semester. For more information, see a counselor.

Communications

Engl 1101	Expository Writing	4 cr
Engl 1105	Technical Writing	3 cr

Natural Sciences

Chem 1201	General Chemistry I	4 cr
Chem 1202	General Chemistry II	4 cr
Phys 1201	General Physics I	4 cr
Phys 1202	General Physics II	4 cr

Note: Chemistry classes will vary depending on the specific Engineering major.

Mathematics/Logical Reasoning

Math 1122	Calculus I	4 cr
Math 1123	Calculus II	4 cr
Math 2101	Differential Equations/Linear Algebra	4 cr
Math 2102	Multivariable Calculus	4 cr

History & the Social/Behavioral Sciences

Econ 2102	Microeconomics	3 cr
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Note: Students may also take other social science courses during their two years at Itasca.

Humanities and the Fine Arts

Phil 1111	Ethics	3 cr
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Students must complete six of 10 Minnesota Transfer Curriculum goal areas, which may also include classes from Human Diversity, Global Perspective, and Ethical & Civic Responsibility. Detailed lists of MTC goals and courses are provided at registration sessions.

Engineering Courses

Students are required to take a minimum of 15 credits in engineering, math, science and computer science. Classes vary depending upon the engineering specialty chosen.

CSci 1201	Visual Basic Programming I	3 cr
CSci 1205	C++ Programming	3 cr
Engr 1101	Introduction to Engineering	2 cr
Engr 1111	Engineering Professional Development II	1 cr
Engr 1115	Digital Logic	3 cr
Engr 1120	Engineering Graphics	3 cr
Engr 1201	Introduction to Surveying Methods	3 cr
Engr 2101	Static Mechanics	3 cr
Engr 2102	Dynamics	3 cr
Engr 2103	Mechanics of Materials	3 cr
Engr 2104	Fluid Mechanics	3 cr
Engr 2105	Thermodynamics	3 cr
Engr 2106	Circuits I	4 cr
Engr 2107	Circuits II	4 cr

ASSOCIATE IN SCIENCE**GEOGRAPHY/GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

Program Information: The Geography/Geographic Information Systems (GIS) Program is designed to provide individuals with a background in geography, spatial processes, mapping techniques, and the ability to manage and utilize geographic information as a planning and decision-making tool. The program maintains an articulation agreement with Bemidji State University (BSU) which facilitates the transfer of Itasca credits and allows ample time – up to one year – for students to earn additional elective credits in the form of minors or specializations while working toward the bachelor of arts or bachelor of science degree in Geography at BSU.

Students fulfilling the following courses for the AS degree will have met BSU's general education requirements through the completion of the Minnesota Transfer Curriculum.

I. General Education **41-43 credits**
(selected from Minnesota Transfer Curriculum)**Communications** **10 cr**

Engl 1101	Expository Writing	4 cr
Engl 1105	Technical Writing	3 cr

AND

Three credits selected from the following courses:

Spch 1101	Introduction to Speech Communication	3 cr
Spch 1105	Fundamentals of Public Speaking	3 cr

Critical Thinking

Embedded in all courses of the Minnesota Transfer Curriculum

Natural Sciences **7 cr**

NSci 1101	Environmental Science	3 cr
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AND

Four credits selected from the following courses:

Biol 1101	Human Biology	4 cr
Chem 1101	Fundamentals of Chemistry	4 cr
Phys 1101	Fundamentals of Physics	4 cr

Mathematics/Logical Reasoning **4 cr**

Math 1105	Elementary Statistics	4 cr
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History and the Social/Behavioral Sciences **9 cr**

Geog 1101	Physical Geography	3 cr
Geog 1108	Cultural Geography	3 cr

AND

Three credits selected from the following courses:

Hist 1142	Native American History	3 cr
MCS 1111	Minority Studies	3 cr
Soc 1101	Introduction to Sociology	3 cr

Humanities and the Fine Arts **9 cr**

Phil 1111	Ethics	3 cr
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AND

Six credits selected from any of the following courses:

Any 2000 level English literature course; Ansh 1102; Art 1101, 1111, 1112, 1115, 1201, 1202, 1203, 1204 or 1205; Hum 1111; Music 1101 or 1111, 1115; Philosophy 1101, 1112, or 1121

General Education Elective **2-4 cr**

Choose 2-4 credits from **any** course that satisfies the Minnesota Transfer Curriculum (General Education areas A-J).

Recommended Elective Choices:

Econ 1101	Introduction to Economics	3 cr
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Engl 1113	Research Writing	3 cr
Geog 1104	Regional Geography	3 cr
Math 1111	College Algebra	3 cr
NSci 1121	Earth Science	4 cr
Spch 1111	Interpersonal Communications	3 cr
Spch 1121	Intercultural Communications	3 cr

II. GIS Program Core 23-24 credits

GIS Core Requirements 17-18 cr

Geog 1201	Map Fundamentals	3 cr
Geog 1204	Introduction to GIS	3 cr
*Geog 2101	Advanced GIS	3 cr
**Geog 2104	Techniques in GIS	3 cr
**Geog 2107	Introduction to Remote Sensing	3 cr

AND

Minimum of two credits selected from the following:

ForT 1202	Natural Resource Careers	1 cr
***Geog 1206	Cartography	3 cr
Geog 2199	Special Topics in Geography	1-3 cr
Geog 2201	GIS Internship	1-3 cr
NSci 1199	Natural Resource Series	1-2 cr

Note: Students who do not maintain a GIS Program Core GPA of 3.00 or higher are not eligible to enroll in Geog 2201 (GIS Internship).

Additional Requirements 6 cr

Three credits selected from the following:

CSci 1120	Introduction to Computers	3 cr
CSci 1150	Foundations of Technology	3 cr

AND

Three credits selected from the following:

CSci 1201	Visual Basic Programming I	3 cr
CSci 1205	C++ Programming	3 cr

*Prerequisite of both Geog 1201 (Map Fundamentals) and Geog 1204 (Introduction to GIS) or consent of instructor

**Prerequisite of Geog 2101 (Advanced GIS) or consent of instructor

***Prerequisite of Geog 1204 (Introduction to GIS) or consent of instructor

CAREER PROGRAMS

Itasca offers the Associate in Applied Science (AAS) degree, Vocational Diploma, Professional Certificate and Certificate of Completion in several career programs. The curriculum for each program is designed to meet the demand of the vocation rather than the requirements for entrance to the upper division of a college or university. However, some credits from completed programs may transfer to selected four-year colleges and universities which offer bachelor degrees in related curricula. Contact the Counseling and Career Center for more information.

Career programs currently offered at Itasca are described in more detail on the following pages.

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science (AAS) degree is designed for students enrolled in occupational programs who plan to seek employment after completing their specific career programs.

Candidates for the two-year AAS degree from Itasca must complete the following minimum requirements:

- 64 credits.
- A minimum of 16 general education credits selected from the Minnesota Transfer Curriculum [see below].
- At least one of the 10 areas of emphasis in the Minnesota Transfer Curriculum.**

• Specific requirements (30 credits minimum) for one of the following career programs. Refer to individual program outlines for information on course and credit requirements.

- Accounting
- Natural Resources/Forestry
- Natural Resources/Geographic Information Systems (GIS)
- Natural Resources/Law Enforcement
- Natural Resources/Wildland Firefighting

- A minimum GPA of 2.00.
- A minimum of 20 credits must be completed at Itasca in courses numbered 1000 or above.

**The 10 areas of emphasis in the Minnesota Transfer Curriculum are: Communications, Critical Thinking, Natural Sciences, Mathematics/Logical Reasoning, History and the Social/Behavioral sciences, Humanities and the Fine Arts, Human Diversity, Global Perspective, Ethical and Civic Responsibility, and People and the Environment.

Communications (a minimum of 7 credits):

Engl 1101 Expository Writing (4 cr) **AND**

One of the following:

Spch 1101, 1105, 1111 (3 cr each)

Natural Science or Mathematics (a minimum of 3 credits)

Biol 1101 Human Biology (4 cr)

Biol 1201 **OR** 1202 General Biology (4 cr each)

Chem 1101 **OR** 1102 Fundamentals of Chemistry (4 cr each)

Chem 1201 **OR** 1202 General Chemistry (4 cr each)

Phys 1101 **OR** 1102 Fundamentals of Physics (4 cr each)

Phys 1201 **OR** 1202 General Physics (4 cr each)

NSci 1101 Environmental Science (3 cr)

NSci 1111 Astronomy (3 cr)

NSci 1121 Earth Science (4 cr)

Math 1101 Contemporary Mathematics (3 cr) **OR** higher level math course

History and the Social/Behavioral Sciences (a minimum of 3 credits):

- Anth 1100 Introduction to Anthropology (3 cr)
- Anth 1101 Introduction to Physical Anthropology (3 cr)
- Anth 1102 Introduction to Cultural Anthropology (3 cr)
- Econ 1101 Introduction to Economics (3 cr)
- Econ 2101 Macroeconomics (3 cr)
- Econ 2102 Microeconomics (3 cr)
- Geog 1101 Physical Geography (3 cr)
- Geog 1104 Regional Geography (3 cr)
- Geog 1108 Cultural Geography (3 cr)
- Hist 1111 **OR** 1112 European History (4 cr each)
- Hist 1131 **OR** 1132 American History through/since the Civil War (4 cr each)
- Hist 1142 Native American History (3 cr)
- MCS 1101 Introduction to Indian Studies (3 cr)
- MCS1111 Minority Studies (3 cr)
- PolS 1101 American Politics and Government (3 cr)
- PolS 1111 Federal Law and Tribal Government (3 cr)
- Psyc 1101 General Psychology (3 cr)
- Psyc 1201 Human Growth and Development (3 cr)
- Psyc 2106 Abnormal Psychology (3 cr)
- Soc 1101 Introduction to Sociology (3 cr)
- Soc 1201 Social Problems (3 cr)
- Soc 2101 Contemporary Indian Concerns (3 cr)

Humanities and the Fine Arts (a minimum of 3 credits):

- Any 2000 level Literature class
- Ansh 1102 Ojibwe Language II (4 cr)
- Art 1101 Art Appreciation (3 cr)
- Art 1111 **OR** 1112 Art History (3 cr each)
- Art 1115 American Indian Art (3 cr)
- Art 1201 Introduction to Art and Design (3 cr)
- Art 1202 Drawing (3 cr)
- Art 1203 Painting (3 cr)
- Art 1204 Watercolor (3 cr)
- Art 1205 Ceramics (3 cr)
- Hum 1111 War and Propaganda (2 cr)
- Mus 1101 Fundamentals of Music (3 cr)
- Mus 1111 Music Appreciation (3 cr)
- Mus 1115 American Popular Music (3 cr)
- Phil 1101 Introduction to Philosophy (3 cr)
- Phil 1111 Ethics (3 cr)
- Phil 1121 American Indian Philosophy (3 cr)
- Thtr 1101 Introduction to Theatre Arts (3 cr)
- Thtr 1121 Beginning Acting (3 cr)
- Thtr 2201 Theatre Practicum (1-3 cr)

General Education Electives (selected from the Minnesota Transfer Curriculum):

Additional credits in courses selected from the Minnesota Transfer Curriculum for a minimum total of 20 credits.

Note: Some AAS degrees allow for elective credits. Unless specifically designated, these credits may include General Education courses as well as other elective courses.

ASSOCIATE IN APPLIED SCIENCE PROGRAMS

Specific program guidelines for **Accounting** and **Natural Resources (four options)** are listed on the following pages.

ACCOUNTING

Degree: Associate in Applied Science

Length: 64 credits

Program Information: The Accounting program is designed to provide the necessary coursework and experience to prepare a graduate for responsible accounting positions. The Registered Accounting Practitioner examination may be taken by a graduate of a two-year college subject to the requirements of the State Board of Accountancy.

Career Options: Graduates may be placed in such positions as accountant, accounting clerk or bookkeeper.

I. General Education **19 credits**
(selected from the Minnesota Transfer Curriculum)

Communications	7 cr
Engl 1101 Expository Writing	4 cr
AND	
One of the following:	
Spch 1101 Introduction to Speech Communications	3 cr
Spch 1105 Fundamentals of Public Speaking	3 cr
Spch 1111 Interpersonal Communications	3 cr
Mathematics	3 cr
One of the following:	
Math 1101 Contemporary Mathematics	3 cr
Math 1105 Elementary Statistics	4 cr
Math 1111 College Algebra	3 cr
History and the Social/Behavioral Sciences	6 cr
Econ 2101 Macroeconomics	3 cr
Econ 2102 Microeconomics	3 cr
Humanities Elective	3 cr
Phil 1111 Ethics	3 cr

Note: In choosing electives, please remember that requirements for the AAS degree include completing one of the 10 areas of the Minnesota Transfer Curriculum. These 10 areas are: Communications, Critical Thinking, Natural Sciences, Mathematics/Logical Reasoning, History and

the Social and Behavioral Sciences, Humanities and Fine Arts, Human Diversity, Global Perspective, Ethical and Civic Responsibility, and People and the Environment.

II. Accounting Program Core 45 credits

Prerequisite: Proficiency in keyboarding and data entry.

Accounting Courses 25 credits

Acct 1123	Financial Accounting	4 cr
*Acct 1124	Managerial Accounting	4 cr
*Acct 1128	Accounting Software Applications	2 cr
Acct 1131	Payroll Accounting	2 cr
Acct 1132	Income Tax Accounting	3 cr
*Acct 2123	Intermediate Accounting	4 cr
*Acct 2131	Accounting for Government and Not-for-Profit Organizations	3 cr
**Acct 2201	Accounting Internship	3 cr

Business and Computer Courses 20 credits

*Bus 1110	Business Communication	3 cr
Bus 1122	Computer Spreadsheets	3 cr
*Bus 1129	Electronic Calculator Applications	2 cr
Bus 1201	Introduction to Business	3 cr
Bus 1206	Human Resource Management	3 cr
Bus 1215	Business Law	3 cr
CSci 1120	Introduction to Computers	3 cr

*Prerequisites for these courses.

**Prerequisite for this class: a minimum GPA of 2.00 in Accounting core classes.

Course Sequence

First Year:

Fall 16 credits

Acct 1123	Financial Accounting	4 cr
Acct 1131	Payroll Accounting	2 cr
Bus 1201	Introduction to Business	3 cr
CSci 1120	Introduction to Computers	3 cr
Engl 1101	Expository Writing	4 cr

Spring 17 credits

Acct 1124	Managerial Accounting	4 cr
Acct 1128	Accounting Software Applications	2 cr
Acct 1132	Income Tax Accounting	3 cr
Bus 1122	Computer Spreadsheets	3 cr
Bus 1129	Electronic Calculator Applications	2 cr
Phil 1111	Ethics	3 cr

Second Year:

Fall 15 credits

Acct 2131	Accounting for Government and Not-for-Profit Organizations	3 cr
Bus 1110	Business Communication	3 cr
Bus 1215	Business Law	3 cr

Econ 2101 Macroeconomics 3 cr

Spch 1101, 1105 OR 1111 3 cr

Spring 16-17 credits

Acct 2123	Intermediate Accounting	4 cr
Acct 2201	Cooperative Education Internship	3 cr
Bus 1206	Human Resource Management	3 cr
Econ 2102	Microeconomics	3 cr
Math 1101, 1105 OR 1111		3-4 cr

NATURAL RESOURCES

Degree: Associate in Applied Science

Length: 64 credits

Program Information: The Natural Resources program at Itasca prepares students for employment in a variety of career areas. The program includes options in **Forestry, Geographic Information Systems (GIS), Law Enforcement, and Wildland Firefighting.**

In addition to directly entering the workforce, Natural Resources graduates can transfer their AAS degree to the University of Minnesota, Crookston (UMC) and complete their bachelor of science in Environmental and Natural Resource Management.

Natural Resources/Forestry Option 48 credits (Recognized by the Society of American Foresters)

The Forestry option of the AAS degree in Natural Resources provides graduates with an integrated combination of forest management and computer skills. These skills, along with selected General Education courses, prepare graduates for employment opportunities with federal, state, county, and private land management organizations.

