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.

ICC is a college that believes in the smart utilization of technology in all areas. Many online opportunities and advanced technological innovations occur each and every day in our classrooms and outside of the classroom. We still remember the importance of human interaction and place a high priority on creating learning communities that enhance our students’ abilities to communicate and work together as effective team members.

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 85 years and we plan to be here for many years to come.

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/board/policy/1b01.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 and a member of the North Central Association (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 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 residence hall in 2005; 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 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 in International Falls, Vermilion
Community College in Ely, Mesabi Range Community & Technical College in Virginia and Eveleth, and
Hibbing Community College.

Itasca, representing the Northeast Higher Education District, along with lead university Minnesota State
University-Mankato, Normandale Community College, South Central College and Alexandria, Anoka, and
Hennepin technical colleges, is a partner in the Minnesota Center for Engineering and Manufacturing
Excellence. The center was established by the Minnesota State Colleges and Universities in 2005 to build
partnerships between higher education, business and industry to stimulate economic development through
education, training, and applied research.

One of Itasca’s great strengths continues to be meeting the educational needs of its students through
innovative instructional programs, technology upgrades and collaborative projects between the college and
community businesses, organizations and individuals.

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 Experience Itasca–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 in academic areas of interest
> 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

To schedule a campus visit and/or request additional information about Itasca, students 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: 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 Admissions/Records Office. If needed, immunization forms may be obtained from the Admissions/Records 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 and have their file reviewed for financial aid eligibility.

**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. 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, Nebraska, North Dakota, and Wisconsin 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 in the Academic and Instructional Information section of the catalog.

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 one 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 general admission form. Forms may be obtained from the ICC website (www.itascacc.edu), the Admissions/Records Office, 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 academic background, type of program being sought, 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).
> 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 Higher Learning
Commission and the North Central Association 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-time 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. PSEO students are
not eligible for developmental courses and certain college level courses. Refer to the “Course Descriptions”
section for information on specific classes.

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. Financial aid is not available to students enrolled under the PSEO Act.

**PSEO Eligibility Requirements**
> Students must be a high school junior or senior at a public school, nonpublic school, or home school.
> Students must **not** be classified as full time at their high school.
> Seniors must have a minimum cumulative GPA of 3.00 with a class rank of 50%. Juniors must have a minimum cumulative GPA of 3.20 with a class rank of 70% or higher. This GPA is to be based on end of the year grades for all high school work (grades 10, 11, and 12) 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.

**TRIO Programs**
The purpose of the pre college programs of Upward Bound and Educational Talent Search is to prepare middle school and high school students for college access. The programs work toward increasing success of students who are first in their family to pursue and acquire a bachelor’s degree and/or also have an economic disadvantage (low income). Students who are interested in receiving services should contact their high school counselor for program information and applications.

**Upward Bound**
The Upward Bound program has been hosted by Itasca Community College since 1990, and serves 58 students annually. Participants of Upward Bound are selected in the beginning of 9th and 10th grades for involvement in programming that will prepare them to remain in high school, graduate, and enroll in and complete a post secondary program. The services offered are college access, career exploration and decision making, financial aid and scholarship information, ACT preparation, tutoring and study skills, college visits and cultural events, post secondary selection, summer (six weeks) enrichment program, motivation and goal setting, and leadership activities. Students must reside in the attendance areas of the target schools, which include Deer River, Grand Rapids/Bigfork, Greenway (Coleraine), Hill City, McGregor, Nashwauk-Keewatin, Northome, and Remer/Longville.

**Educational Talent Search**
The Educational Talent Search program has been hosted by Itasca Community College since 2006, and works annually with 600 students in grades 6-12, the majority of whom are from families that are either low income and/or neither parent has graduated with a bachelor’s degree. Educational Talent Search is designed to provide community outreach through workshops, classroom activities, group sessions, and individual consultation for students who meet certain income guidelines as they explore educational and career options. The goal of the program is to increase the likelihood that participants complete secondary
school, gain admission to a post secondary program, and ultimately graduate from their respective post secondary program. Students must reside in the attendance areas of the target schools, which include Chisholm, Deer River, Grand Rapids/Bigfork, Greenway (Coleraine), Hibbing, Hill City, McGregor, Nashwauk-Keewatin, Northome, and Remer/Northland.

**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 on the ICC 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 (www.itascacc.edu; select “Students” and then click on “eServices”).

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 fifth 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 five 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 fifth 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 (see the General Information section of this catalog). 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 five 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 five 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 five 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 withdrawn from/dropped through the Admissions/Records Office will be recorded on the student’s permanent record with a grade of F.

**Total Withdrawal from College**
A student who wishes to totally withdraw from college is required to do so officially by signing the proper forms in the Admissions/Records Office or the Student Support Services Office. Failure to comply with
this regulation may deprive the student of refund privileges. If a student totally withdraws during the first five class days, no grades will be recorded on the student’s permanent record. A total withdrawal from the college after the first five 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. For 2007-08, tuition is $129 per semester credit for resident students; online tuition is $154 per semester credit for resident students. Regular and online tuition amounts will vary for non Minnesota residents.

Differential tuition is applied to all courses delivered fully online. Note: fully online is defined as a course meeting no more than three times face to face.

**Schedule of Fees**
The schedule for fees is established by the college and 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 $30.56 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 2007-08.

Student Activity Fee: A $6.25 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 31¢ 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 $950 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. Students wishing to appeal tuition should contact the Director of Finance.

**Tuition Rates for Students from Reciprocity States**

Information on reciprocity or reduced tuition rates for students from Wisconsin, North Dakota, South Dakota, Kansas, Michigan, Missouri and Nebraska is listed under “Admissions” at the beginning of this section of the catalog.

**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 $21 fee will be charged once each semester to establish a payment plan.

Students who have not paid or made arrangements to pay tuition before the sixth day of classes will be dropped from their classes for non payment, in accordance with Minnesota State Colleges and Universities Board Policy 5.12/Minnesota State Colleges and Universities System Procedures 5.12.3.

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 5th instructional day ............... 100%
6th through 10th instructional day ................... 75%
11th through 15th instructional day ................... 50%
16th through 20th instructional day ................... 25%
After the 20th instructional day ....................... No Refund

Note: The above refund percentages are in effect for 2007-08 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 ....................... No Refund

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. Adjustments in financial aid may apply. 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 more than $6.1 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 Itasca’s website (www.itascacc.edu) and click on “Costs and Financial Aid,” or call the Financial Aid Office at 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**


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 via the ICC Financial Aid Office web page (www.itascacc.edu – click on “Costs and Financial Aid”). Paper copies are available upon request.

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 15.

Payment of Financial Aid
Financial aid is applied to student accounts after the five day drop/add period. Aid overage 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 67% of cumulative attempted credits at ICC.
> Cumulative Grade Point Average (GPA) requirement:
  1–30 credits ................................. 1.75
  31+ credits .................................. 2.00
> Maximum Timeframe Requirement – students may continue to receive financial aid through attempting 150% of the credits required to complete each individual diploma, certificate, or degree program.

Students not achieving “Satisfactory Academic Progress” will be suspended from college for two consecutive semesters (not including summer session) after their last semester of attendance. Students with extraordinary circumstances, such as personal, medical, transportation, child care, financial, or death of a relative, may make separate appeals regarding this decision using forms available in the ICC Admissions/Records Office and Financial Aid Office. Academic appeals must be approved first before financial aid appeals will be considered. Students returning from a one year suspension and requesting financial aid must submit a financial aid appeal form to the Financial Aid Office for funding consideration.

Return of Financial Aid
Federal regulations 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 Office of Higher Education 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 the admissions criteria 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 advisor/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 the Minnesota State College and Universities system (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, Duluth, and Crookston 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, The College of St. Scholastica, Northwestern College and the University of Wisconsin (LaCrosse, Stout, and Stevens Point).

Courses at Itasca numbered below 1000 (i.e. Math 0091, Math 0092; Reading 0092; and Engl 0091) are remedial courses, and although these courses will count for purposes of financial aid and athletic eligibility, they will not count toward certificate, diploma, or degree completion.
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 handbook. 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 the college, the ICC Student Government 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 handbook.

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 Continued Learning 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 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 ICC 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 (“MCPPA”). The section of the law most directly affecting the Minnesota State Colleges and Universities 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 post secondary 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 post secondary institution may not prohibit the lawful carry or possession of firearms in a parking facility or parking area.

**Smoking and Tobacco Use**

Itasca Community College is committed to creating a clean, safe and healthy living, learning, and working environment for all students and employees of the college. Itasca Community College is a leader in promoting lifetime wellness.

As of January 1, 2008, smoking and tobacco use are prohibited on college property and in college vehicles.

Smoking is defined as the burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material. Smokeless tobacco consists of the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose leaf tobacco.

Enforcement of this policy will depend upon the cooperation of all faculty, staff, and students not only to comply with this policy, but also to encourage others to comply with the policy, in order to promote a clean, safe, and healthy environment in which to work, study, and live.
In the case of a violation, the person will be informed of the College Smoking and Tobacco Use Policy. Should that person continue to violate the policy, the aggrieved party should contact the offices of ICC Administration at 218-327-4200. Appropriate disciplinary procedures related the Student Code of Conduct will be implemented.

This policy does not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the Provost of the college or his/her designee. Any other research, educational, and/or artistic purposes that involve the use of tobacco on campus must be approved in advance by the Provost or his/her designee. Such use must be preceded by reasonable advance notice to the public.

**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, 218-327-4200, in 107 Administration Building. Itasca also shares in the services of the Regional Diversity Director/Investigator; contact Stacey Johnston 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. § 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
218-327-4167 V/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 provides books required to complete coursework, including new and used books, as well as clothing and a variety of supplies to meet school and personal needs. Also, all student payroll checks are issued through this office. The list of required textbooks can be viewed online (www.itascacc.edu/bookstore) two weeks prior to the start of each semester. At the beginning of each semester, the bookstore offers extended hours for the first meeting date of evening classes to accommodate textbook purchases. Students with sufficient financial aid remaining after the payment of tuition and fees may charge their textbooks beginning one week before classes start.

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 ICC Information Center Director. Bulletin boards placed throughout the campus 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 the college is in session. The service is available from Arrowhead Transit by calling 218-326-3505 or 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.

**Consumer Information**
Prospective/current students and staff can secure the following information by request to the Director of Enrollment Services or in the Backes Student 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 the opportunity for students to integrate academic study with work experience related to their college majors and/or career interests. These 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-time 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 hours snacks can be obtained from vending machines located in the cafeteria and throughout the campus. Prepaid meal plan options are available; students should contact the Business Office for information.

Housing
Director of Residential Living
Itasca Hall
218-327-5952 or housing@itascacc.edu
Itasca’s on campus housing facilities are designed for comfortable, convenient student living and funded through special grants for the ICC engineering program. Approximately 110 students reside in on campus housing in Itasca and Wenger halls, supervised by five resident assistants and the live-in Director of Residential Living. Assistance is available to students who desire help in locating suitable housing. A current list of private residential housing is also available, although Itasca does not assume responsibility for approval of these facilities.