I-A. General Education 16 credits

(selected from the Minnesota Transfer Curriculum)

Communications 10 cr

Engl 1101 Expository Writing 4 cr

Engl 1105 Technical Writing 3 cr

AND

One of the following:

Spch 1101 Introduction to Speech Communications 3 cr

Spch 1105 Fundamentals of Public Speaking 3 cr

Spch 1111 Interpersonal Communications 3 cr

Natural Science or Mathematics 3 cr

NSci 1101 Environmental Science 3 cr

History and the Social/Behavioral Sciences Elective 3 cr

Psyc 2100 Group Processes 3 cr

II-A. Natural Resources/Forestry Core 48 credits

Biol 1131	Plant Taxonomy	3 cr
Biol 2131	Forest Ecology	4 cr
CSci 1210	Introduction to Computers for Forestry	2 cr
Engr 1201	Introduction to Surveying Methods	3 cr
ForT 1202	Natural Resource Careers	1 cr
ForT 1205	Forestry Math	2 cr
ForT 1206	Forest Protection	2 cr
ForT 1207	Woods Safety	1 cr
ForT 1208	Introduction to Water and Soil Resources	2 cr
ForT 1211	Spreadsheet Applications in Natural Resources	2 cr
ForT 1398	Wildland Firefighter Training (includes S-130, S-190)	2 cr
ForT 2101	Silviculture	4 cr
ForT 2102	Forest Inventory	4 cr
ForT 2105	Forest Products	3 cr
ForT 2106	Logging	2 cr
ForT 2121	Ecosystem Management	2 cr
ForT 2201	Natural Resource Internship	3 cr
Geog 1204	Introduction to GIS	3 cr
NSci 1131	Principles of Wildlife Management	3 cr

Course Sequence**First Year:****Fall 16 credits**

Biol 1131	Plant Taxonomy	3 cr
CSci 1210	Introduction to Computers for Forestry	2 cr
Engl 1101	Expository Writing	4 cr
Engr 1201	Introduction to Surveying Methods	3 cr
ForT 1208	Introduction to Water and Soil Resources	2 cr
ForT 1205	Forestry Math	2 cr

Spring 17 credits

ForT 1202	Natural Resource Careers	1 cr
ForT 1206	Forest Protection	2 cr
ForT 1211	Spreadsheet Applications in Natural Resources	2 cr
ForT 1398	Wildland Firefighter Training (includes S-130, S-190)	2 cr
ForT 2102	Forest Inventory	4 cr
NSci 1101	Environmental Science	3 cr
NSci 1131	Principles of Wildlife Management	3 cr

Second Year:**Fall 14 credits**

Biol 2131	Forest Ecology	4 cr
Engl 1105	Technical Writing	3 cr
ForT 2101	Silviculture	4 cr
Spch 1101, 1105 OR 1111		3 cr

Spring 17 credits

ForT 1207	Woods Safety	1 cr
ForT 2105	Forest Products	3 cr
ForT 2106	Logging	2 cr

ForT 2121	Ecosystem Management	2 cr
ForT 2201	Natural Resource Internship	3 cr
Geog 1204	Introduction to GIS	3 cr
Psyc 2100	Group Processes	3 cr

Natural Resources/GIS Option 47 credits

The Geographic Information Systems (GIS) option of the AAS degree in Natural Resources provides a background in geography, computer science, forest management and ecological principles, utilizing GIS for gathering, managing and mapping natural resources-related data. Program content has been developed in conjunction with input from local, regional and national GIS professionals, and is tailored to prepare individuals with technical skills and confidence to be productive within the professional GIS working environment.

I-B. General Education 17 credits

(selected from Minnesota Transfer Curriculum)

Communications 10 cr

Engl 1101	Expository Writing	4 cr
Engl 1105	Technical Writing	3 cr

AND

One of the following:

Spch 1101	Introduction to Speech Communications	3 cr
Spch 1105	Fundamentals of Public Speaking	3 cr
Spch 1111	Interpersonal Communications	3 cr

Natural Science or Mathematics 4 cr

Math 1105	Elementary Statistics	
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Humanities Elective 3 cr

Any 2000 level English literature course; Anishinabe 1102; Art 1101, 1111, 1112, 1115, 1201, 1202, 1203, 1204 or 1205; Humanities 1111; Music 1101 or 1111; Philosophy 1101, 1111, 1112 or 1121

II-B. Natural Resources/GIS Core 47 credits

Biol 1131	Plant Taxonomy	3 cr
Bus 1123	Computer Databases	3 cr
CSci 1120	Introduction to Computers	3 cr
CSci 1201	Visual Basic Programming I	3 cr
Engr 1201	Introduction to Surveying Methods	3 cr
ForT 1202	Natural Resource Careers	1 cr
ForT 1206	Forest Protection	2 cr
ForT 2101	Silviculture	4 cr
ForT 2102	Forest Inventory	4 cr
ForT 2201	Natural Resource Internship	3 cr
Geog 1201	Map Fundamentals	3 cr
Geog 1204	Introduction to Geographic Information Systems (GIS)	3 cr

Geog 2101	Advanced Geographic Information Systems (GIS)	3 cr
Geog 2104	Techniques in Geographic Information Systems (GIS)	3 cr
Geog 2107	Introduction to Remote Sensing	3 cr

Plus 3 credits selected from the courses listed in second year, spring.

Course Sequence

First Year:

Fall		16 credits
Biol 1131	Plant Taxonomy	3 cr
CSci 1120	Introduction to Computers	3 cr
Engl 1101	Expository Writing	4 cr
Engr 1201	Introduction to Surveying Methods	3 cr
Geog 1201	Map Fundamentals	3 cr

Spring		17 credits
Bus 1123	Computer Databases	3 cr
ForT 1202	Natural Resource Careers	1 cr
ForT 1206	Forest Protection	2 cr
ForT 2102	Forest Inventory	4 cr
Geog 1204	Introduction to Geographic Information Systems (GIS)	3 cr
Math 1105	Elementary Statistics	4 cr

Second Year:

Fall		16 credits
CSci 1201	Visual Basic Programming I	3 cr
Engl 1105	Technical Writing	3 cr
Geog 2101	Advanced Geographic Information Systems (GIS)	3 cr
ForT 2101	Silviculture	4 cr
Spch 1101, 1105 OR 1111		3 cr

Spring		15 credits
ForT 2201	Natural Resource Internship	3 cr
Geog 2104	Techniques in Geographic Information Systems (GIS)	3 cr
Geog 2107	Introduction to Remote Sensing	3 cr
Humanities Elective		3 cr

Plus 3 credits from the following courses:

ForT 1207	Woods Safety	1 cr
ForT 1398	Wildland Firefighter Training (includes S-130, S-190)	2 cr
ForT 2105	Forest Products	3 cr
ForT 2106	Logging	2 cr
ForT 2121	Ecosystem Management	2 cr
NSci 1131	Principles of Wildlife Management	3 cr

Natural Resources/Law Enforcement Option 48 credits

Students interested in law enforcement careers in the field of Natural Resources are encouraged to follow a slightly different schedule of classes. Upon completion of Itasca's program, students may apply to Hibbing Community College (HCC) and,

with an additional 34 credits, complete their Law Enforcement program.

I-C. General Education 16 credits

(selected from the Minnesota Transfer Curriculum)

Communications 10 cr

Engl 1101	Expository Writing	4 cr
Engl 1105	Technical Writing	3 cr

AND

One of the following:

Spch 1101	Introduction to Speech Communications	3 cr
Spch 1105	Fundamentals of Public Speaking	3 cr
Spch 1111	Interpersonal Communications	3 cr

History and the Social/Behavioral Sciences Elective 3 cr

Psyc 2100	Group Processes	3 cr
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Humanities Elective 3 cr

Any 2000 level English literature course; Anishinabe 1102; Art 1101, 1111, 1112, 1115, 1201, 1202, 1203, 1204 or 1205; Humanities 1111; Music 1101 or 1111; Philosophy 1101, 1111, 1112 or 1121

II-C. Natural Resources/Law Enforcement Core 48 credits

Biol 1131	Plant Taxonomy	3 cr
Biol 2131	Forest Ecology	4 cr
CSci 1210	Introduction to Computers for Forestry	2 cr
Engr 1201	Introduction to Surveying Methods	3 cr
ForT 1202	Natural Resource Careers	1 cr
ForT 1205	Forestry Math	2 cr
ForT 1206	Forest Protection	2 cr
ForT 1211	Spreadsheet Applications in Natural Resources	2 cr
ForT 2101	Silviculture	4 cr
ForT 2102	Forest Inventory	4 cr
ForT 2121	Ecosystem Management	2 cr
ForT 2201	Natural Resource Law Internship	3 cr
Geog 1204	Introduction to Geographic Information Systems (GIS)	3 cr
Hlth 1131	First Responder	2 cr
NSci 1131	Principles of Wildlife Management	3 cr
NSci 1138	Natural Resource Law Enforcement	2 cr
Soc 2120	Introduction to Criminal Justice	3 cr
Natural Science Elective		3 cr

Course Sequence

First Year:

Fall		15 credits
Biol 1131	Plant Taxonomy	3 cr
CSci 1210	Introduction to Computers for Forestry	2 cr
Engl 1101	Expository Writing	4 cr

ForT 1205	Forestry Math	2 cr
Hlth 1131	First Responder	2 cr
NSci 1138	Natural Resource Law Enforcement	2 cr

Spring 16 credits

Engl 1105	Technical Writing	3 cr
ForT 1202	Natural Resource Careers	1 cr
ForT 1211	Spreadsheet Applications in Natural Resources	2 cr
ForT 2102	Forest Inventory	4 cr
Humanities Elective		3 cr
NSci 1131	Principles of Wildlife Management	3 cr

Second Year:**Fall 17 credits**

Biol 2131	Forest Ecology	4 cr
Engr 1201	Introduction to Surveying Methods	3 cr
ForT 2101	Silviculture	4 cr
Soc 2120	Introduction to Criminal Justice	3 cr
Natural Science Elective		3 cr

Spring 16 credits

ForT 1206	Forest Protection	2 cr
ForT 2121	Ecosystem Management	2 cr
ForT 2201	Natural Resource Law Internship	3 cr
Geog 1204	Introduction to GIS	3 cr
Psyc 2100	Group Processes	3 cr
Speech 1101, 1105 OR 1111		3 cr

Natural Resources/Wildland Firefighting Option 48 credits

The Wildland Firefighting option consists of fire classes taught by certified instructors, plus Natural Resources courses. The goal of the program is to provide graduates with the necessary background to become wildland firefighters and also teach natural resource skills which will help them find employment during non-fire periods. The current job market for wildland firefighters is excellent, and they are being hired by many natural resource agencies.

I-D. General Education 16 credits

(selected from Minnesota Transfer Curriculum)

A. Communications 10 credits

Engl 1101	Expository Writing	4 cr
Engl 1105	Technical Writing	3 cr
AND		

One of the following:

Spch 1101	Introduction to Speech Communications	3 cr
Spch 1105	Fundamentals of Public Speaking	3 cr
Spch 1111	Interpersonal Communications	3 cr

B. History & the Social/Behavioral Sciences Elective 3 credits

Psyc 2100	Group Processes	3 cr
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C. Humanities Elective 3 credits

Any 2000 level English literature course; Anishinabe 1102; Art 1101, 1111, 1112, 1115, 1201, 1202, 1203, 1204 or 1205; Humanities 1111; Music 1101 or 1111; Philosophy 1101, 1111, 1112 or 1121

II-D. Natural Resources/Wildland Firefighting Core 48 credits

Biol 1131	Plant Taxonomy	3 cr
Biol 2131	Forest Ecology	4 cr
CSci 1120	Introduction to Computers	3 cr
Engr 1201	Introduction to Surveying Methods	3 cr
ForT 1202	Natural Resource Careers	1 cr
ForT 1205	Forestry Math	2 cr
ForT 1206	Forest Protection	2 cr
ForT 1207	Woods Safety	1 cr
ForT 2101	Silviculture	4 cr
ForT 2102	Forest Inventory	4 cr
ForT 2106	Logging	2 cr
ForT 1301	Wildland Firefighter Training	3 cr
ForT 1302	Fire Safety	1 cr
ForT 1310	Portable Pumps and Water (includes S-211)	2 cr
ForT 1320	Wildland Fire Internship	3 cr
Genl 1140	Leadership Enhancement	1 cr
Geog 1204	Introduction to GIS	3 cr
Hlth 1131	First Responder	2 cr
NSci 1131	Principles of Wildlife Management	3 cr
Natural Science Elective		1 cr

Course Sequence**First Year:****Fall 17 credits**

Biol 1131	Plant Taxonomy	3 cr
CSci 1120	Introduction to Computers	3 cr
Engl 1101	Expository Writing	4 cr
ForT 1205	Forestry Math	2 cr
ForT 1301	Wildland Firefighter Training	3 cr
ForT 1302	Fire Safety	1 cr
Natural Science Elective		1 cr

Spring 16 credits

Engl 1105	Technical Writing	3 cr
ForT 1202	Natural Resource Careers	1 cr
ForT 1206	Forest Protection	2 cr
ForT 2102	Forest Inventory	4 cr
Geog 1204	Introduction to Geographic Information Systems (GIS)	3 cr
NSci 1131	Principles of Wildlife Management	3 cr

Second Year:**Fall 16 credits**

Biol 2131	Forest Ecology	4 cr
Engr 1201	Introduction to Surveying Methods	3 cr
ForT 2101	Silviculture	4 cr

Hlth 1131	First Responder	2 cr
Speech 1101, 1105	OR 1111	3 cr
Spring		15 credits
ForT 1207	Woods Safety	1 cr
ForT 1310	Portable Pumps and Water (includes S-211)	2 cr
ForT 1320	Wildland Fire Internship	3 cr
ForT 2106	Logging	2 cr
Genl 1140	Leadership Enhancement	1 cr
History or Social Elective		3 cr
Humanities Elective		3 cr

CSci 1155	Designing Web-Based Content	4 cr
CSci 1156	Multimedia Tools for e-Learning	3 cr
Engl 1101	Expository Writing	4 cr
Spring		15 credits
Bus 1250	Project Management	3 cr
CSci 1251	Introduction to Instructional Design	3 cr
CSci 1254	Learning Management Systems and Courseware	3 cr
CSci 2201	Supervised Work Experience	3 cr
Engl 1105	Technical Writing	3 cr

VOCATIONAL DIPLOMA PROGRAMS

The **Vocational Diploma** is normally intended for full-time students and designed for employment or updated skills in specific fields. Diploma programs vary in length from 30 to 64 college-level semester credits. Although a diploma can usually be completed within one year, students may opt to complete the program over a longer time period. Students may not receive a Vocational Diploma simultaneously with an AAS degree.

Itasca Community College offers **three programs** in the Vocational Diploma: **e-Learning, Practical Nursing** and **Wildland Firefighting**. Information specific to each program is listed on the following pages.

e-LEARNING TECHNICIAN

Diploma: Vocational Diploma

Length: 32 credits

Program Information: Students will be prepared to assist professional instructional design teams or individual professionals with the technical development aspects of e-learning course or program development. The e-Learning Technician will have expertise in learning management system platforms, web page development and design, instructional technology resources, e-learning tools, interactivity designs, tracking, multimedia, self-navigation features, project development and written communication.

Career Options: Graduates may be employed by colleges, universities, K-12 school districts, government systems, healthcare, non-profit and business firms interested in custom designed e-education.

Fall		17 credits
CSci 1150	Foundations of Technology	3 cr
CSci 1151	Introduction to e-Learning Technologies	3 cr

PRACTICAL NURSING

Diploma: Vocational Diploma

Length: 3 Semesters - 51 Semester Credits

Program Information: The Practical Nursing program is a 51-semester-credit course providing carefully selected classroom instruction and clinical practice which enables the student to meet the basic needs of patients and function as a practical nurse. Classroom instruction, including lectures, demonstrations, discussions and computers, is held on campus. Hospitals and nursing homes in the Grand Rapids, Deer River and Bigfork areas serve as primary facilities for clinical practice. Additional observational experiences are provided in other community healthcare facilities.

Clinical practice is arranged in such a manner that it is directly related to classroom instruction.

The Minnesota Board of Nursing and the North Central Association of Colleges and Secondary Schools approve the program. Graduates are eligible to apply to take the National Council License examination for Licensed Practical Nursing.