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, which may be used for free or reduced price admission to college sponsored activities, also serves as an ICC Library Card.

Information Center
104 Backes Student Center
218-327-4460 V/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. Notices regarding college activities and class cancellations originate from the Information Center and are transmitted via campus TV monitors. Requests to use the college’s physical facilities are also made to this office.
Computer Labs: Itasca has several open computer labs for student use. Many are located in computer labs while others are available in lounges and commons areas around campus. These labs are open for students during regular business hours. These include the ICC Library open lab with 25 computers; 015 Donovan Hall open lab, 14 computers; 205 Wenger Hall open lab, 10 computers; and mini labs in lounges and commons areas, 30 computers.

The college also has four dedicated teaching labs with more than 100 computers for student use. During busy times, these teaching labs are opened for students if not being used for class purposes.

All of the computers in the student labs run Windows XP and have a full complement of software needed for academic purposes. Students can print to laserprinters and copiers as well as a color photocopier.

Classroom Technology: All classrooms and conference rooms on campus have network access, a DVD/VCR player, and a ceiling mounted LCD projector. For presentations, students can use their own laptops or check one out from the ICC Library. The DVD/VCR units are configured to play their audio and video through the ceiling mounted projectors.

Wireless Support: Itasca has Internet access in all buildings. Total coverage is provided in some buildings such as the ICC Library, Backes Student Center, Davies Hall, and Wenger Hall. Other buildings have hot spots that serve public spaces and conference rooms. Internet service in residence halls is provided via a combination of wired and wireless access.

Laptop Support and Checkout: While Itasca does not define itself as a laptop campus where all students are expected to use a laptop, some college departments do encourage laptop use. Students with laptops can access the Internet in various WiFi hot spots.

The Information Technology Services department provides limited software support for Microsoft Windows, some Linux distributions, office applications, Internet connectivity, and firewall and anti-virus protection. The department does not provide hardware support for student owned computers.

A limited number of laptops is available for short term checkout from the ICC Library. These laptops run Windows XP and have office applications installed on them. They do not have Internet access nor do they have persistent file storage, so users need to attach a USB flash device to save files.

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.
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 am-8 pm, 8 am-4:30 pm on Friday, and 10 am-3 pm on Saturday during the academic year; it is closed on Sundays and holidays. Hours vary 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 218-327-4600 V/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 to include 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 218-327-4167 V/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/Alaska Native ancestry or students of color. Some of the services are academic advising, tutoring, financial aid application assistance, promoting culturally relevant curriculum, mentoring, referral, 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 eServices 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 eServices 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; NetStorage, which allows students to access their network file storage from the Internet; and Desire2Learn, an online course delivery system with optional features such as course syllabi, message centers, assignment postings, readings, and online testing. Also available is eFolio Minnesota, a multimedia electronic portfolio open to all Minnesota residents and designed for the creation of a living showcase of education, career, and personal achievements. For more information about these and other online services, go to www.itascacc.edu and click on “Students.”

**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.

**Student Life**

17 Backes Student Center
218-327-4280

The 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.

**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 Government 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. Check 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. 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)
The 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 Minnesota Community College Conference (MCCC), 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 Minnesota Community College Conference (MCCC) and the National Junior College Athletic Association (NJCAA), 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)
Intramurals such as football, volleyball, baseball, and softball are offered at Itasca. 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.

Alumni Association
218-327-4378
Itasca graduates, 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.
Clubs and Organizations
Several organizations are active at Itasca Community College each year. Groups such as Circle K, Gay Straight Alliance, Jennie Guyer Leadership Program, O-Gitch-I-Dah, Panorama, Phi Theta Kappa, Psychology Club, and the Student Ambassadors are included in those recognized by the college. More information about these organizations can be found on the ICC website (www.itascacc.edu; click on “Campus Life”). Students interested in forming a new club should contact the Student Life Director.

Global Education
Itasca Community College encourages students to expand their knowledge and understanding of the world through special campus activities and international study abroad opportunities. ICC has established 15 credit, 10 week exchange program 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 semester.

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.

Fitness Center
Itasca’s Fitness Center, located in Mullins Hall, is designed to meet the needs of a wide range of users. Many pieces of equipment are provided for increasing aerobic fitness, and weight training machines and free weights are also available.

Interactive Television (ITV)
The interactive television system provides fiber-optic 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 are also encouraged to participate in the area’s choral and orchestral organizations.

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 Government
218-327-4222
The Itasca Student Government is involved in the governing process of the college and coordinating and promoting campus activities. Students are elected to the Student Government by the student body.

Veterans Center
Itasca’s Veterans Center, located in the Backes Student Center, provides a gathering place for veterans and their families. It is also a source for veterans services, including the opportunity to meet with veterans program representatives on a regular basis.

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 nonrefundable. 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 copies are 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.

Final Exams
Final examinations are scheduled on campus in two-hour blocks during the last four days of the academic semester. This includes comprehensive finals as well as unit or chapter exams which constitute the last exam given during the semester. Final examinations for evening classes will be held during exam week at the regularly scheduled class time. No student will be required to take more than two finals in one day. However, if a conflict arises, the student must assume responsibility for contacting faculty prior to the start of the exam period to make alternate arrangements. Students will not be allowed to take final exams early. If there are extenuating circumstances, students may petition the Dean of Academic Affairs to take an exam at a different time, providing the instructor is in agreement.

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 30 semester credits at the time of registration
Sophomore: A student who has completed 30 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 ICC 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 ICC 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 ICC Admissions/Records Office. Credit granted through AP and IB programs may be used for partial fulfillment of the general education distribution requirements for the Associate in Arts (AA) and Associate in Science (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:

<table>
<thead>
<tr>
<th>Grade Definition</th>
<th>Grade Points/Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>A–</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>B–</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>C–</td>
<td>Average</td>
</tr>
<tr>
<td>D+</td>
<td>Passing</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
</tr>
<tr>
<td>D–</td>
<td>Passing</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
</tbody>
</table>

F (assigned to courses numbered 1000 or above)

FN Failure for Non-Attendance 0.00

NC No Credit; not figured in grade point average

P Issued for work that is judged average (C) or above; not figured in grade point average

The use of plus (+) and minus (–) grading shall be at the discretion of each instructor.
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.

All repeated credits are included in the percent of completion and maximum timeframe calculations. When repeating a course, students may receive financial aid for the course if the previous grade was an F or W. In addition, a student may also repeat and receive financial aid for a course where a passing grade was earned but the grade was lower than what is considered acceptable in a particular curriculum/major.

**Satisfactory Academic Progress Policy**
Itasca Community College requires that students make “Satisfactory Academic Progress” in order to remain in good standing and continue their enrollment. Itasca Community College has established and will apply the following standards of academic progress to all students. Students bear responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty.

To earn a diploma, certificate, or associate degree from ICC, you must have a cumulative Grade Point Average (GPA) of 2.00 or better. You are not making satisfactory academic progress whenever your cumulative GPA falls below the required minimum of 2.00 or your cumulative credits earned versus
attempted percentage is below 67%. The Dean of Academic Affairs, together with Financial Aid and Admissions/Records Office staff are responsible for implementing and monitoring this policy.

I. Qualitative Measure – You are required to meet the minimum cumulative GPA requirements on the chart below. Grades of A, B, C, D, F and FN will be included in the GPA calculation.

<table>
<thead>
<tr>
<th>Cumulative Registered Credits</th>
<th>Minimum Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-30 credits</td>
<td>1.75</td>
</tr>
<tr>
<td>31+ credits</td>
<td>2.00</td>
</tr>
</tbody>
</table>

II. Quantitative Measure

A. Required Completion Percentage – You are required to earn a minimum of 67% of cumulative registered credits. Grades of F, FN, I, N, NC, W, Z or blank/missing are treated as registered, NOT earned. Formula: % earned = (cumulative earned credits/cumulative registered credits)

B. Maximum Timeframe (financial aid recipients) – You are expected to complete your degree/diploma/certificate within an acceptable period of time. You may receive financial aid through attempting 150% of the required credits needed to complete each individual program. Financial aid recipients pursuing more than one program/major may be required to appeal to continue receiving financial aid because of the maximum timeframe restriction.

III. Evaluation Period – You will be evaluated at the end of each term: fall, spring and summer.

IV. Failure to Meet Standards

A. Academic/Financial Aid Probation and Suspension

1. Maximum Timeframe Standard

Following each term of attendance, your progress relating to the maximum timeframe requirement will be evaluated. You will immediately be suspended from financial aid after any evaluation showing you have failed to meet the maximum timeframe. There will be no probationary period prior to this type of suspension. This standard does not apply for academic probation/suspension.

2. Qualitative and Quantitative Standards

A. Evaluation: Following each term of attendance, your academic progress related to cumulative GPA and credit completion rate will be evaluated. If you do not meet the minimum cumulative requirements, you will be placed on Academic and Financial Aid Probation after the first occurrence. 

   The probationary period shall be equal to your next term of attendance and requires that you attain a term GPA of 2.30 or higher and a credit completion ratio of at least 80%.

B. Reinstatement of students on probationary status. If, at the end of the probation period, you have met the cumulative GPA and completion ratio standards, ICC will reinstate your academic and financial aid eligibility.

C. Suspension of students on probationary status. At the end of the probationary period, if your cumulative GPA and/or credit completion ratio does not meet the required standards, ICC will suspend you immediately. One exception follows:
If, at the time of review, you do not meet the cumulative GPA and/or completion rate requirements, but do meet the term GPA and credit completion requirements for the term being reviewed, you will be permitted to remain on a “Continued Probationary Status.” This status will continue until:

1. You meet the cumulative GPA and completion rate standards, at which time your academic and financial aid eligibility will be reinstated.
2. You fail to meet the term GPA and completion rate standard for your next term of attendance, in which case you will be immediately suspended.  –OR–
3. ICC determines that it is not possible for you to raise your cumulative GPA or completion ratio to meet ICC’s standards prior to the end of the program for which you are receiving aid (financial aid recipients only).

3. Continuation of Students Who Successfully Appeal a Financial Aid Suspension
If placed on Financial Aid Suspension, you have the right to appeal based on mitigating (out of your control) circumstances. Appeals will be approved on a case by case basis by the Financial Aid Director. If an appeal is approved, the Financial Aid Director will communicate this decision to you, along with pertinent information regarding the conditions of the appeal. At the end of the appeal term, if you met the term GPA and credit completion ratio conditions of your appeal, you shall have your appeal status extended for an additional term. If you fail to meet the conditions of your appeal, you will be removed from appeal status and immediately suspended from financial aid eligibility.

B. Extraordinary Circumstances
If suspended, you have the right to appeal that suspension status based on mitigating or extraordinary circumstances. See “Appeals” section below for specific directions. ICC reserves the right to withhold aid from any student, at any time, who demonstrates an attendance pattern that abuses the receipt of financial assistance. These situations may include, but are not limited to, a student who withdraws from all classes two consecutive semesters, a student who has previously attended two or more institutions and has not progressed satisfactorily, and/or a student who does not appear to be pursuing a degree or certificate.