The Practical Nursing faculty determines progress standards for students in the program. A copy of these requirements is distributed to students at the beginning of the program.

Admission: One Practical Nursing class will be admitted to the program each year. The Practical Nursing program is three semesters in length, beginning with the spring semester of one year and concluding at the end of the following year's spring semester.

Admission to the program begins June 1 of each year and at the beginning of each month thereafter until the program is filled. Applicants' admission status will be determined by the Director of Nursing once their nursing files are completed. Completed file consists of application, high school transcript with graduation date, college transcripts (if applicable) and placement scores.

Early application and testing allows students to prepare themselves for entrance into the Practical Nursing program. Students are advised to plan ahead in order to complete any required and/or developmental class prior to admission into the program.

Accepted students are required to pay a \$50 non-refundable deposit to hold a spot in the program and submit results of a physical and dental examination along with current Mantoux test or chest x-ray and criminal background study.

Prerequisites: Completion of both the Nursing Assistant and Home Health Aide courses and current CPR certification (adult, child and infant) for the healthcare provider. These prerequisites are offered each semester at Itasca.

Career Options: Practical Nurses who are licensed are now employed in hospitals, clinics, schools, industry, nursing homes, private homes and home care agencies, and the armed services.

Program Content: The Practical Nursing curriculum is designed so the student can complete the program in three semesters. However, if a student wants to take the first semester courses part time, a variety of options is available. If a student requires developmental coursework, the curriculum is designed so that coursework can be completed in the fall semester prior to admission into the program.

Course Sequence

First Semester (Spring): 17 credits

***PRNU 1100 Computing for PN Students	1 cr
** PRNU 1201 Integrated Science	4 cr
PRNU 1202 Medical Terminology for PN Students	1 cr
PRNU 1203 Nutrition and Diet Therapy	1 cr
*Engl 1101 Expository Writing	4 cr
*Psyc 1101 General Psychology	3 cr
*Psyc 1201 Human Growth and Development	3 cr

Second Semester (Fall): 17 credits

PRNU 1206 Health Needs for All Ages I	3 cr
PRNU 1207 Pharmacology	3 cr
PRNU 1208 Maternal/Child Health Nursing	2 cr
PRNU 1209 Gerontological Nursing	1 cr
PRNU 1210 Nursing Skills I	3 cr
PRNU 1211 Clinical I	5 cr

Third Semester (Spring): 17 credits

PRNU 2206 Health Needs for All Ages II	4 cr
PRNU 2207 Psychosocial Aspects of Nursing	2 cr
PRNU 2208 PN Role in Home Care	1 cr
PRNU 2209 Role Transition	1 cr
PRNU 2210 Nursing Skills II	1 cr
PRNU 2211 Clinical II	6 cr
PRNU 2221 Integrated Practicum	2 cr

*These courses may be taken before the first semester of the program (spring) but must be successfully completed before the second semester of the program (fall).

**Biol 2101 (Human Anatomy and Physiology I) and Biol 2102 (Human Anatomy and Physiology II) may be taken in place of PRNU 1201 (Integrated Science).

***May be waived if student has completed a previous computer course.

WILDLAND FIREFIGHTING

Diploma: Vocational Diploma

Credits: 32 credits

Program Information: The Wildland Firefighting program consists of a number of fire classes taught by certified instructors, plus Natural Resources courses. The goal of the program is to provide graduates with the necessary background to become wildland firefighters and also teach natural resource skills which will help them to find employment during non-fire periods. The current job market for wildland firefighters is excellent, and they are being hired by many natural resource agencies.

Fall 17 credits

Biol 1131 Plant Taxonomy	3 cr
ForT 1301 Wildland Firefighter Training (includes S-130, S-190, I-100)	3 cr
ForT 1302 Fire Safety	1 cr
ForT 1312 Fire Behavior and Effects	2 cr
ForT 1315 Compass and Mapping	1 cr
ForT 2102 Forest Inventory	4 cr
Hlth 1131 First Responder	2 cr
PE 1137 Fitness Training for Wildland Firefighters (includes Pack Test)	1 cr

Spring 15 credits

ForT 1202 Natural Resource Careers	1 cr
ForT 1206 Forest Protection	2 cr
ForT 1207 Woods Safety	1 cr
ForT 1310 Portable Pumps and Water (includes S-211)	2 cr
ForT 1314 Prescribed Burning	3 cr
ForT 1320 Wildland Fire Internship	3 cr
ForT 2106 Logging	2 cr
Genl 1140 Leadership Enhancement	1 cr

Students must complete all diploma program courses with a grade of C or higher.

PROFESSIONAL CERTIFICATE PROGRAMS

The **Professional Certificate** is designed for students enrolled in occupational programs who wish to develop skills for entry-

level employment. Certificate programs vary in length from 10 to 30 college-level semester credits.

AMERICAN INDIAN STUDIES CERTIFICATE

Certificate: Professional Certificate

Credits: 30 credits

Program Information: This certificate is designed to give students general knowledge background in Ojibwe language, culture and history in order to prepare them for work within the American Indian community. Many of the classes also meet the Minnesota Transfer Curriculum (MTC), making it possible for a student to complete this certificate while pursuing an Associate in Arts (AA) degree.

Fall		14 credits
Ansh 1101	Ojibwe Language I	4 cr
Art 1115	American Indian Art	3 cr
Engl 1101	Expository Writing	4 cr
MCS 1101	Introduction to Indian Studies	3 cr
Spring		16 credits
Ansh 1102	Ojibwe Language II	4 cr
Engl 2135	American Indian Literature	3 cr
Hist 1142	Native American History	3 cr
PolS 1111	Federal Law and Tribal Government	3 cr
Soc 2101	Contemporary Indian Concerns	3 cr

CHILD DEVELOPMENT ASSOCIATE (CDA)

Certificate: Professional Certificate

Credits: 12 credits

Program Information: Itasca Community College has identified the need for trained childcare workers as part of its mission to strengthen the position of children in our communities.

The program prepares students to work in area agencies and meets the specific needs of children and works with parents and other adults to nurture children's physical, social, emotional and intellectual growth in a child development framework. The curriculum includes courses that address the six national competency goals and standards.

Fall		6 credits
Psyc 1202	Early Childhood Development	3 cr
Psyc 1206	Teacher-Child/Home-School Relations	2 cr
Psyc 1106	Psychology Practicum	1 cr

Spring 6 credits

Psyc 1205	Activities and Methods for Teaching Young Children	2 cr
Psyc 1207	Children's Health, Safety and Nutrition	2 cr
Psyc 2201	Psychology Practicum	2 cr

COMPUTER PROFICIENCY CERTIFICATE

Certificate: Professional Certificate

Credits: 12 credits

Program Information: This certificate is designed to provide skill and confidence in personal computer operation.

Career Options: Individuals completing this certificate and possessing customer service experience, along with good communication skills, will be prepared for employment as a customer support technician.

Core Classes 9 credits

CSci 1120	Introduction to Computers	3 cr
CSci 1122	Hardware and Operating Systems	3 cr
CSci 1133	Introduction to Internet Technologies	3 cr

Electives 3 credits

ONE of the following Computer Application Course Electives:		
Bus 1122	Computer Spreadsheets	
Bus 1123	Computer Databases	

Students entering this program for employment purposes must be proficient in keyboarding.

Note: Due to the changing environment of computer technology, this certificate program may be periodically revised. Check with a counselor for current certificate information.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Certificate: Professional Certificate

Credits: 15 credits

Program Information: This professional certificate is geared to both non-traditional students who are actively engaged in professional work where GIS plays a vital role, as well as to students in any related discipline who wish to increase their employability by successfully acquiring the technological skills inherent in GIS.

Students may take as few or as many of the courses to suit their individual needs, with program certification offered for

completion of 15 credits, as indicated below.

Career Options: GIS is a vital tool now appearing on many computer desktops, in areas ranging from business, emergency services, environmental science, geology, geography, urban/regional planning, forestry, and health and human services. The certificate program prepares students to meet the technological challenges of mapping and managing both spatial and tabular data within these and other disciplines. Job opportunities are excellent nationwide and encompass both seasonal and permanent employment.

15 credits selected from the following courses:

** Geog 1201	Map Fundamentals	3 cr
** Geog 1204	Introduction to Geographic Information Systems (GIS)	3 cr
Geog 2101	Advanced Geographic Information Systems (GIS)	3 cr
Geog 2104	Techniques in Geographic Information Systems (GIS)	3 cr
Geog 2107	Introduction to Remote Sensing	3 cr
Geog 2201	Geographic Information Systems (GIS) Internship	3 cr

**Denotes required courses. In addition, students must complete three of the four remaining courses.

PARAPROFESSIONAL EDUCATOR

Certificate: Professional Certificate

Credits: 10 credits

Program Information: This certificate program is geared toward individuals who are currently working in K-12 schools as paraprofessionals or those who intend to begin a career as a paraprofessional. It is designed to meet the requirements of the No Child Left Behind Act.

Note: The Paraprofessional Educator certificate is offered on a “needs basis” and as such may not be offered every year. Students are encouraged to contact a counselor to express their interest in this program.

Educ 1000	Portfolios for Paraprofessionals	1 cr
Educ 1010	Educational Concepts and Applications in Math	3 cr
Educ 1020	Teaching and Learning Practices and Applications in Reading	3 cr
Educ 1030	Communication, Collaboration and Professional Relationships	3 cr

CERTIFICATE OF COMPLETION

A **Certificate of Completion** will be issued for students who have satisfactorily completed certain skill development courses which do not qualify as approved associate degree programs or vocational diplomas. For credit courses, the certificate states the course title and credits received. In cases of non-credit courses, the certificate states the course title and clock hours attended. Such certificates do not indicate any specific competency level nor any qualifications for transfer.

Note: For Nursing Assistant and Home Health Aide courses, applicants must have completed high school or possess an equivalency certificate. Exceptions may be made in special cases with instructor approval. The faculty reserves the right to accept applicants who seem best qualified on information made available. A \$20 non-refundable application fee is required with all applications. Early application is recommended to ensure a place in the class, as enrollment is limited. Contact the college for starting dates of classes during the year. (A \$50 fee is charged for PRNU 1101 or PRNU 1103 or a combination of the two.)

NURSING ASSISTANT

Certificate: Certificate of Completion

Length: 80 Hours - 3 Credits

Program: PRNU 1101 - Nursing Assistant/Level I Practical Nursing Course; 3 credits. This is a prerequisite for PRNU 1103.

Program Information: PRNU 1101 - Nursing Assistant/Level I Practical Nursing Course

This 80-hour course is designed to meet the Minnesota Department of Health standards. The Minnesota State Board of Vocational Technical Education Curriculum is utilized for teaching community skills, residents’ rights, rehabilitation, basic person care, vital signs and psychosocial needs. Upon satisfactory completion of classroom/lab instruction and clinical experience, the student qualifies to take the competency exam. This exam is required by federal legislation (OBRA) for the employment of nursing assistants in long term care facilities. Clinical learning experiences are arranged at two long term care facilities in the community.

This course is intended to prepare students for practice at the nursing assistant level and also serve as an introduction to the nursing sequence for students who continue beyond Level I. It is also a prerequisite for Itasca’s Practical Nursing program. A grade point average of 2.00 or better is required for a Certificate

of Completion and admittance into the Level II Practical Nursing Program.

HOME HEALTH AIDE/HOMEMAKER

Certificate: Certificate of Completion

Length: 18 Hours - 1 Credit

Program Information: PRNU 1103 - Home Health Aide/Homemaker

This course is designed for those students wanting to be eligible for employment in a home healthcare agency. The student is prepared to practice at the Home Health Aide level. This course builds on knowledge learned in the Nursing Assistant course. The student will demonstrate ability to perform basic nursing skills for the client in the home. In addition, the student will demonstrate a basic understanding of psychosocial needs, communication, resident rights and body mechanics as it relates to the home care client. Upon satisfactory completion of the Home Health Aide course, the student is eligible to take the federal Home Health Aide test which is required by most home care agencies to practice as a Home Health Aide.

CONTINUED LEARNING CENTER

Itasca Community College's Continued Learning Center serves a wide array of educational needs in the greater community, focusing on the premise that learning is a goal for people of all ages and in all positions in life. The center is made up of the following components:

CUSTOMIZED TRAINING

Itasca works with employers in business and industry to match training needs with quality instructors and programs. Training, consulting and associated services are available on a credit or clock-hour basis at times and locations convenient to a company's needs. Industry requests determine the parameters of these course offerings.

COMPUTER EDUCATION @ THE DOWNTOWN CENTER

Itasca Community College manages a state-of-the-art computer lab at Central Square Mall in Grand Rapids. Conveniently located in the downtown area, the center provides open enrollment computer classes; develops technology training for business and industry; and provides technology consultation to businesses, organization and individuals. Workshops offered through the Downtown Center are typically non credit and short term. Teaching, consulting and tutoring services are available to go onsite to organizations requesting them.

COMMUNITY EDUCATION

Itasca Community College provides recreational and personal interest classes for the general public. These classes range from one-time workshops on specialty topics in various crafts, art appreciation, home improvement, hobbies and nature exploration to multi-session courses on exercise and fitness, artistic technique and conversational foreign language to special events and field trips for families. Activities are held on campus and most courses are offered for a minimal fee.

COLLEGE FOR KIDS

Summer enrichment classes are scheduled for two weeks during June. College for Kids (CFK) serves more than 500 children, ages 4-12, each summer. Classes provide opportunities for children and their families to experience the excitement of learning about the arts, sciences, different cultures, technology, recreation and more.

SENIORNET

SeniorNet is a national program that promotes older people using new technology. Peers lead classes and coach fellow learners to gain the knowledge to access technology to enrich their lives. All SeniorNet classes are held on the Itasca Community College campus throughout the school year.

For more information about these lifelong learning opportunities, contact the ICC Continued Learning Center at 218-327-4465.

COURSE DESCRIPTIONS

ACCOUNTING

Acct 1101

Accounting Essentials 3 cr

Basic accounting class emphasizes double entry bookkeeping for a small office or business.

Acct 1123

Financial Accounting 4 cr

Incorporates the conceptual, analytical and procedural aspects of financial accounting. Includes the recording of transactions, preparation of financial statements, analysis of the effects of transactions on financial statements, and fundamental rationale for the recording and reporting financial information.

Acct 1124

Managerial Accounting 4 cr

Introduces the fundamentals of managerial accounting. Emphasis is on management's use of accounting information for planning, controlling and decision making. Includes interpretation and modification of financial statements, basic framework for allocation of manufacturing costs, and planning and controlling of business operations. Prerequisite: Acct 1123 or consent of instructor.

Acct 1128

Accounting Software Applications 2 cr

Hands-on course in which students set up a comprehensive accounting system, enter data and generate financial reports using accounting software. Prerequisite: Acct 1123 or consent of instructor.

Acct 1131

Payroll Accounting 2 cr

Study of state and federal laws affecting payroll and experience in completing forms and records used in a complete payroll system.

Acct 1132

Income Tax Accounting 3 cr

Introduction to laws, forms, terminology and problems in federal income tax for individuals and corporations in personal and business situations.

Acct 2123

Intermediate Accounting 4 cr

Introduction to theories of accounting practices related to measurement and reporting of current assets, noncurrent assets, current liabilities and long-term liabilities; and the evaluation of

generally accepted accounting theory including alternative theories.

Acct 2131

Accounting for Government and Not-For-Profit Organizations 3 cr

Introduction to accounting concepts and skills required in government and/or not-for-profit organizations. Prerequisite: Acct 1124.

Acct 2201

Accounting Internship 3 cr

Practical experience in the area of accounting. The program internship coordinator, together with the workstation supervisor, will determine student responsibilities during the internship. Prerequisite: usually taken during final semester of Accounting program; minimum GPA of 2.00 in program core classes; and written consent of the program internship coordinator.

ANISHINABE

Ansh 1101

Ojibwe Language I 4 cr

Introductory course for beginners to learn the Ojibwe language emphasizing listening, speaking and writing skills; simple words; and appropriate culture information pertaining to how the Ojibwe language reflects traditional social norms and the world view.