V. Notification – You will be notified in writing (by letter or email) of your probation or suspension status. The notification will also include the process by which you may appeal for reinstatement.

VI. Appeals – There are two separate appeal procedures at Itasca Community College:

> Academic – You have the right to appeal your academic suspension based on unusual or extenuating circumstances that may have affected your progress (such as death of a relative, medical problems, personal problems, transportation, or childcare). You may request an academic appeal form from the ICC Admissions/Records Office. Appeals are reviewed by the Dean of Academic Affairs. Secondary appeals will be reviewed by the Student Appeals Committee. If an academic appeal is approved, you must meet specific minimum standards determined by the institution in order to have your appeal status extended for an additional period. See ICC’s website (www.itascacc.edu) for detailed criteria.

> Financial Aid – You have the right to appeal your financial aid suspension (GPA, credit completion percentage, maximum timeframe) based on mitigating circumstances. Mitigating
circumstances are situations out of your control, and not present at the time of initial enrollment, that affected your academic progress. Some examples are student illness, injury, or death in the student’s immediate family. Appeal forms are available in the Financial Aid Office or online at www.itascacc.edu (click on “Costs and Financial Aid”), and are reviewed by the Director of Financial Aid. Secondary appeals will be reviewed by the Student Appeals Committee and/or the Provost.

VII. Reinstatement – If you are placed on academic suspension, you will be eligible to re-enroll in the college after an absence of one calendar year without an appeal. If you re-enroll under this condition, you will return to ICC on a probation status. However, you are not eligible for financial aid until you have met “Satisfactory Academic Progress” cumulative standards OR have an approved financial aid appeal.

VIII. Additional Elements
> **Registered Credits:** Credits in which you are officially enrolled at the end of the registration “drop” period each term.
> **Cumulative Registered Credits:** The total number of credits registered for during ALL terms of enrollment at the college.
> **Earned Credits:** Earned credits include letter grades of A, B, C, D and P; the successfully completed credits that count toward the required completion percentage of 67% as defined by the quantitative measure.
> **Attempted, NOT earned:** Letter grades of F, FN, I, N, NC, W, Z and blank/missing are considered credits attempted but NOT successfully completed (earned).
> **Academic Amnesty:** Credits for which a student has been granted academic amnesty WILL be included in all financial aid satisfactory academic progress measurements.
> **Audited Courses:** Audited courses are not eligible for financial aid and are not included in satisfactory academic progress.
> **Consortium Credits:** Consortium credits are those credits for which you are registered at another college, which are accepted in transfer by this college and are included for purposes of processing financial aid at this college. These credits are included in all satisfactory academic progress measurements.
> **Developmental Credits:** Developmental credits are those given for remedial coursework below the 1000 level. You may receive financial aid for developmental credits up to a maximum of 30 credit hours; these credits are excluded from the maximum timeframe calculation.
> **Repeated Credits:** You are allowed to repeat a course in order to improve a grade, as allowed by the college. The school will use the second grade in calculating the GPA. All repeated credits are included in the percent of completion and maximum timeframe calculations. When repeating a course, students may receive financial aid for the course if the previous grade was an F or W. In addition, a student may also repeat and receive financial aid for a course where a passing grade was earned but the grade was lower than what is considered acceptable in a particular curriculum/major.
> **Transfer Credits:** Transfer credits are credits earned at another college that are accepted by Itasca. They are not included when calculating your cumulative GPA or percent of cumulative credits completed, but ARE included when calculating the maximum timeframe as long as the credits apply toward your specific program requirements at Itasca.
> **Withdraws:** A W (Withdraw) grade is given when you officially withdraw from a class after the drop/add period. It does not impact GPA but will negatively impact earned credits and your completion percentage.
> **Incompletes:** An I (Incomplete) grade is a temporary grade assigned to you by an instructor if you cannot complete coursework on schedule because of illness or other circumstance beyond your control. An I grade will automatically become an F grade at the end of the next term (not including summer) if requirements of course completion have not been satisfactorily met.
Other Academic Appeals
Students may appeal for exceptions to college procedures by obtaining a student petition form from the ICC 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.

General Education 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.

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Interior Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>Journalism</td>
</tr>
<tr>
<td>Airway Science</td>
<td>Law</td>
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<tr>
<td>American Indian Studies</td>
<td>Mass Communications</td>
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<td>Anthropology</td>
<td>Mathematics</td>
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<td>Architecture</td>
<td>Medical Record Technology</td>
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<tr>
<td>Art</td>
<td>Medical Technology</td>
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<td>Astronomy</td>
<td>Medicine</td>
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<tr>
<td>Aviation Administration</td>
<td>Mortuary Science</td>
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<tr>
<td>Biology</td>
<td>Nursing</td>
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<tr>
<td>Business</td>
<td>Occupational Therapy</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Optometry</td>
</tr>
</tbody>
</table>
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 and 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 I or II (4 cr each)
  - Chem 1101 Fundamentals of Chemistry I (4 cr)
  - Chem 1201 or 1202 General Chemistry I or II (4 cr each)
  - Phys 1101 OR 1102 Fundamentals of Physics I or II (4 cr each)
  - Phys 1201 OR 1202 General Physics I or II (4 cr each)
- One additional course from the above list OR one course from the following:
  - Biol 2101 OR 2102 Human Anatomy and Physiology I or II (4 cr each)
Geog 1300  Meteorology (3 cr)
NSci 1101  Environmental Science (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

E-History and the Social/Behavioral Sciences (a minimum of 9 credits)
Select 9 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  World Regional Geography (3 cr)
  Geog 1108  Cultural Geography (3 cr)
  ----------------
  Hist 1111 OR 1112  European History I or II (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)
  Soc 2130  Introduction to Women’s Studies (3 cr)
  Soc 2140  Society and Family Dynamics (3 cr)

F-Humanities and the Fine Arts (a minimum of 9 credits)
Select a minimum of 9 credits from the following two groups of courses, with at least one 3 or 4 credit
course from each group.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 2100</td>
<td>Introduction to Literature (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Engl 2101 OR 2102</td>
<td>Survey of American Literature I or II (3 cr each)</td>
<td></td>
</tr>
<tr>
<td>Engl 2106</td>
<td>Creative Writing: Prose (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Engl 2110</td>
<td>Masterpieces of World Literature (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Engl 2131</td>
<td>Modern Novel (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Engl 2132</td>
<td>Modern Drama (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Engl 2133</td>
<td>Modern Poetry (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Engl 2134</td>
<td>Modern Short Story (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Engl 2135</td>
<td>American Indian Literature (3 cr)</td>
<td></td>
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<tr>
<td>Engl 2136</td>
<td>Mythology (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Engl 2137</td>
<td>Women Writers on Women (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Hum 1111</td>
<td>War and Propaganda (3 cr)</td>
<td></td>
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<tr>
<td>Hum 1301</td>
<td>World Religions (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Phil 1101</td>
<td>Introduction to Philosophy (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Phil 1111</td>
<td>Ethics (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Phil 1121</td>
<td>American Indian Philosophy (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Art 1101</td>
<td>Art Appreciation (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Art 1111 OR 1112</td>
<td>Art History I or II (3 cr each)</td>
<td></td>
</tr>
<tr>
<td>Art 1115</td>
<td>American Indian Art (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Art 1201</td>
<td>Introduction to Art and Design (3 cr)</td>
<td></td>
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<tr>
<td>Art 1202</td>
<td>Drawing (3 cr)</td>
<td></td>
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<tr>
<td>Art 1203</td>
<td>Painting (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Art 1204</td>
<td>Watercolor (3 cr)</td>
<td></td>
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<tr>
<td>Art 1205</td>
<td>Ceramics (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Hum 1208</td>
<td>International Study Experience (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Mus 1101</td>
<td>Fundamentals of Music (3 cr)</td>
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<tr>
<td>Mus 1111</td>
<td>Music Appreciation (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Mus 1115</td>
<td>American Popular Music (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Thtr 1101</td>
<td>Introduction to Theatre Arts (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Thtr 1121</td>
<td>Beginning Acting (3 cr)</td>
<td></td>
</tr>
</tbody>
</table>

Courses taken in categories A-F may also apply to categories G-J as listed below (e.g. Hist 1111, which meets category E, also meets the requirement for category H). Credits do not count twice.

**G-Human Diversity** (any course)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 1115</td>
<td>American Indian Art (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Engl 2101 OR 2102</td>
<td>Survey of American Literature I or II (3 cr each)</td>
<td></td>
</tr>
<tr>
<td>Engl 2135</td>
<td>American Indian Literature (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Hist 1142</td>
<td>Native American History (3 cr)</td>
<td></td>
</tr>
<tr>
<td>MCS 1111</td>
<td>Minority Studies (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Phil 1121</td>
<td>American Indian Philosophy (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Psyc 1101</td>
<td>General Psychology (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Psyc 1201</td>
<td>Human Growth and Development (3 cr)</td>
<td></td>
</tr>
</tbody>
</table>
Psyc 2102  Learning and Cognition (3 cr)
Psyc 2106  Abnormal Psychology (3 cr)
Soc 1101  Introduction to Sociology (3 cr)
Soc 2130  Introduction to Women’s Studies (3 cr)
Soc 2140  Society and Family Dynamics (3 cr)
Spch 1111  Interpersonal Communications (3 cr)
Spch 1121  Intercultural Communications (3 cr)

**H-Global Perspective** (any course)
Ansh 2101 Ojibwe Language III (4 cr)
Anth 1100 Introduction to 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)
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 World Regional Geography (3 cr)
Geog 1108 Cultural Geography (3 cr)
Hist 1111 OR 1112 European History I or II (4 cr each)
Hist 1131 OR 1132 American History through/since the Civil War (4 cr each)
Hum 1208 International Study Experience (3 cr)
Hum 1301 World Religions (3 cr)
MCS 1101 Introduction to Indian Studies (3 cr)
Mus 1111 Music Appreciation (3 cr)
Psyc 2110 Human Sexuality (3 cr)
Thtr 1101 Introduction to Theatre Arts (3 cr)

**I-Ethical and Civic Responsibility** (any course)
Hum 1111 War and Propaganda (3 cr)
Phil 1101 Introduction to Philosophy (3 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 I or II (4 cr each)
- Chem 1101  Fundamentals of Chemistry I (4 cr)
- Geog 1101  Physical Geography (3 cr)
- Geog 1300  Meteorology (3 cr)
- NSci 1101  Environmental Science (3 cr)
- Phys 1101 OR 1102  Fundamentals of Physics I or II (4 cr each)
- Phys 1201  General Physics I (4 cr)