Ansh 1102

Ojibwe Language II 4 cr

Second course in the Ojibwe language sequence emphasizing listening, speaking and writing skills; simple word phrases; and appropriate cultural information pertaining to how the Ojibwe language reflects traditional social norms and world view. Prerequisite: Ansh 1101 or consent of instructor.

Ansh 2101

Ojibwe Language III 4 cr

Third course in the Ojibwe language sequence emphasizing listening and speaking verb phrases in the dialect and sound patterns of the instructor. Written instruction will follow either the double vowel or phonetic orthographies. Prerequisite: Ansh 1102.

Ansh 2102

Ojibwe Language IV 4 cr

Final introductory course for beginner/intermediate level students

to continue to learn the Ojibwe language emphasizing vocalizing with increasing fluency, complex words and phrases, and recognizing dialectical differences. Prerequisite: Ansh 2101.

ANTHROPOLOGY

Anth 1100

Introduction to Anthropology 3 cr

Holistic survey course focusing on what it means to be human. Covers four major sub-fields of anthropology: physical, archeological, cultural and linguistic.

Anth 1101

Introduction to Physical Anthropology 3 cr

The origin of humans and development of modern races as revealed through the study of fossils and genetics, human evolution and prehistoric culture.

Anth 1102

Introduction to Cultural Anthropology 3 cr

Study of other cultures, their technologies, economic systems, gender roles, marriage and kinship, social control, religious belief and ritual, and how cultures change. Involves readings, videos, and lecture/discussion.

ART

Art 1101

Art Appreciation 3 cr

Introduces the elements, functions, forms and processes of visual arts and explores the effect of visual art on our lives.

Art 1111

Art History I 3 cr

Survey of visual art from pre-historic times through the early Renaissance.

Art 1112

Art History II 3 cr

Survey of visual art from the Renaissance through the 20th Century.

Art 1115

American Indian Art 3 cr

Surveys the history, evolution and dynamics of the art of tribal cultures from the woodland, plains, southwest and northwest coast regions of North America. Students learn a minimum amount of technical skills enabling them to gain a deeper appreciation from tribal art.

Art 1201

Introduction to Art and Design 3 cr

Introductory studio course in which elements and principles of visual art are explored using a variety of media and studio processes.

Art 1202

Drawing 3 cr

Introduction to drawing, its history, functions and purposes. Development of perceptual skills and exploration of a variety of drawing approaches, processes and materials.

Art 1203

Painting 3 cr

Introduction to the concepts, materials and processes of opaque painting using acrylics and/or oils.

Art 1204

Watercolor 3 cr

Introduction to the history, materials and processes of transparent watercolor and other aqueous media.

Art 1205

Ceramics 3 cr

Introduction to hand-building and wheel-thrown ceramics.

Art 2201

Special Problems in Studio 1-4 cr

Variable credit course for additional studio work beyond the introductory level and the presentation of special topics.

BIOLOGY

Biol 1101

Human Biology 4 cr

Introduction to basic concepts of biology for the non-science major using an issues-oriented approach. Issues include: scientific method; human genes and genetics; genetic engineering; evolution; overpopulation; cancer; nutrition; plants and crop production; biodiversity; extinction; and endangered habitats. Lab includes designing experiments, using the metric system, microscope use, and performing experiments on the topics covered in lecture. (2 hours lecture/2 hours lab per week.)

Biol 1111

Microbiology 3 cr

General microbiology course that includes the study of bacteria, viruses, fungi and protozoa. Discusses causes and prevention of infectious diseases of humans and covers the human immune system's response to infectious disease. Newly emerging infectious diseases will be described. Lab sessions teach sterile

technique, microscopy, staining techniques, identifying microorganisms, and quantitative techniques. (2 hours lecture/2 hours lab per week.)

Biol 1131

Plant Taxonomy 3 cr

Classification and identification of many of the trees, shrubs and wildflowers found throughout northern Minnesota. Includes terminology as well as the use of dichotomous keys. Also covers history, fruits, wild foods and plant physiology.

Biol 1201

General Biology I 4 cr

Introduction to the principles of biology intended for science majors. Includes study of the scientific method, ecology, cell biology, photosynthesis, cellular respiration, Mendelian and molecular genetics, recombinant DNA technology and evolution. Prerequisite: high school biology or Biol 1101.

Biol 1202

General Biology II 4 cr

Continuation of Biology 1201 and intended for science majors. Includes study of classification of living things, microbes, fungi, the plant kingdom, animal anatomy and physiology concentrating on humans and animal behavior. Prerequisite: Biol 1201.

Biol 2101

Human Anatomy and Physiology I 4 cr

Study of cell structure and function, tissues, and structural and functional considerations of the skeletal, muscular, nervous and endocrine systems. (3 hours lecture/2 hours lab per week.) Prerequisite: Biol 1201.

Biol 2102

Human Anatomy and Physiology II 4 cr

Study of cell structure and the function of tissues and structural and functional considerations of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. (3 hours lecture/2 hours lab per week.) Prerequisite: Biol 2101.

Biol 2131

Forest Ecology 4 cr

Introduction to natural selection factors and how ecosystems function, with an overview of the interrelationship of abiotic and biotic components. Labs deal primarily with terrestrial ecosystems and augment the topics discussed in lecture. Prerequisite: Biol 1201; or NSci 1131 and Biol 1131.

BUSINESS

Bus 1110

Business Communication 3 cr

Study of acceptable forms of communication and attitudes within current business environments, a review of grammar, and an opportunity to create a variety of business correspondence.

Bus 1122

Computer Spreadsheets 3 cr

Application-based class which focuses on spreadsheeting skills, concepts and techniques. Additional lab time required.

Bus 1123

Computer Databases 3 cr

Application-based class focusing on developing database designs, concepts, skills and techniques. Additional lab time required.

Bus 1129

Electronic Calculator Applications 2 cr

Builds proficiency in the use of the electronic calculator as it relates to current mathematical concepts in business practices. Prerequisite: Acct 1101 or Acct 1123 or concurrent enrollment.

Bus 1201

Introduction to Business 3 cr

Overview of the business world. Studies the major components of a business and the interrelation of these components with environmental forces within the context of a capitalist market system.

Bus 1202

Principles of Management 3 cr

Overview of management skills and roles; the management environment; ethics and social responsibility; planning and decision making/problem solving; organizing; human resource management; change and innovation; leadership; motivation; and control.

Bus 1206

Human Resource Management 3 cr

Designed to acquaint students with the human resource component of business management. Studies all facets of running a personnel department, from recruitment and training to management and labor relations.

Bus 1208

Principles of Marketing 3 cr

Overview of marketing; marketing environments; strategic marketing; marketing research and information systems; consumer behavior; market segmenting; targeting and positioning; product

concepts; distribution systems; promotional strategies; and pricing decisions.

Bus 1212**Small Business Management 3 cr**

Basic techniques of starting or buying a small business and operating it successfully. Includes financial planning; organization; records; decision making; cost analysis; personnel; forecasting; sales; budgets; and advertising as applied to the small business owner. Analyzes involved risks and emphasizes methods of maximizing profits.

Bus 1215**Business Law 3 cr**

Introductory course, both academic and practical, in business law and our judicial system. Emphasizes basic elements and legal principles of contracts, sales, negotiable instruments.

Bus 1218**Fundamentals of Financial Management 3 cr**

Introduction to the world of finance as it pertains to large and small businesses in today's global economy. Covers fundamentals of finance and provide a basic understanding of financial management. Prerequisite: Acct 1122.

Bus 1221**Human Relations in Business 2 cr**

Practical course in the applied psychology of leadership supervision. Emphasizes the analysis of human behavior, prevention strategies and resolution of behavioral problems in order to achieve individual and organizational goals.

Bus 1226**International Business 3 cr**

Introduction to the fundamentals of international business and dynamics of the global economy. Covers "real life" business issues from an international perspective through course material, guest lecturers and trips to organizations and businesses involved in international trade. Prerequisite: Bus 1201.

Bus 1250**Project Management 3 cr**

The fundamental skills concepts, and techniques used in project management. Students work through the project management process, from setting project goals to creating a budget and coordinating/monitoring project team tasks to evaluating project outcomes as compared to project goals. Students are also familiarized with project management software as well as team dynamics/communication.

CHEMISTRY**Chem 1101****Fundamentals of Chemistry I 4 cr**

Elementary descriptive study of the fundamental facts, laws and theory of chemistry ranging from general chemistry through organic and biochemistry. Emphasizes relationship of chemistry to life in our modern technological society. Stresses measurements and the unit-conversion method of solving chemistry problems. (3 hours lecture/2 hours lab per week.)

Chem 1201**General Chemistry I 4 cr**

First of a two semester sequence that covers the basic theories and concepts of chemistry for science and engineering students. Emphasizes measurements; stoichiometry; thermochemistry; atomic and molecular structure; nomenclature; periodic relationships; bonding and chemical reactions; liquids and solids; solutions; acids; bases and pH; and an introduction to organic and polymer chemistry. (3 hours lecture/2 hours lab per week.) Prerequisite: high school chemistry, physics and four years of math highly recommended.

Chem 1202**General Chemistry II 4 cr**

Continuation of Chemistry 1201 covering basic theories and concepts of chemistry for science and engineering majors. Topics include gases and gas laws; intermolecular forces; modern materials; weak acid/base equilibria; solubility products; kinetics; chemical thermodynamics; electrochemistry; and nuclear chemistry. Lab work includes qualitative analysis of selected cations and anions. (3 hours lecture/2 hours lab per week.) Prerequisite: Chem 1201.

Chem 2201**Organic Chemistry I 5 cr**

First of a two semester sequence. Study of the concepts of structure and bonding, organic reactions and mechanisms, nomenclature, and spectroscopy. Topics include hydrocarbon chemistry, stereochemistry, ionic reactions, and alcohols. (3 hours lecture/4 hours lab per week.) Prerequisite: Chem 1202.

Chem 2202**Organic Chemistry II 5 cr**

Continued study of organic compounds by means of functional group chemistry and mechanisms of reactions. Topics include spectroscopic methods of structure determination; aromatic compounds and electrophilic aromatic substitutions; carbonyl chemistry; carboxylic acids and derivatives; amines; B-dicarbonyl compounds; phenols; and selected biochemistry topics. (3 hours lecture/4 hours lab per week.) Prerequisite: Chem 2201.

COMPUTER SCIENCE

CSci 1120

Introduction to Computers 3 cr

Introductory course in the use of microcomputers. Includes operating systems; file/disk management; anatomy of a computer system; Internet basics; and ethical and social issues regarding computers. Hands-on use of an integrated software package and training in business applications such as word processing, spreadsheets, data bases, and Internet. Students should take this course prior to other computer courses. Additional lab time required. Test-out option available. Prerequisite: keyboarding skills recommended.

CSci 1122

Hardware and Operating Systems 3 cr

Covers a variety of popular operating systems and hardware platforms, with in-depth focus on DOS and Windows commands, advanced file/disk management, and microcomputer hardware installation, maintenance and support. Additional lab time is required.

CSci 1124

Educational Computing I 2 cr

Project-orientated course in which students research current uses of technology in education, learn to use appropriate hardware and educational software, practice integrating the computer into the classroom and investigate and discuss ethical, social and professional issues of technology in education. Experiential component provides an opportunity to apply or share the technology. Additional lab time required.

CSci 1125

Advanced Educational Computing 2 cr

Project-orientated course in which students create an electronic portfolio, discuss educational issues regarding technology in the classroom, create and post a personal web page, review instructional management software, investigate software available on the Internet and then use software with students in a learning environment. Continuation of Educational Computing I. Additional lab time is required.

CSci 1127

Introduction to Multimedia 3 cr

Project-orientated course covering the use of multimedia software in presenting information. Create presentations combining text, graphics, photographs, sound, animation and video. Equipment such as scanners and digital and video cameras will be used. Additional lab time required.

CSci 1133

Introduction to Internet Technologies 3 cr

In-depth course on the use of Internet technologies. Topics include network basics; e-mail; discussion groups; Web browsers; search tools; file-transfer protocol (FTP); HTML basics; graphics and sound; Web servers and hosts; security issues; and copyright/trademark. Students completing this course and CSci 1120 or CSci 1122 will be prepared to take the I-Net+ certification exam. Additional lab time required. Prerequisite: CSci 1120 or consent of instructor.

CSci 1141

Internet Networking and Routing 3 cr

Study of terms, concepts and network technologies behind the Internet and World Wide Web. Students will be able to explain what occurs when a client application, such as a Web browser, connects to a server and what must transpire before that connection can be complete. Students having A+ certification and successfully completing this course will be prepared to take the Network+ certification.

CSci 1150

Foundations of Technology 3 cr

A thorough introduction to algorithms and problem solving methods used in computer science and other technology fields. Includes basic hardware organization, binary and other number systems, data representation, Boolean logic, designing algorithms, overview of high-level languages, elementary data structures, and social, ethical, and professional issues in computing. Additional lab time required.

CSci 1151

Introduction to e-Learning Technologies 3 cr

Introduction to the professional opportunities available in e-learning, as well as an overview of how e-learning has evolved over the past two decades. This overview will include a review of the various technological components of the e-learning development process and the potential value technology can add to student learning/training. A brief discussion on the Americans with Disabilities Act (ADA) and how it affects the development of e-learning will also be covered.

CSci 1155

Designing Web-Based Content 4 cr

Introduction to the principles of designing Web-based content using core technologies and fundamental eXtensible Hyper Text Markup Language (XHTML). Includes basic XHTML structural tags, hyperlinks, lists, and page layout with tables and frames. Preparation of graphical material for the Web, including consideration of browsers, plug-ins, platforms, bandwidth, and graphic file formats. Overview and discussion of some of the

technologies and animation tools available via the Internet today. Students will develop, test, document and publish a variety of Web-based material compliant to XHTML standards. Additional lab time required. Prerequisite: CSci 1120.

CSci 1156

Multimedia Tools for e-Learning 3 cr

Covers multimedia tools used primarily in an e-learning environment. Includes incorporating text, graphics, animation, sound and video into e-learning systems. Several platforms, software packages, hardware devices, plug-ins, browsers and Internet services are examined. Additional lab time required.

CSci 1201

Visual Basic Programming I 3 cr

Introduction to computers and the BASIC programming language. Includes algorithm development, flowcharting, computer terminology and programming applications. Additional lab time required. Prerequisite: Math 0093 or equivalent.

CSci 1202

Visual Basic Programming II 3 cr

Continuation of Computer Science 1201. Advanced programming topics include functions; arrays; graphics; color; sound; sequential and random access files; sorting; searching; and using the Visual Basic programming language with other application software. Additional lab time required.

CSci 1205

C++ Programming 3 cr

Introduction to problem solving and program development using object-oriented design, structured programming techniques and the C++ programming language. Design, construct and test programs with primarily scientific and mathematical applications.

CSci 1206

PC Hardware 3 cr

Functional systems-level review of PC hardware and organization of components and devices into architectural configurations. Prepare and evaluate system specifications; troubleshoot minor hardware problems; configure and install hardware; manage memory; and modify and use diagnostic software. Students successfully completing this course and CSci 1121 will be prepared to take the A+ Core certification exam. Additional lab time required.

CSci 1210

Introduction to Computers for Forestry 2 cr

Introduces forestry students to the use of microcomputers. Topics include Windows basics, file/desk management, hardware, software, Internet basics, Word, Excel, Access and PowerPoint.

CSci 1251

Introduction to Instructional Design 3 cr

Introduction to fundamental concepts of instructional design and the role an e-learning technician plays in the creation of instructional materials for electronic delivery. Includes a review of the instructional design process, identification of instructional needs based on a training-work task gap analysis or needs assessment, utilizing work-flow processes to convert training/educational materials for a web or electronic environment, methods for selecting appropriate technology for delivery of instructional material (based on various learner needs), and evaluation standards to measure effective instructional design.

CSci 1254

Learning Management Systems and Courseware 3 cr

Exploration of learning management systems (LMS) and the functionality, features and integration of such systems within the context of e-learning delivery. Topics include the review and evaluation of learning management systems; development of LMS selection criteria based on various factors; and determination of educational/technological/organizational readiness when implementing an organization.