**Additional Degree Requirements**

**A-Physical Education/Wellness** (a minimum of 3 credits)
1. PE 1201  Wellness (2 cr) **AND**
2. 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:
1. Demonstration of Proficiency (see your counselor) **OR**
2. Successful completion of one of the following courses:
   - CSci 1120  Introduction to Computers (3 cr)
   - CSci 1123  Computer Databases (3 cr)
   - CSci 1127  Introduction to Multimedia (3 cr)
   - CSci 1130  Computer Spreadsheets (3 cr)
   - CSci 1133  Introduction to Internet Technologies (3 cr)
   - CSci 1150  Foundations of Technology (3 cr)
   - CSci 1201  Visual Basic Programming (3 cr)
   - CSci 1205  C++ Programming (3 cr)
   - Geog 1204  Principles of Geographic Information Science (3 cr)

**C-Electives**
Additional courses to total 64 credits

**FEATURED AA DEGREE PROGRAMS AT ITASCA**
Two featured programs within the AA degree option at Itasca 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:** American Indian studies offers coursework to promote understanding of tribal cultures. Its curriculum studies traditional cultural values, tribal language, tribal social structures, social and intellectual relations between Indians and Whites, and political-legal interactions between tribal nations and the federal government. Special attention is placed on American Indian sovereignty and tribal efforts to
preserve the freedom of cultural beliefs, such as language and religion that were once suppressed by the United States. It serves American Indian and non-Indian students and builds their knowledge of American Indian literature, art, history and contemporary affairs.

American Indian Studies maintains close relationships with other American Indian academic programs at the University of Minnesota, such as education, social work and medicine. It also sponsors the Anishinabe Student Organization and participates on an Indian Elders Advisory Board to review new academic initiatives. The program maintains ongoing field activities with Ojibwe tribal communities in the region and sponsors outreach programs to serve the Duluth American Indian community. Students majoring in American Indian Studies are required to serve internships with selected agencies from this network.

**Course Sequence**

**First Year:**

<table>
<thead>
<tr>
<th>Fall</th>
<th>15-17 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ansh 1101 Ojibwe Language I</td>
<td>4 cr</td>
</tr>
<tr>
<td>Art 1115 American Indian Art</td>
<td>3 cr</td>
</tr>
<tr>
<td>Engl 1101 Expository Writing</td>
<td>4 cr</td>
</tr>
<tr>
<td>MCS 1101 Introduction to Indian Studies</td>
<td>3 cr</td>
</tr>
<tr>
<td>MCS 1103 Special Projects in Multicultural Studies</td>
<td>1-3 cr</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>16 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ansh 1102 Ojibwe Language II</td>
<td>4 cr</td>
</tr>
<tr>
<td>Art 1111 Research Writing</td>
<td>3 cr</td>
</tr>
<tr>
<td>Hist 1142 Native American History</td>
<td>3 cr</td>
</tr>
<tr>
<td>Engl 2135 American Indian Literature</td>
<td>3 cr</td>
</tr>
<tr>
<td>Engl 1113 Research Writing</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

**Second Year:**

<table>
<thead>
<tr>
<th>Fall</th>
<th>16 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ansh 2101 Ojibwe Language III</td>
<td>4 cr</td>
</tr>
<tr>
<td>PE 1201 Wellness</td>
<td>2 cr</td>
</tr>
<tr>
<td>Phil 1121 American Indian Philosophy</td>
<td>3 cr</td>
</tr>
<tr>
<td>Science with Lab</td>
<td>4 cr</td>
</tr>
<tr>
<td>Speech 1101 Intro to Speech Communication</td>
<td>3 cr</td>
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</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>17-18 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ansh 2102 Ojibwe Language IV</td>
<td>4 cr</td>
</tr>
<tr>
<td>Math 1101 Contemporary Math (OR higher)</td>
<td>3 cr</td>
</tr>
<tr>
<td>Second Science course</td>
<td>3-4 cr</td>
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<tr>
<td>PE Activity course</td>
<td>1 cr</td>
</tr>
<tr>
<td>PolS 1111 Federal Law and Tribal Government</td>
<td>3 cr</td>
</tr>
<tr>
<td>Soc 2101 Contemporary Indian Concerns</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

**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).

**Course Sequence**

**First Year:**

<table>
<thead>
<tr>
<th>Fall</th>
<th>18 credits</th>
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<tbody>
<tr>
<td>CSci 1120</td>
<td>Introduction to Computers (C) 3 cr</td>
</tr>
<tr>
<td>Educ 1101</td>
<td>Class Act Seminar I (C) 1 cr</td>
</tr>
<tr>
<td>Engl 1101</td>
<td>Expository Writing (C) 4 cr</td>
</tr>
<tr>
<td>Genl 1101</td>
<td>Freshman Year Experience (C) 3 cr</td>
</tr>
<tr>
<td>Genl 2199</td>
<td>Class Act Seminar (C) 1 cr</td>
</tr>
<tr>
<td>Math 0092/1000</td>
<td>OR Math 1101/1111 3 cr</td>
</tr>
<tr>
<td>One Physical Education activity course</td>
<td>1 cr</td>
</tr>
<tr>
<td>Psyc 1101</td>
<td>General Psychology (C) 3 cr</td>
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**Spring**

<table>
<thead>
<tr>
<th>*18 credits</th>
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</thead>
<tbody>
<tr>
<td>Educ 1102</td>
</tr>
<tr>
<td>Engl 1113</td>
</tr>
<tr>
<td>Humanities General Education</td>
</tr>
<tr>
<td>Math 1000/1101</td>
</tr>
<tr>
<td>PE 1201</td>
</tr>
<tr>
<td>Social Science General Education</td>
</tr>
<tr>
<td>Spch 1105</td>
</tr>
</tbody>
</table>