CSci 2201

Supervised Work Experience 3 cr

On-the-job experience in the student's program emphasis. The program internship coordinator, together with the workstation supervisor, will determine student responsibilities, schedule and duties during the internship. Prerequisite: taken during final semester of the program, minimum GPA of 2.00 in program core and written consent of program internship coordinator.

COOPERATIVE EDUCATION

CoOp 1001

Cooperative Education 1-8 cr

Combination of work experience and related classroom instruction. Students spend part of their college experience in supervised, on-the-job training assignments related to their field of academic study and career interests. Prerequisite: consent of instructor.

ECONOMICS

Econ 1101

Introduction to Economics 3 cr

Study of basic economic ideas. Current economic issues such as inflation; price controls; unemployment; energy; growth; international trade and finance; plus political factors in economic policy.

Econ 2101**Macroeconomics 3 cr**

Fundamental economic concepts including determination of national income; goals and limitations of fiscal and monetary policy; business fluctuations; problems of inflation, unemployment, and growth; and political factors in economic policy. Prerequisite: Econ 1101 or consent of instructor.

Econ 2102**Microeconomics 3 cr**

Fundamental concepts including elements of price theory, supply and demand; imperfect competition and governmental intervention; distribution of income; and political factors in economic choices. Prerequisite: Econ 1101 or consent of instructor.

EDUCATION**Educ 1000****Portfolios for Paraprofessionals 1 cr**

Introductory course to Minnesota's Core Competencies for Paraprofessionals. Students will learn to build a portfolio to act in accordance with the No Child Left Behind Act of 2002, and also learn basic computing skills such as word processing, email, Internet and online discussions. Prerequisite: reading and writing readiness.

Educ 1010**Educational Concepts and Applications in Math 3 cr**

Students discover methods for assisting and tutoring mathematics in the classroom or small groups, develop an appreciation for number sense, and examine three of Minnesota's Core Competencies for Paraprofessionals. Topics include philosophical, historical and legal foundations of special education; characteristics of learners; and assessment, diagnosis and evaluation. Prerequisite: Educ 1000.

Educ 1020 Teaching and Learning Practices and Applications in Reading 3 cr

Students discover methods for assisting and tutoring reading in the classroom or small groups, and examine three of Minnesota's Core Competencies for Paraprofessionals. Topics include instructional content and practice; supporting the teaching and learning environment; and managing student behavior and social interaction skills. Prerequisite: Educ 1010 or consent of instructor.

Educ 1030 Communication, Collaboration and Professional Relationships 3 cr

Examination of two of Minnesota's Core Competencies for Paraprofessionals. Topics include communication and collaborative partnerships, and professionalism and ethical

practices. Students discover different writing methods and resources to assist and tutor in the classroom. Prerequisite: Educ 1020 or consent of instructor.

Educ 1101 Class Act Seminar I 1 cr

First of four seminar classes for students in the Class Act-Education program. Students develop a portfolio focused around the National Board of Professional Teaching Standards 5 Core Propositions, and also discuss educational issues and develop a learning community. Seminar brings together Experiential Lab experience with students' current knowledge in other classes.

Educ 1102 Class Act Seminar II 1 cr

Second of four seminar classes for students in the Class Act-Education program. Students continue to develop a portfolio focused around the National Board of Professional Teaching Standards 5 Core Propositions. Within their learning community, students discuss educational issues and explore culture. Seminar brings together Experiential Lab experience with students' current knowledge in other classes.

Educ 1103 Class Act Seminar III 1 cr

Third of four seminar classes for students in the Class Act-Education program. Students continue to develop their portfolio focused around the National Board of Professional Teaching Standards 5 Core Propositions, and discuss current educational issues and develop a learning community. Seminar brings together Experiential Lab experience with students' current knowledge in other classes.

Educ 1104 Class Act Seminar IV 1 cr

Fourth and final seminar class for students in the Class Act-Education program. Students continue to develop their portfolio focused around the National Board of Professional Teaching Standards 5 Core Propositions as well as discuss current educational issues, study learning and teaching styles, and examine personality styles. Seminar brings together Experiential Lab experience with students' current knowledge in other classes.

ENGINEERING**Engr 1101****Introduction to Engineering 2 cr**

Introduction to the engineering profession, engineering education, engineering learning communities, and team problem solving.

Engr 1110**Engineering Professional Development I 1 cr**

Series of seminars educating students on topics required for success in their education and their profession. Topics include studying success; understanding the learning process; living with

others; interpersonal communication; personal finance; financing college; personal hygiene; ethics in engineering education; fitness/nutrition; and time management.

Engr 1111**Engineering Professional Development II 1 cr**

Series of seminars educating students on topics required for success in their education and their profession. Topics include interview skills for engineering internships; resume preparation for engineering internships; ethics case studies in engineering; engineering communication; gender issues in engineering; and dressing for success.

Engr 1112**Engineering Professional Development III 1 cr**

Series of seminars educating students on topics required for success in their education and their profession. Topics include CPR; stress management; ergonomics; and fitness and nutrition for the working professional.

Engr 1113**Engineering Professional Development IV 1 cr**

Series of seminars educating students on topics required for success in their education and their profession. Topics include engineering portfolio development and analysis.

Engr 1115**Digital Logic 3 cr**

Introduction to the fundamentals of digital circuits design including logic gates; Boolean algebra; Karnaugh maps; mathematical operations; flip-flops; and counters. Intended for electrical engineering majors and includes laboratory exercises.

Engr 1120**Engineering Graphics 3 cr**

Engineering representation and analysis of systems of projection; the coordinate system; graphic solution of space problems; intersections; and developments. Also covers precision in graphics and techniques of sketching; pictorial projection systems; size description; and standard and simplified practices applied to graphic communication. (3 hours lecture/2 hours lab per week.) Prerequisite: Math 1121 (or concurrent enrollment) or consent of instructor.

Engr 1201**Introduction to Surveying Methods 3 cr**

Course emphasizing running and computing traverses. Includes exercises in leveling, topographic surveys and line running, and detailed discussion of the rectangular land system of classification. (3 hours lecture/2 hours lab per week.)

Engr 2101**Static Mechanics 3 cr**

Course focusing on statics of particles; equivalent systems of forces; rigid bodies; equilibrium of rigid bodies; centroids and centers of gravity; analysis of structures and friction. First course in the mechanics sequence and includes open-ended design.

Engr 2102**Dynamics 3 cr**

Course focusing on the application of principles of particle motion, conservation principles, dynamics of particle systems and plane rigid bodies, and technical applications. Intended for engineering majors and includes open-ended design.

Engr 2103**Mechanics of Materials 3 cr**

Course focusing on the application of principles of the mechanics of deformable bodies including the underlying concepts of stress and strain. Further examines relationships among loads on deformable bodies, stresses and strains within those bodies, and deformations and stability of those bodies. Intended for engineering majors and includes open-ended design.

Engr 2104**Fluid Mechanics 3 cr**

Course covering fluid properties; fluid statics and dynamics; transport theory and analogies; conservation of mass; energy and momentum; dimensional analysis; boundary layer concepts; conduit flow; compressible fluid flow; and open-channel flow. Intended for engineering majors and includes open-ended design.

Engr 2105**Thermodynamics 3 cr**

Course covering basic thermal energy relationships, processes and cycles, the First and Second Laws of Thermodynamics, entropy, and availability. Intended for engineering majors and includes open-ended design.

Engr 2106**Circuits I 4 cr**

First course in electrical circuits for engineering majors. Foundations of electrical engineering introduced. Concepts are used in developing the fundamentals of energy conversions, electronics, and circuit theory. Lab work introduces methods of experimental circuit analysis and proper use of electrical laboratory equipment.

Engr 2107**Circuits II 4 cr**

Examination of linear electric circuits in steady-state and transient conditions; single and polyphase systems; transformers; filter design wave analysis; and digital circuits. Intended for electrical

and some mechanical engineering majors. Lab work focuses on experimental circuit analysis and proper use of lab equipment.

ENGLISH

Note: English 1101 is a prerequisite for all other English composition courses except for English 0091. Composition courses numbered above 1101 can be taken in any order.

Engl 0091

Fundamentals of Written English 4 cr

Review of basic writing skills: three sentence types, idea generation and organization. Students will write paragraphs while learning the writing process and use paragraphs to build an essay. Prerequisite: English 0090 or appropriate score on English portion of assessment test.

Engl 1101

Expository Writing 4 cr

Focus on the writing of expository essays. Students will use rhetorical modes, write effectively and document library resources. To fulfill English competency, students must earn a grade of C or better.

Engl 1105

Technical Writing 3 cr

Instruction in reporting technical information, including formal reports, technical descriptions, definitions, instructions, progress reports, proposals, correspondence and other standard forms. Emphasizes writing as a process, readable style and audience analysis. Prerequisite: Engl 1101 or equivalent.

Engl 1109

Writing about Literature 3 cr

Introduction to fiction, drama and poetry. Covers identifying and solving the problems of writing critical essays and papers about literature. Prerequisite: Engl 1101 or equivalent.

Engl 1113

Research Writing 3 cr

Students learn to use library resources, conduct research, identify and solve problems of writing critical essays about literature, and write literary research papers from the information they gather from these research experiences, documenting and citing sources in their papers. Prerequisite: Engl 1101 or equivalent.

Engl 2100

Introduction to Literature 3 cr

Definition and investigation of the genres of literature: fiction, poetry, drama and essay. Includes approaches to analysis and interpretation of literature. Prerequisite: Engl 1101 recommended.

Engl 2101

Survey of American Literature I 3 cr

Students read, discuss and write about American literature from Colonial times (1600s) to the Industrial Revolution (1890s). Prerequisite: Engl 1101 recommended.

Engl 2102

Survey of American Literature II 3 cr

Students read, discuss and write about American literature from 1890 to the present. Prerequisite: Engl 1101 recommended.

Engl 2110

Masterpieces of World Literature 3 cr

Students read, discuss and write about selected masterpieces of world literature from a variety of time periods and cultures.

Engl 2131

Modern Novel 3 cr

Form and structure of the modern 20th Century world novel. Prerequisite: Engl 1101 recommended.

Engl 2132

Modern Drama 3 cr

Modern and contemporary world drama from diverse cultures. Prerequisite: Engl 1101 recommended.

Engl 2133

Modern Poetry 3 cr

Form and structure of modern 20th Century world poetry. Prerequisite: Engl 1101 recommended.

Engl 2134

Modern Short Story 3 cr

Reading, analysis and study short stories from world literature. Prerequisite: Engl 1101 recommended.

Engl 2135

American Indian Literature 3 cr

Modern American Indian literature with an emphasis on elements and context unique to the Indian experience. Prerequisite: Engl 1101 recommended.

Engl 2136

Mythology 3 cr

Focus on the comparison and contrast of myths from various cultures with an emphasis on Greek and Ojibwe mythology. Prerequisite: Engl 1101 recommended.

Engl 2137

Women Writers on Women 3 cr

Study of selected women's writings from diverse cultures. Prerequisite: Engl 1101 recommended.

FOREIGN LANGUAGE**FLan 1111****Spanish I 5 cr**

Introductory course for beginners emphasizing listening, speaking and writing skills in practical situations, plus grammar study. All instruction is in the present tense.

FLan 1112**Spanish II 5 cr**

Continuation of Foreign Language 1111 emphasizing grammar, listening, speaking and writing skills for practical situations. Preterit, imperfect and present perfect tenses are emphasized.

FORESTRY**ForT 1201****Introduction to Natural Resources 2 cr**

General introduction to the natural resources field. Covers forest history, policy, nursery, and products; wildland fire; insects and diseases; land descriptions and surveying; measurements; GIS; aerial photos; silviculture; and wildlife and forest management.

ForT 1202**Natural Resource Careers 1 cr**

Introduction to career opportunities in natural resources and survey of organizations which hire forestry personnel. Emphasizes professional ethics and job skill analysis.

ForT 1205**Forestry Math 2 cr**

Review of basic mathematics as applied to forestry. Some practical algebra and right triangle trigonometry used but it is assumed students have little previous experience. Prerequisite: completion of Math 0092 or placement in Math 0093.

ForT 1206**Forest Protection 2 cr**

Causes, effects, prevention and suppression of forest fires. Includes fire weather, fire planning and controlled use of fire in the forest as well as principles of forest entomology and pathology. Also covers identification, life cycles, host damage and control methods of important insect and disease groups.

ForT 1207**Woods Safety 1 cr**

Preparation of natural resource students to safely use various types of equipment in the field. A large portion of the class covers chain saw use and maintenance. Wide variety of topics is covered, from proper clothing to maintenance and safe use of hand tools.

ForT 1208**Introduction to Water and Soil Resources 2 cr**

Introduction to the biology and chemistry of lakes, streams and soils on vegetation and the interactions between these resources. Includes both lecture and field exercises, investigation of the elements and interactions of our aquatic, edaphic and vegetation resources.

ForT 1210**Computers in Forestry I 2 cr**

Introductory class to familiarize students with computer hardware, terminology, and functions. Discusses basics of operating systems, file management, word processing, and introduction to graphics.

ForT 1211**Spreadsheet Applications in Natural Resources 2 cr**

Application-based class which focuses on Excel spreadsheet skills, concepts and techniques with the incorporation of natural resource projects. Prerequisite: CSci 1210.

ForT 1301**Wildland Firefighter Training (includes S-130, S-190, I-100) 3 cr**

Wildland training segments which are required of all personnel to be certified as firefighters. S-130 studies the basic firefighting skills; S-190 is the study of fire behavior and environmental factors that affect fire behavior; and I-100 is the study of the management system used in wildland firefighting.

ForT 1302**Fire Safety 1 cr**

Required safety course for all wildland firefighters who plan to fight wildland fires. Includes training in the seven fire environment factors needed to monitor a fire line. Students become proficient in recognizing the indicators of these factors and understanding their effects on fire behavior.

ForT 1310**Portable Pumps and Water (includes S-211) 2 cr**

Combination of instruction and field training in the use of portable pumps and related equipment. Provides firefighters with the knowledge to effectively and efficiently utilize portable pumps and water under field conditions.

ForT 1312**Fire Behavior and Effects 2 cr**

Course that provides an understanding of how fires behave and how they affect the physical, chemical, and biological aspects of the environment. Additional fire control experience is gained through fire simulation methods.

ForT 1314**Prescribed Burning 3 cr**

The use of controlled applications of fire to accomplish specific land management goals. Course gives students the knowledge and field experience needed to work on a prescribed burn crew. Prerequisite: Red Card.

ForT 1315**Compass and Mapping 1 cr**

Introduction to the basics of map interpretation and compass usage, and the knowledge necessary for proper orientation in the field. Includes the rectangular land survey system.

ForT 1320**Wildland Fire Internship 3 cr**

Students work with various natural resource agencies to gain valuable field perspectives. Prerequisite: ForT 1301 and Red Card.

ForT 1398**Wildland Firefighter Training (includes S-130, S-190) 2 cr**

Wildland training segments which are required of all personnel to be certified as firefighters. S-130 is the study of basic firefighting skills, and S-190 is the study of fire behavior and the environmental factors that affect fire behavior.

ForT 1399**Wildland Firefighting (includes I-100) 1 cr**

Course partnering with ForT 1398 to give students additional training in the incident command system, Global Positioning System (GPS) unit, introduction to air operations, and hands-on equipment use.

ForT 2101**Silviculture 4 cr**

Study of forestland management techniques in different forest types. Cultural and cutting practices discussed. Includes field session in thinning; pruning; forest health; even age management; uneven age northern hardwood management; tree planting; and nursery management. Prerequisite: Biol 1131.

ForT 2102**Forest Inventory 4 cr**

Introduction of methods used to determine volume, tree growth, forest structure, and site quality. Emphasizes sampling the forest resource. Extensive labs will acquaint students with equipment, sampling methods including ecological classification and designs, and aerial photography applications. Extensive technical reports required. Prerequisite: Biol 1131 and Engr 1201.

ForT 2105**Forest Products 3 cr**

Study of the major forest products in this area. Includes field trips to some of the forest industries in northern Minnesota and identification of many important species of wood. Discusses structural aspects of wood and relates them to end products. (3 hours lecture/labs arranged.)

ForT 2106**Logging 2 cr**

Field exercises including the use of a chain saw in a logging operation. Sessions stress safety measures and discuss logging methods and timber contracts. A field trip to several operations is also included. Prerequisite: successful completion of first year forestry classes.

ForT 2121**Ecosystem Management 2 cr**

Introduction on mixing societal needs while maintaining biological diversity and forest health. Includes discussions of current forest management guidelines and site visits to various demonstration areas. Prerequisite: Biol 2131 and ForT 2101, or Biol 1201.

ForT 2201**Natural Resource Internship 1-8 cr**

On-the-job experience in the area of natural resources. Apply previous learning theory to practical situations and experience the realities of the profession. Prerequisite: sophomore standing.

GENERAL**Genl 1101****Freshman Year Experience 3 cr**

Student success course designed to develop academic and intellectual competence for increased likelihood of success in college. Study skills include time management, notetaking, memory, and objective and essay exam preparation, which are all applied to discipline area text chapters. Teaches technology required for library research, e-mail and list serve basics. Also explores personal issues related to adjustment to the college experience and examines career decision making for initial degree, major and career choices.

Genl 1111**Career Planning 1 cr**

Course offering students the opportunity to understand the process of career/life planning. Students assess their unique skills, interests, personality and values as they choose initial career directions and majors.

Genl 1112**Job Readiness 1 cr**

Course that equips students with skills necessary for successfully securing employment. Skills include networking, interviewing for information, resume writing, interviewing, and a general understanding of employer expectations and current job market trends.

Genl 1140**Leadership Enhancement 1 cr**

Through group interaction and experience, students develop an understanding of their own leadership styles and leadership styles of others.

GEOGRAPHY**Geog 1101****Physical Geography 3 cr**

Study of the processes and interrelationships involved in the development of the physical environment and the spatial/temporal distribution of phenomena found there. Focuses on the functional interactions between the atmosphere, hydrosphere, lithosphere and biosphere.

Geog 1104**Regional Geography 3 cr**

Study of the major world regions. Focuses on salient physical, cultural, economic and political characteristics of these regions.

Geog 1108**Cultural Geography 3 cr**

Study of the landscapes created by the interrelationship of people with their natural environment. Emphasis given to the study of population; migration; language; religion; geopolitics; rural and urban livelihoods; and settlement patterns within the larger context of globalization.

Geog 1201**Map Fundamentals 3 cr**

Introductory-level course that explores a variety of maps, their formats, principles governing mapping systems, and mapping techniques. Steppingstone to other mapping courses at the college. Includes hands-on activities. Emphasizes reading, interpreting and critically evaluating information presented on maps.

Geog 1204**Introduction to Geographic Information Systems (GIS) 3 cr**

Introduction to the capabilities, terminology, applications, and limitations of GIS technology through a series of class lectures and hands-on exercises.

Geog 1206**Cartography 3 cr**

Course that focuses on history, uses, and construction of maps with emphasis on design and drafting of thematic maps and graphs. Students learn the concepts and techniques of cartography through practical map exercises.

Geog 2101**Advanced Geographic Information Systems (GIS) 3 cr**

Study of spatial data structures and the display, manipulation, and analysis of geographic information.

Geog 2104**Techniques in Geographic Information Systems (GIS) 3 cr**

Study of advanced geoprocessing modeling and analytical techniques. Students are exposed to a variety of spatial problems using either vector or raster analyses.

Geog 2107**Introduction to Remote Sensing 3 cr**

Study of the basic concepts of remote sensing of the environment. Analyses and interpretation of aerial photographs and satellite images will be performed to provide students with the background to use remotely sensed imaging in conjunction with GIS technology.

Geog 2201**Geographic Information Systems (GIS) Internship 1-3 cr**

Utilization of geographic concepts and tools in an on-the-job setting. Students identify a geographic project, generate a problem statement, develop a project plan and timeline, and define output products. Students are required to meet on a regular basis with their instructor.

HEALTH**Hlth 1101****First Aid 3 cr**

Basic principles of emergency care of the sick and injured. American Red Cross certification in First Aid and CPR can be earned.

Hlth 1131**First Responder 2 cr**

Course that follows the current National Standard Curriculum developed by the Department of Transportation (DOT). The goal is to provide students with the core knowledge, skills, and attitudes to function in the capacity of a First Responder. The First Responder uses limited amounts of equipment to perform initial

assessment and intervention and is trained to assist other emergency medical services (EMS) providers. This level is not intended to be utilized as the minimum of staffing for a Basic Life Support (BLS) ambulance.

Hlth 1140

Women's Health 3 cr

Study of the major health issues confronting women today. Emphasizes examination of lifestyle choices to prevent disease and promote health, and also includes exploration of health issues from both the traditional medical model and the holistic model.

Hlth 1201

Healthy Relationships 2 cr

Examination of courtship, marriage, and family life in contemporary America from the perspective of health. Discussion and study of material on self-identity and healthy interpersonal relationships.

Hlth 1202

Nutrition 3 cr

Study of the components of nutrition as they apply to one's health and well-being.

Hlth 2101

CPR/First Aid for Healthcare Professionals 1 cr

Development of the student's ability to assess a patient for injuries, illnesses, and life-threatening critical states, and to intervene using approved basic life support techniques.

HISTORY

Hist 1111

European History I (1300-1789) 4 cr

European history from 1300 to 1789 dealing primarily with the impact of the Renaissance and Reformation and the rise of absolutism.

Hist 1112

European History II (1789-1945) 4 cr

European history from 1789 to 1945, tracing developments from the French Revolution and Napoleon through two 20th Century world wars.

Hist 1131

American History through the Civil War 4 cr

Survey of political, economic and social forces from pre-Colonial times to the end of the Civil War (1865).

Hist 1132

American History since the Civil War 4 cr

American history from the end of the Civil War to the present. Study of the United States historical drama with an emphasis on the political and economic development of the nation and its relations with the rest of the world.

Hist 1142

Native American History 3 cr

Surveys the significant historical, social, political, economic, and cultural forces that contributed to the development of existing relationships and policies between sovereign Indian nations and Western civilizations.

HUMANITIES

Hum 1111

War and Propaganda 2 cr

Examination of the use of film during World War II and, drawing upon German, English and U.S. film, illustration of the use of the medium as a most effective way of disseminating propaganda. Students are exposed to the opposing points of view held by World War II participants and learn techniques used by filmmakers to sway opinions.

Hum 1208

International Study Experience 3 cr

Classroom and study abroad experience that focuses on topics such as general culture, history, literature, art, and language. Incorporates lectures, presentations, and research before the travel experience and is expanded upon during travel with qualified regional/local guides and instructors.

JOURNALISM

Jour 1101

Introduction to Mass Communications 2 cr

General survey of various forms of mass media. Designed for anyone interested in the current status of print and electronic media as well as their future in American society.

Jour 1105

Introduction to Photography 3 cr

Study of photography as a versatile and expressive form of communication. Covers basic technical information on 35mm cameras and lenses including focus, exposure, and depth of field. Black and white darkroom operations developing film and making enlargements are covered as well. Students work in both black and white and color. Manual 35mm camera required. Film, paper, and color processing must be purchased by the student.

Jour 1121**Fundamentals of TV Production 3 cr**

Non-technical introduction to the hands-on techniques involved in studio television production. Students learn basics of pre-production planning including scripting and production skills of video camera operation, special effects generator, graphics, lighting, and audio. Students have an opportunity to learn the fundamentals of editing and the computer video workstation, and will produce their own programs.

Jour 1122**Video Field Production 2 cr**

Non-technical introduction to the fundamentals of operating a portable video camcorder. Students learn basics of planning and shooting a remote production of their choice as well as how to edit rough footage and produce video graphics with a computer.

Jour 2201**Internship: KAXE, ICTV or Viking Video 1 cr**

Development of radio and/or television skills through hands-on participation in community radio and/or cable TV programming, interviewing, production, and engineering.

Jour 2202**Journalism Practicum: Literary Magazine or College TV****1 cr**

Hands-on experience includes newswriting, photographing, interviewing, and input on layout and design. Students participate in the production of the ICC literary magazine Spring Thaw or college TV productions.

LEARNING SKILLS**LSkl 0091 and 0092****Learning Skills Labs 1-2 cr**

For individuals or small groups of students needing special assistance in becoming more proficient learners. A lab course may help a student become more proficient in reading, writing or math; prepare for a certain academic course; become reacquainted with topics included in the study of basic skills; explore special interests that involve knowing basic skills; and understand basics of computers and specific computer programs. Initial interview determines needs of each student, and a learning contract is agreed upon by student and instructor appropriate to the number of credits of the Learning Skills Lab experience.

LSkl 1101**Applied Study Skills 1 cr**

Course designed to help students learn basic study skills: time management; notetaking; text reading; memory; and test-taking.

This credit may apply to another content course. Counselor approval required.

LSkl 1104**Edge of Success 1 cr**

Course designed for students needing support as they recommit to pursuing their academic goals. Explores interpersonal and intrapersonal success factors.

LSkl 1105**Tutor Training 1 cr**

Preparation of students to serve as effective tutors. Discusses learning as it relates to adult learners and the role of the tutor in the learning process. Tutors receive formal training as well as supervised tutoring experience. Eligibility for national certification upon completion of the course. Instructor approval required.

LSkl 1111**Transition to College 3 cr**

Course that provides tools necessary to increase success in college. Offers information about college and college survival skills, facilitates a self-assessment using career and academic inventories, and provides peer and faculty support in developing a plan for reaching educational goals. Prerequisite: consent of Student Support Services director, counselor or instructor.

MATHEMATICS**Math 0091****Pre-Algebra 3 cr**

Course intended as the first step in preparing for the study of college mathematics. Attention given to the mathematical background required for learning algebra. Building student self-confidence also a main theme. Topics include whole numbers; fractions; decimals; percent; ratio and proportion; calculators; and introduction to algebra. Students must obtain a grade of C or higher in order to register for Math 0092.

Math 0092**Elementary Algebra 3 cr**

Introduction to beginning-level algebra. Covers problem solving; linear equations and inequalities; graphing lines; systems of linear equations; algebra of polynomials; quadratic equations; and algebraic fractions. Students must obtain a grade of C or higher in order to register for Math 0093. Prerequisite: Math 0091 or appropriate score on math portion of assessment test.

Math 1000**Intermediate Algebra 3 cr**

Continuation of Math 0092. In addition to reinforcing material from that class, the following is covered: rational exponents and radicals; introduction to functions; the quadratic formula; and,

time permitting, an introduction to logarithms. Students who obtain a grade of C or higher may continue on to college level math courses. Prerequisite: Math 0092 or appropriate score on math portion of assessment test.

Math 1100

Math for Elementary Teachers 3 cr

Course provides background in special number concepts pertinent to elementary and middle school mathematics. Emphasizes use of mathematics manipulatives for modeling basic operations. Considers set theory; numeration; and the systems of whole numbers, integers, rational numbers, and real numbers. Includes introduction to probability, statistics, measurement, graphing and geometry. Note: course does not satisfy math requirements for the AA degree. Prerequisite: Math 0093 or equivalent.

Math 1101

Contemporary Mathematics 3 cr

The study of a number of mathematical concepts including: Euler circuits; Hamiltonian circuits; scheduling tasks; linear programming; descriptive statistics; probability; statistical inference; voting strategies; growth models; fractal images; algebra behind fractals; coding; and right-triangle trigonometry. Prerequisite: Math 0093 or appropriate score on math portion of assessment test.

Math 1105

Elementary Statistics 4 cr

Course includes the study of descriptive statistics; probability; normal and binomial distributions; hypothesis testing; chi-square methods; estimation and sample sizes; correlation and regression; and analysis of variance. Prerequisite: Math 0093 or placement or consent of instructor.

Math 1111

College Algebra 3 cr

Course covers functions (polynomial, rational, exponential and logarithmic), their graphs, and using them as models to analyze real applications. Prerequisite: Math 0093 or equivalent.

Math 1121

Pre-Calculus 5 cr

Course covers functions (polynomial, rational, exponential, trigonometric and logarithmic), their graphs, and using them as models to analyze real applications. Prerequisite: four years high school math including trigonometry, or consent of instructor.

Math 1122

Calculus I 4 cr

Course covers limits, derivatives and integrals of algebraic and trigonometric functions, and applications of the derivatives of these functions. Prerequisite: Math 1121 or equivalent.

Math 1123

Calculus II 4 cr

Course covers the calculus of transcendental functions; applications of integration; techniques of integration; L'Hopital's Rule; improper integrals; sequences; and series. Prerequisite: Math 1122.

Math 2101

Differential Equations/Linear Algebra 4 cr

Course covers first and second order differential equations; matrices and systems of linear algebraic equations; determinants; vector spaces; Eigenvalues and Eigenvectors; linear differential operators; systems of differential equations; Laplace transforms; and series solutions of differential equations. Prerequisite: Math 1123.

Math 2102

Multivariable Calculus 4 cr

Course covers parametric equations, polar coordinates, vectors, and the geometry of space, vector-valued functions, and the calculus of functions of several variables. Prerequisite: Math 1123.

Math 2106

Probability and Statistics 3 cr

Introduction to several topics in calculus-based probability and statistics. Prerequisite: Calculus II.

MULTICULTURAL STUDIES

MCS 1101

Introduction to Indian Studies 3 cr

Introductory overview of the dynamics of American Indian culture. Students analyze from an informed perspective how selected tribal communities of the Western hemisphere have been influenced by political, cultural, and spiritual events using multidisciplinary tools and terminology

MCS 1103

Special Projects in Multicultural Studies 1-3 cr

Focuses on a specific discipline and topic relating to the area of multicultural studies. Each semester offering will have a subheading explaining credit hours and course focus that would involve a more in-depth study of the topic.

MCS 1111

Minority Studies 3 cr

Exploration of the historical, economic, and social background of prominent minority groups in American society. Examines similarities and differences; theoretical perspectives; dominant and subordinate relationships; media portrayal; and contemporary social issues.

MUSIC

Mus 1101

Fundamentals of Music 3 cr

Course designed to give students a basic background in music theory. Covers basic concepts of musical notation; scales; key signatures; rhythm; chords; writing simple melodies; and beginning recorder playing. Students required to attend live music events during the semester.

Mus 1111

Music Appreciation 3 cr

Appreciation of music and development of good listening habits through the study of basic elements of music, historical view of musical styles, exposure to live performances, and exploration of one's own definition of music. Designed to broaden understanding, listening awareness, and sensitivity to a variety of musical styles. Students required to attend live music performances during the semester.

Mus 1115

American Popular Music 3 cr

Study of American Popular Music, including the roots of pop styles from pre-rock'n'roll to blues, country, folk, rock'n'roll, soul, and present-day styles of the eighties and nineties. Students required to attend live music events during the semester.

Mus 1191 and 1192

Applied Music I and II 1 cr

Individual instruction for freshmen in voice, piano, or guitar. Extra fee required. Half-hour lesson weekly (15 lessons per semester). Minimum five hours practice per week expected. Arrangements may be made for the study of other instruments through the music department. Prerequisite: several years of study in the applied area and/or consent of instructor.

Mus 1201 and 1202

College Choir I and II 1 cr

College Choir is a non-auditioned singing group that meets twice weekly during each semester. Students study basics of vocal production, improve sight-singing skills, and experience the joy of singing a wide range of choral literature, both sacred and secular. Performance opportunities on campus as well as participation in a choral festival each spring. Students can also participate in College Choir without registering for credit.

Mus 2191 and 2192

Applied Music III and IV 1 cr

Individual instruction for sophomores in voice, piano or guitar. Extra fee required. Half-hour lesson per week expected. Arrangements may be made for the study of other instruments

through the music department. Prerequisite: several years of study in the applied area and/or consent of instructor.

NATURAL SCIENCE

NSci 1101

Environmental Science 3 cr

Study of how humans affect and are affected by their environment. Students learn how parts of Earth's life support systems, environmental problems, and possible solutions are connected. Emphasizes international and individual solutions.

NSci 1111

Astronomy 3 cr

Introduction to planetary and stellar astronomy. Includes planet and star formations and how such systems evolve over time. Also covers ways in which modern astronomy gets data from which it forms models of planetary and stellar evolution. Students contribute to class presentations based on their own investigations and assigned journal articles. Familiarities with college algebra, reading scientific journals, and writing lab reports are expected.

NSci 1121

Earth Science 4 cr

Elementary survey of geological forces, the origins of rocks and minerals, geological history, and soil formation and properties. (3 hours lecture/2 hours lab per week.)

NSci 1131

Principles of Wildlife Management 3 cr

Introduction to population factors, ecological processes, and techniques used to manage wildlife. Wildlife groups including big and small game, endangered waterfowl, and non-game also discussed. Recitation/lab sessions focus on specific topics such as law enforcement, population sampling techniques, and current management issues. (3 hours lecture/2 hours lab per week.)

NSci 1135

Field Bird Identification 2 cr

Introduction to identifying Minnesota birds by sight and sound. Weekly field trips to a variety of habitats. Students learn field marks, songs, binocular use, and natural history. Lecture covers avian diversity, anatomy and physiology, and bird behavior. (1 hour lecture/2 hours lab per week.)

NSci 1138

Natural Resource Law Enforcement 2 cr

Course designed for those who may be involved in enforcing natural resource laws. Covers history, philosophy and methodology of natural resource law enforcement.

NSci 1145**Ecological Principles of Lakes and Streams 3 cr**

Introduction to biology, chemistry, geology, and physics of lakes and streams. Lab will teach measurement techniques and analysis of water quality. New technologies such as Water on the Web will be used.

NSci 1199**Natural Resource Series 1-2 cr**

Designed to utilize natural resource experts from the surrounding area. Covers topics such as water, soils, wildlife, recreation, and fisheries management. Topics change each semester.

PHILOSOPHY**Phil 1101****Introduction to Philosophy 3 cr**

Historical and contemporary views of some of the major issues in philosophy including methods, reality, knowledge, freedom, and ethics.

Phil 1111**Ethics 3 cr**

Identification of problems that arise when people try to think systematically about conduct, values, and questions of free will. Includes selection of views about right and good from the standpoint of the philosophies' relevance to modern living. Emphasizes issues of freedom and responsibility.

Phil 1121**American Indian Philosophy 3 cr**

Survey of the basic tenets of American Indian tribal world views, concentrating on traditional woodland tribal culture assertions. Students will also survey known Western philosophy concepts and relate these to traditional tribal perceptions.

PHYSICAL EDUCATION**PE 1101****Cross-Country Skiing 1 cr**

Classroom and activity components to learn proper use of equipment and basic principles of cross-country skiing.

PE 1102**Downhill Skiing 1 cr**

Classroom and activity components to learn proper use of equipment and basic principles of downhill skiing.

PE 1105**Bowling and Curling 1 cr**

Basic fundamentals, terminology, scoring, rules, and etiquette. Each game will be taught for half a semester.

PE 1108**Softball and Volleyball 1 cr**

Fundamentals, rules, strategy, and team play in both softball and volleyball.

PE 1111**Touch Football and Basketball 1 cr**

Primary emphasis for each sport will be on game participation rather than drills. Half a semester devoted to each sport.

PE 1114**Archery 1 cr**

Basic fundamentals and techniques, including archery equipment, shooting fundamentals, sight use, and common errors in shooting.

PE 1117**Baseball 1 cr**

Fundamentals of rules, strategy, and practice of baseball.

PE 1121**Golf 1 cr**

Basic fundamentals including rules, etiquette, terminology, grip, execution of swing and stroke. Students furnish their own clubs.

PE 1124**Fitness Walking 1 cr**

Basics of a walking program for cardiovascular fitness including lifetime exercise vs. short-term conditioning; mental benefits; motor control; strength and flexibility; safety; and diet. Includes walking techniques and customizing a walking workout.

PE 1125**Flexibility and Core Training 1 cr**

Course helps individuals become more mindful while exercising, primarily by emphasizing controlled breathing during movement and by focusing on what the body is doing. Exercises focus on developing strength, flexibility, and stability in the core musculature of the body and building a foundation from which to rebalance and realign the body. Developing these important postural muscles makes for fluid and more efficient movement, decreases the risk of injury, and improves posture.

PE 1127**Aerobics 1 cr**

Movement designed to improve cardiovascular strength and endurance, muscle strength, and endurance and flexibility.

PE 1130**Outdoor Adventure 1 cr**

Experience and participation in outdoor recreational activities including snowshoeing and cross-country skiing. Involves some field trips and overnights.

PE 1131**Camping 1 cr**

Planning for camping trips; compass and map reading; fire building; cooking; sanitation; survival skills; and shelter building. Includes practical application in an overnight camping trip.

PE 1133**Racquet Sports 1 cr**

Basic fundamentals of tennis, badminton and racquetball. Includes knowledge of rules, strategy, and etiquette of all three games. Students provide their own tennis racquets.

PE 1136**Weight Training 1 cr**

Development of a positive body image through weight training. Includes developing and implementing an individual weight training program.

PE 1137**Fitness Training for Wildland Firefighters (includes Pack Test) 1 cr**

Course focuses on the development of body strength and endurance through weight training. Students increase their physical condition in preparation for the Pack Test requirement for wildland firefighting.

PE 1139**Yoga and Relaxation 1 cr**

Basic program of stretches to increase balance, strength and flexibility, and promote good posture. Fundamentals of breathing, meditation, and concentration to increase body awareness and relaxation.

PE 1161**Competitive Football 1 cr**

Fundamentals, strategy, and knowledge of offensive and defensive play put into practice. Prerequisite: varsity team member.

PE 1162**Competitive Volleyball 1 cr**

Practice, knowledge, fundamentals, and advanced volleyball techniques and plays. Prerequisite: varsity team member.

PE 1163**Competitive Women's Basketball 1 cr**

Fundamentals, strategy, and practice of basketball skills plus advanced play and techniques. Prerequisite: varsity team member.

PE 1164**Competitive Wrestling 1 cr**

Demonstration, practice, and strategy of competitive wrestling. Prerequisite: varsity team member.

PE 1166**Competitive Baseball 1 cr**

Basic skills of pitching, throwing, and hitting needed to learn and play the game of baseball. Prerequisite: varsity team member.

PE 1167**Competitive Softball 1 cr**

Fundamentals, practice, and strategy of softball. Prerequisite: varsity team member.

PE 1168**Competitive Men's Basketball 1 cr**

Fundamentals, strategy, and practice of basketball skills plus advanced play and techniques. Prerequisite: varsity team member.

PE 1201**Wellness 2 cr**

Examination of lifestyle choices as measured against personal values, ethic and civic responsibility, and current research on well-being. (2 hours lecture/1 hour lab per week.)

PE 1204**Activities for Stress Management 2 cr**

Skills and activities for stress management on an individual basis. Emphasizes physical activity to facilitate stress management.

PE 1211**Care and Prevention 2 cr**

Study of taping and preventative techniques of injuries in recreational activities and athletic contests. Includes knowledge and practical application. Does not satisfy the physical education activity requirement for the AA degree. Prerequisite: Hlth 1101 or consent of instructor.

PE 1215**Sports Officiating: Football 1 cr**

Course designed to introduce and develop the skills needed for football officiating. Interested students will be certified by the Minnesota State High School League.

PE 1216**Sports Officiating: Basketball 1 cr**

Course designed to introduce and develop the skills needed for basketball officiating. Interested students will be certified by the Minnesota State High School League.

PE 2101**Recreational Leadership 2 cr**

Course that covers community and school recreation philosophy. Organization and administration of games, tournaments, facilities, and related risk management. Includes information on career opportunities. Does not satisfy the physical education activity requirement for the AA degree.

PHYSICS**Phys 1101****Fundamentals of Physics I 4 cr**

Course intended for liberal arts majors/general education. Includes motion (velocity, acceleration); energy conservation; forces; circular motion; fluid properties; and thermodynamics (heat transfer). (3 hours lecture/2 hours lab per week.) Prerequisite: completion of Math 0093.

Phys 1102**Fundamentals of Physics II 4 cr**

Continuation of Physics 1101. Introduces wave motion; sound; electricity and magnetism; electromagnetic waves (light, radio and TV waves, x-rays); optical instruments; and introduction to nuclear physics. (3 hours lecture/2 hours lab per week.) Prerequisite: completion of Math 0093.

Phys 1201**General Physics I 4 cr**

Course designed for students majoring in physical science or engineering. Focuses on study of mechanics of particles and rigid bodies including kinematics, dynamics, conservation laws, and linear and angular momentum. Also covers fluid mechanics, mechanical waves, and thermodynamics. (4 hours lecture/2 hours lab per week.) Prerequisite: Math 1122 or concurrent enrollment in Math 1122.

Phys 1202**General Physics II 4 cr**

Continuation of Physics 1201 for students majoring in physical science and engineering. Focuses on electricity, magnetism, and optics. (3 hours lecture/2 hours lab per week.) Prerequisite: Phys 1201; Math 1122.

POLITICAL SCIENCE**PoIS 1101****American Politics and Government 3 cr**

Study of the relationship between the individual and government including introduction to terms, democratic theories, civil liberties, political participation, and structure and function of national government.

PoIS 1111**Federal Law and Tribal Government 3 cr**

Examination of unique relationships that form the basis for tribal sovereignty; current tribal government; relevant legislation; treaty documents; harvesting rights; traditional forms of governing; and civil issues that affect government-to-government relations.

PRACTICAL NURSING**PRNU 1100****Computing for PN Students 1 cr**

Basic introduction to the use of personal computer. Emphasizes Windows, file structure and management, and using word processing for report writing and carrying out research on the Internet. Based on projects related to the PRNU curriculum.

PRNU 1101**Nursing Assistant 80-Hour Course 3 cr**

Intended to prepare students for practice at the Nursing Assistant level and as an introduction to the nursing sequence for students who continue beyond Level I. Covers basic nursing skills, psychosocial need, resident rights, communication and body mechanics. Upon satisfactory completion of classroom and clinical instruction, student receives a program certificate of completion and is eligible to take the written and skill competency examination. This test is federally required to work as a Registered Nursing Assistant. There is an additional fee for this exam.

PRNU 1102**Advanced Nursing Assistant (NAR II) 3 cr**

Course prepares Nursing Assistants with additional required skills to provide restorative physical and psychosocial care in long-term-care facilities.

PRNU 1103**Home Health Aide 18-Hour Course 1 cr**

Course focuses specifically on educating those who will be employed in a private home or apartment. Includes introduction to home health care, nutrition, special populations, working with families, homemaking skills, Hospice Agency, and documentation. Students who satisfactorily complete PRNU 1101, PRNU 1103 and competency evaluation will be issued a program

certificate of completion required to work as a Home Health Aide. Course is a prerequisite for entering the Practical Nursing program. Prerequisite: PRNU 1101.

PRNU 1201**Integrated Science 4 cr**

Course provides the basis for understanding the body as a whole, its parts, their interrelationships and interdependence on one another. Teaches introduction to essential terminology, concepts, elements of chemistry and physics, and general principles of basic life sciences through lecture and lab activities. Prerequisite: acceptance to the Practical Nursing program.

PRNU 1202**Medical Terminology for PN Students 1 cr**

Course focuses on the study of medical terminology as it applies to word component interpretation. Also includes terminology related to body systems, disease process, and body function. Prerequisite: acceptance to the Practical Nursing program.

PRNU 1203**Nutrition and Diet Therapy 1 cr**

Information about food and nutrition and effects on nutritional status and health. Includes basic hospital diets and their purpose in treating various illnesses. Prerequisite: acceptance to the Practical Nursing program.

PRNU 1206**Health Needs for All Ages I 3 cr**

Gaining understanding of various conditions and nursing care for patients of all ages in relation to integumentary, musculoskeletal, diabetes, urinary, neuro/sensory, and reproductive systems. Covers the following: disease process; diagnostic tests; pharmacological considerations; nursing interventions; nutritional considerations; other therapeutic treatments; rehabilitation; and emotional needs. Prerequisite: successful completion of Semester I.

PRNU 1207**Pharmacology 3 cr**

Development of student's beginning ability to understand therapeutic effects of medications, dosage calculation, safe administration of medications, and nursing care of clients with fluid and electrolyte imbalance.

PRNU 1208**Maternal/Child Health Nursing 2 cr**

Foundation knowledge of nursing theory and principles that relate to normal childbearing and common complications. Basic pediatric health care principles will also be introduced. Includes pharmacological and nutritional considerations. Knowledge is related to clinical experience caring for mothers and newborns in Clinical II. Prerequisite: successful completion of Semester I.

PRNU 1209**Gerontological Nursing 1 cr**

Development of student's ability to understand the aging process, related developmental tasks, dementia, and subsequent influences on the needs and care of the older person. Discusses information about community resources and needs of the older person in relation to community. Prerequisite: successful completion of Semester I.

PRNU 1210**Nursing Skills I 3 cr**

Basic concepts, skills, and elements of nursing practice providing foundation of knowledge by which the nurse is guided in giving care. Discusses principles of nursing process; ethical and legal issues; documentation; assessment; sterile technique; microbiology; wound healing; and medication administering. Emphasizes various skills essential to safe practice of nursing. Prerequisite: successful completion of Semester I.

PRNU 1211**Clinical I 5 cr**

Under supervision and guidance of nursing instructors in the hospital and nursing home, student provides care for patients and residents. Emphasizes refining nursing skills and techniques, enhancing observation and documentation skills, and utilizing nursing process as a method of problem solving. Prerequisite: successful completion of Semester I.

PRNU 2206**Health Needs for All Ages II 4 cr**

Gaining understanding of various conditions and nursing care for patients of all ages in relation to endocrine, gastrointestinal and accessory organs, oncology, blood and lymphatic, cardiovascular, and respiratory systems. Covers the following: disease process; diagnostic tests; pharmacology; nutritional considerations; nursing interventions; other therapeutic treatments; rehabilitation; and emotional needs. Prerequisite: successful completion of Semesters I and II.

PRNU 2207**Psychosocial Aspects of Nursing 2 cr**

Course intended to assist student in interacting therapeutically and making pertinent observations in situations that have psychosocial aspects fairly common in everyday life. Psychosocial development throughout the life span is the course foundation. Includes pharmacological considerations. Classroom learning is reinforced by clinical components of various observational and clinical health experiences. Prerequisite: successful completion of Semesters I and II.

PRNU 2208**PN Role in Home Care 1 cr**

Healthcare in a wider scope. Attainment of knowledge includes reviewing history, exploring reimbursement, looking at community in a broad sense, and exploring expanded settings of healthcare delivery. Prerequisite: successful completion of Semesters I and II.

PRNU 2209**Role Transition 1 cr**

Course includes knowledge on legal, moral, ethical, diversity, and spiritual issues related to the role of the LPN. Content includes emphasis on scope of practice, role of the Minnesota Board of Nursing, licensure, and employment. Intended to provide concepts needed to enable a smooth transition from practical nursing student to Licensed Practical Nursing.

PRNU 2210**Nursing Skills II 1 cr**

Concepts, skills, and elements of nursing practice providing foundation of knowledge by which the nurse is guided in giving care requiring advanced skills. Emphasizes knowledge and skills related to diabetes and conditions of the musculoskeletal, respiratory, and gastrointestinal systems. Prerequisite: successful completion of Semesters I and II.

PRNU 2211**Clinical II 6 cr**

Student provides and observes the care for patients under supervision and guidance of the nursing instructor in hospital and community settings, and identifies and prioritizes basic patient needs in providing patient care. Emphasizes preparing nursing case studies utilizing the nursing process and enhancing observation and documentation skills. Prerequisite: successful completion of Semesters I and II.

PRNU 2221**Integrated Practicum 2 cr**

The practical nursing student will function in a role with a clinical assignment comparable to a beginning practitioner. Emphasizes integration of previously learned knowledge and abilities into the role of the Licensed Practical Nurse as a member of a nursing team in a variety of clinical settings. Students work closely with personnel from the facility while continuing to have instructor supervision available.

PSYCHOLOGY**Psyc 1101****General Psychology 3 cr**

Introduction to the field of psychology through an overview of the history of psychology; research methods; major theoretical perspectives; biological bases of behavior; sensation and perception; memory, decision-making and intelligence; language acquisition; motivation and emotion; human development; social behavior; personality; psychological testing; psychological disorders; and treatment of psychological disorders.

Psyc 1105**Introduction to Human Services and Resources 3 cr**

Overview of the history of helping; theoretical perspectives and models of helping; roles and functions of human service workers; prevention; ethics; and current issues/controversies in the field of human services. Also explores human service systems and agencies, with an emphasis on local resources.

Psyc 1106**Psychology Practicum 1-5 cr**

Course provides the opportunity to gain a working knowledge of a human service agency and practical hands-on experiences in the responsibilities and skills involved in human services.

Psyc 1107**Assertiveness Training 1 cr**

Course increases awareness of assertive communications and behaviors in order to determine an individual's present level of assertiveness and to consciously use behavior-change methods to foster positive and assertive behaviors. Students learn and practice problem-solving skills that allow feelings to be expressed in a manner that is personally satisfying and socially effective.

Psyc 1110**Introduction to Chemical Dependency 3 cr**

Course covers mood-altering drugs and the pharmacological and social factors associated with chemical used dependency.

Psyc 1201**Human Growth and Development 3 cr**

Introduction to the field of developmental psychology by providing an overview of physical, cognitive, personality and social-emotional development throughout the life span.

Psyc 1202**Early Childhood Development 3 cr**

Developmental stages of the child from prenatal period through age six. Designed to help the adult who is with children in a professional or home setting understand the whole child by being aware of social, emotional, motor, and intellectual stages of growth.

Psyc 1205**Activities and Methods for Teaching Young Children
2 cr**

Emphasis on planning and conducting age appropriate creative activities for young children and development of effective teacher role techniques.

Psyc 1206**Teacher-Child/Home-School Relations 2 cr**

Development of effective teacher role techniques when working with young children. Presents home-school relationships through various strategies and current program models. Compares Developmentally Appropriate Guidance with other guidance models.

Psyc 1207**Children's Health, Safety and Nutrition 2 cr**

Introduction to issues of health, safety, and nutrition for children.

Psyc 2100**Group Processes 3 cr**

Gaining an understanding of importance of groups; learning about group theory and dynamics; becoming more aware of their interpersonal style and group behavior; and developing more effective group skills.

Psyc 2102**Learning and Cognition 3 cr**

Course provides a survey of research, theories, concepts, and applications in the areas of learning and cognition. Topics include traditional and contemporary theories of learning; research methods; classical conditioning; operant conditioning; observational/social learning; appetitive and aversive conditioning; biological, instinctive and cultural influences on learning and behavior; memory storage and retrieval; information processing; concept learning; problem-solving; language acquisition; and learning styles.

Psyc 2103**Adult and Geriatric Psychology 3 cr**

Course explores behavior changes that occur in late adulthood and their analysis from psychological, biological, and sociological perspectives. Describes research methodology appropriate for studying aging. Focuses on describing factors that contribute to the aging process.

Psyc 2105**Adolescent Psychology 3 cr**

Overview of various psychological stages of adolescence with a developmental approach. Prerequisite: Psyc 1101 or consent of instructor.

Psyc 2106**Abnormal Psychology 3 cr**

Course explores history of abnormal psychology and survey major areas of mental illness. Emphasis on abnormal behavior, classification, diagnosis, and treatment. Prerequisite: Psyc 1101 or consent of instructor.

Psyc 2110**Human Sexuality 3 cr**

Survey of physiological, psychological, and social aspects of human sexuality with emphasis on healthy sexual adjustment within the total context of human interaction.

Psyc 2112**Introduction to Gerontology 3 cr**

Course focuses on aging as normal process in contrast to abnormal, problem-oriented, or pathological approaches. Introduces core content areas of sociology, psychology, and physiology as well as demographics, cultural diversity, and other special issues in gerontology. Examines policies and programs providing knowledge of available services for the aging adult.

Psyc 2115**Death and Dying 3 cr**

Course explores significance of death in human life, individual as well as social. Emphasizes understanding of attitudes toward death, dying, and those who are experiencing death. Includes conceptual and personalized ideals and practical application of modeled techniques and tools. Explores attitudes of various cultures toward death, dying, grief, and afterlife. Issues related to death, such as suicide and euthanasia, also discussed. Prerequisite: Psyc 2112.

Psyc 2120**Behavioral and Cognitive Intervention 3 cr**

Introduction to most frequently used procedures for dealing with common behavior problems. Includes basic procedures for developing new behaviors; decreasing behavior excess; the importance of schedules of reinforcement; behavior chaining; appropriate use of punishment procedures; stimulus control; and generality. Emphasizes importance of data and of specific data collection procedures. Prerequisite: Psyc 1101.

Psyc 2121**Understanding Violence 3 cr**

Course defines violence and differentiates between different kinds and levels of violence. Addresses issues related to violence from a variety of perspectives: enforcement; intervention; abuse; neglect; harassment; violence prevention; conflict resolution; and ethical standards in working with victims and offenders from multiple cultures and communities.

Psyc 2123**Basic Interviewing and Helping Skills 3 cr**

Course emphasizes learning and demonstrating effective communication, interviewing, crisis intervention and interpersonal skills, and the practical application of helping strategies essential to being an effective helper.

Psyc 2125**Impact of Chemical Dependency 3 cr**

Exploration of overall impact of chemical dependency on families and society. Also covers roles within the chemically dependent families and intervention models.

Psyc 2201**Practicum 1-5 cr**

Provides practical hands-on experience in human service settings. Designed to enhance classroom learning.

READING**Read 0092****Analytical College Reading 3 cr**

Opportunities for increased success and proficiency in active and analytical reading skills as applied to a variety of college level courses. Includes comprehension strategies such as text marking, annotating, summarizing, and paraphrasing.

SOCIOLOGY**Soc 1101****Introduction to Sociology 3 cr**

General course in human society and culture includes sociological methods, basic concepts, and the topic of social inequality.

Soc 1201**Social Problems 3 cr**

Sociological analysis of the nature, causes, effects, and possible responses to a variety of contemporary social problems.

Soc 2101**Contemporary Indian Concerns 3 cr**

Course examines current issues of concern to indigenous tribal peoples of North America and their neighbors. Issues viewed from sociological and traditional tribal perspectives in order to research alternative explanations or solutions.

Soc 2111**Sociology of Aging 3 cr**

Course examines the place of older people in society, including attitudes and myths about aging; social characteristics of the older

population; roles and role loss in later years; and special needs of older people in family, housing, retirement, ethnogerontology, health care, economics, and other social settings. Discusses community resources for meeting these needs. Emphasizes current theory and research in the sociological field of aging. Prerequisite: Psyc 2112.

Soc 2120**Introduction to Criminal Justice 3 cr**

Overview of the development, components, and administration of criminal justice in America, including the nature of crime, law enforcement, courts, corrections, and changing roles in society.

SPEECH**Spch 1101****Introduction to Speech Communication 3 cr**

Introduction to the basic theories of intrapersonal, interpersonal, small group, and public communication. Emphasizes practicing organizational and presentational skills while reducing speech anxiety.

Spch 1105**Fundamentals of Public Speaking 3 cr**

Introduction to the basic speech types: extemporaneous, impromptu, informative, and persuasive. Emphasizes research, organization and speech delivery using techniques applicable to academic and career settings.

Spch 1111**Interpersonal Communications 3 cr**

Course examines communication process from an interpersonal perspective. Emphasizes exploring personal attitudes and values, self-esteem issues, and communicating in work and social situations. Individual and group activities directed toward developing skills in problem-solving, conflict management, and effective listening in a non-threatening environment.

Spch 1121**Intercultural Communications 3 cr**

Course designed to cultivate, promote, and increase understanding between people of different cultures. Emphasizes learning about communication issues in regard to differences in race, gender, sexual orientation, religion, health, and socioeconomic status. Individual and group activities directed toward developing skills in communicating effectively with diverse populations in the U.S. and international locations.

THEATRE

Thtr 1101

Introduction to Theatre Arts 3 cr

Course examines the role and value of theatre as a reflection of humanity in both history and contemporary societies. Explores creative impulses and skills of playwrights, actors, directors, designers, technicians, and audiences to experience the transformation of a written text into a theatrical event. Students gain greater sensitivity and insight into the theatre arts through theatre games; lectures; play readings; discussions; viewing live and/or videotaped theatre performances; and individual collaborative creative projects.

Thtr 1121

Beginning Acting 3 cr

Introduction to the process of acting through the use of games, movement, improvisation, masks, monologues and scene work. Designed to promote spontaneity, group interaction and self-confidence; develop concentration and listening skills; expand physical and vocal range; and establish the fundamentals of text analysis and rehearsal technique.

Thtr 2201

Theatre Practicum 1-3 cr

Practical learning experience in the performing and/or technical aspects of an Itasca Community College theatre production. Students may work as an actor, stage manager or assistant director, or serve in a significant stage crew capacity in one or more of the following areas: stage scenery; stage properties; costuming; make-up; stage lighting; sound technology; or theatre management.

ONLINE COURSES

Visit www.minnesotaonline.mnscu.edu for a catalog of more than 1,000 courses and 70 academic programs offered online by Minnesota State Colleges and Universities. Students may enroll concurrently in more than one institution and all courses are offered by accredited colleges and universities. Registration assistance is available on campus. Online technical support is available to students 24 hours a day.

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The Minnesota State Colleges and Universities System comprises 32 state universities and community and technical colleges serving the higher education needs of Minnesota. The system serves about 240,000 students per year in credit-based courses and an additional 130,000 students in non-credit courses.

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Itasca Community College is a member of the Northeast Higher Education District (NHED), which also includes Vermilion (Ely), Rainy River (International Falls), Hibbing, and Mesabi Range Community & Technical (Virginia and Eveleth) colleges.

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Dennis Carlson, Natural Resources

AA, Austin Junior College; Forestry Technician Diploma, University of Minnesota; BS, University of Minnesota; MS, University of Minnesota

Carol Church, Practical Nursing

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Marilyn Clark, History

BA, Miami University; MA, Sam Houston State University

Anne Erickson, English

BA, Augsburg College; MA, Bemidji State University

Scott Erway, Mathematics

BA, Mansfield University; MA, University of Colorado

Brenda Fairchild, Learning Skills

BS, University of Minnesota; MS, University of Wisconsin-Superior

Tim Fox, Geography

BA, Humboldt State University; MA, San Diego State University

Robert Gephart, Human Services and Psychology

BA, St. Cloud State University; MS, St. Cloud State University; Licensed Psychologist

Susan Hawkinson, English

BA, University of Colorado-Boulder; MA, University of Colorado-Boulder; MA, Bemidji State University

Glen Hodgson, Engineering

BA, Dartmouth; BCE, University of Minnesota; MS, Oregon State University; Registered Professional Engineer

Patricia Holycross, Financial Aid Director

BA, Augustana College; MS, St. Cloud State University

Harry Hutchins, Natural Resources

BS (two degrees), Michigan State University; MS, Utah State University

Susan Hutchins, Biology

AS, Grand Rapids Junior College; BS, Michigan State University; MS, Michigan State University

Bart Johnson, Engineering

BSME, North Dakota State University; MSME, University of Michigan

Dr. Jackie MacPherson, Psychology

BA, University of North Dakota; MA, University of North Dakota; PhD, University of North Dakota; Licensed Psychologist

Patrick Mathias, English

BA, Mankato State University; MA, Mankato State University

Bill McBride, Physical Education and Health

BS, Bemidji State University; MS, United States Sports Academy

Rick Mikesch, Counselor

BS, Bemidji State University; MS, University of Wisconsin-Superior

Matthew Miltich, English

BA, Bemidji State University; BS, Bemidji State University; MA, Bemidji State University; MFA, Vermont College

Richard Nadel, English and Video Services

BA, Albion College; BS, Bemidji State University; MA, University of Michigan

Dr. Judy Nelson, Speech/Communications

AA, Itasca Community College; BA, College of St. Scholastica; MA, University of Wisconsin-Superior; PhD, Capella University

Rebecca Niemi, Counselor

AA, Mesabi Community College; BAS, University of Minnesota-Duluth; MA, University of Minnesota-Duluth; Nationally Certified Counselor

Pamela Rajala, Counselor

BS, University of Minnesota-Duluth; MS, University of Wisconsin-Superior

Michael Reasor, Art

BFA, Brigham Young University; MFA, Colorado State University

John Rothstein, Business Management

BA, University of Minnesota-Duluth; MBA, University of Notre Dame

William Sackett, Business Management

AA, Itasca Community College; BS, St. Cloud State University; MA, College of St. Scholastica

Gordon Savela, Chemistry

AA, Mesabi Community College; BA, College of St. Scholastica; MS, University of Notre Dame

Heidi Shinabargar, Nursing

BS, Bemidji State University; MS, Bemidji State University

Diane Skelly, Practical Nursing

BS, Bemidji State University; Certificate in Nursing Education, Bethel College

Carey Skrbec, Practical Nursing

BSN, College of St. Benedict; MS, University of Minnesota

Patricia Smith, Computer Science and Mathematics

AA, Itasca Community College; BS, Bemidji State University; MS, Bemidji State University

Craig Stertz, Mathematics

BA, St. Norbert College; MS, University of Colorado

Theresa Stertz, Mathematics

BA, Winona State University; BS, Winona State University; MS, Iowa State University

Ron Ulseth, Engineering

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BA, Calvin College; MEd, University of Minnesota; Learning Disability Certification

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Michelle Vanina

College Lab Assistant-Study Skills

Ann Vidovic

Student Services Program Supervisor

Bob Wilson

Facility Services

Note: A complete list of Itasca Community College personnel is available at Itasca's website, www.itascacc.edu.

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APPLICATION for ADMISSION

\$20 Application Fee required
(Make check payable to Itasca Community College)

NOTE: The college is asking you to provide information that includes private and/or confidential information under state and federal law. The college is asking for this information in order to process your application. You are not legally required to provide the information requested; however, the college may not be able to effectively process your application if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent: to other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release; to federal, state or local officials for purposes of program compliance, audit or evaluation; as appropriate in connection with your application for, or receipt of, financial aid; to your parents, if your parents claim you as a dependent student for tax purposes; if the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law; and to an organization engaged in educational research or accrediting agency.

Application for: Fall Semester Spring Semester Summer Year _____
(Please indicate which semester you plan to start taking classes.)

I plan to attend: Full time (12 or more credits) Part time (fewer than 12 credits)

Please type or print clearly. It is important to complete both sides of the application.

Full Name: _____
Last First Middle

Permanent Mailing Address: _____
Address City County State ZIP

Present Address: (Until _____) _____
Address City County State ZIP

Home Phone: (____) _____ Cell or Business Phone: (____) _____

Email: _____ Social Security Number (optional): _____ - _____ - _____

Many colleges/universities use Social Security numbers for student identification purposes on student records. Providing your Social Security number is voluntary. If you do not provide this number, your application will still be processed. This data is requested for purposes of administration, program evaluation and consumer and alumni data. Your number also may be used to create summary information about MnSCU programs through data matches with other state agencies.

Required for Admission:

- High School Transcript/GED Transcript Transcript enclosed Transcript will follow
- Medical Immunization Record Medical record enclosed Medical record will follow

Note: No action can be taken until transcripts have been received by Itasca. Please request official transcripts be forwarded from all schools attended.

Please check which applies to you:

I am currently attending: _____
Name and location of high school Year of expected graduation

I am a high school graduate: _____
Name and location of high school Year graduated GPA

I have completed a GED: _____
State where GED earned Year received

None of the above.

What is your current educational intent at this institution?

- Complete courses, but not a degree Earn associate (two year) degree Earn associate (two year) degree and transfer
- Earn occupational certificate, diploma Complete courses and transfer without a degree

Do you have a: two year degree four year degree post graduate degree?

(If yes, please contact each institution and request that official transcripts be sent directly to Itasca Community College.)

Please list any college, university or technical school you have attended.

Institution	City/State	Dates attended	Credits completed or received

MAIL to: Admissions/Records Office
Itasca Community College
1851 E Hwy 169
Grand Rapids MN 55744-3397
Ph. 218-327-4468 or 1-800-996-6422



Admission to Itasca Community College is granted without regard to race, color, creed, religion, national origin, sex, age, marital status, public assistance status, veteran status, sexual orientation, or disability. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex, and by all other federal and state laws regarding equal opportunity. Alternative format available upon request, 218-327-4167/V/TTY.