**Second Year:**

<table>
<thead>
<tr>
<th>Fall</th>
<th>17 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSci 1124</td>
<td>Educational Computing (C) 3 cr</td>
</tr>
<tr>
<td>Educ 1103</td>
<td>Class Act Seminar III (C) 1 cr</td>
</tr>
<tr>
<td>Engl 2131-2134</td>
<td>Literature course (C) + open 3 cr</td>
</tr>
<tr>
<td>Math 1101/1111</td>
<td>Contemporary Math or higher 3 cr</td>
</tr>
<tr>
<td>(if no Math, then Elective)</td>
<td></td>
</tr>
<tr>
<td>Biology/Chemistry/Physics Lab Science</td>
<td>4 cr</td>
</tr>
<tr>
<td>Social Science General Education</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

**Spring**

<table>
<thead>
<tr>
<th><strong>13-17 credits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Educ 1104</td>
</tr>
<tr>
<td>Elective</td>
</tr>
<tr>
<td>Humanities</td>
</tr>
<tr>
<td>Science***</td>
</tr>
<tr>
<td>Electives as needed</td>
</tr>
</tbody>
</table>

(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 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 Second Year/Fall will be open to all education majors. Psyc 1110 (Chemical Dependency) will transfer to Bemidji State University as Hlth 3400 (Health and Drugs in Society), 2 credits.

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
> A minimum GPA of 2.00
> Specific program requirements for preprofessional programs such as:
  
  - Athletic Training
  - Applied Psychology
  - Chiropractic
  - Engineering
  - Exercise Physiology
  - Geographic Information Systems (GIS)
  - Pharmacy
  - Physical Therapy
  - Pre-Dentistry
  - Pre-Medicine
  - Pre-Mortuary Science
  - Pre-Optometry
  - Pre-Veterinary

> A minimum of 30 General Education credits must be selected from at least six of the 10 goal areas of the Minnesota Transfer Curriculum. Please refer to page 48 in this document for more information.
> A minimum of 20 credits must be completed at Itasca Community College in courses numbered 1000 or above.

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 six AS programs that have specific articulations with four year universities. They include Applied Psychology/Human Services, Business Administration/Management, Early Childhood Education, Engineering, Geography/Geographic Information Systems (GIS), and Pulp and Paper Technology. 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
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 1101 Expository Writing</td>
<td>4 cr</td>
</tr>
<tr>
<td>Humanities</td>
<td>3 cr</td>
</tr>
<tr>
<td>Psyc 1101 General Psychology</td>
<td>3 cr</td>
</tr>
<tr>
<td>Psyc 1105 Introduction to Human Services and Community Resources</td>
<td>3 cr</td>
</tr>
<tr>
<td>Social Science General Education</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Spring 15-16 credits
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 1113 Research Writing</td>
<td>3 cr</td>
</tr>
<tr>
<td>Humanities</td>
<td>3 cr</td>
</tr>
<tr>
<td>Natural Science or Lab Science</td>
<td>3-4 cr</td>
</tr>
<tr>
<td>Psyc 1201 Human Growth and Development</td>
<td>3 cr</td>
</tr>
<tr>
<td>Psyc 2102 Learning and Cognition*</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Second Year:
Fall 16 credits
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 1101 Human Biology I</td>
<td>4 cr</td>
</tr>
<tr>
<td>Math 1101 OR 1111</td>
<td>3 cr</td>
</tr>
<tr>
<td>Psyc 2106 Abnormal Psychology*</td>
<td>3 cr</td>
</tr>
<tr>
<td>Psyc 2120 Behavioral/Cognitive Intervention**</td>
<td>3 cr</td>
</tr>
<tr>
<td>Spch 1101 OR 1105</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Spring 15-17 credits
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>3 cr</td>
</tr>
<tr>
<td>Psyc 2100 Group Processes</td>
<td>3 cr</td>
</tr>
<tr>
<td>Psyc 2110 Human Sexuality</td>
<td>3 cr</td>
</tr>
<tr>
<td>Psyc 2123 Basic Interviewing and Helping Skills</td>
<td>3 cr</td>
</tr>
<tr>
<td>Psyc 2201 Practicum***</td>
<td>3-5 cr</td>
</tr>
</tbody>
</table>

*Psyc 1101 (General Psychology) required first or consent of instructor
**Must have completed Psyc 2102 (Learning and Cognition) or consent of instructor
***Course and GPA requirements must be met and consent of coordinator granted to complete practicum.
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:**

<table>
<thead>
<tr>
<th>Fall</th>
<th>16 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 1201 Introduction to Business</td>
<td>3 cr</td>
</tr>
<tr>
<td>CSci 1120 OR 1130</td>
<td>3 cr</td>
</tr>
<tr>
<td>Econ 2101 Macroeconomics</td>
<td>3 cr</td>
</tr>
<tr>
<td>Engl 1101 Expository Writing</td>
<td>4 cr</td>
</tr>
<tr>
<td>Humanities</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>16-17 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 1101 OR Biol 1101-with lab</td>
<td>3 cr</td>
</tr>
<tr>
<td>Econ 2102 Microeconomics</td>
<td>3 cr</td>
</tr>
<tr>
<td>Engl 1105 OR 1113</td>
<td>3 cr</td>
</tr>
<tr>
<td>Math 1101, 1105 OR 1111</td>
<td>3-4 cr</td>
</tr>
<tr>
<td>Social Science General Education</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

**Second Year:**

<table>
<thead>
<tr>
<th>Fall</th>
<th>16 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct 1123 Financial Accounting</td>
<td>4 cr</td>
</tr>
<tr>
<td>Bus 1202 Principles of Management</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 1208 Principles of Marketing</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 1215 OR Bus 1226*</td>
<td>3 cr</td>
</tr>
<tr>
<td>Humanities</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>16 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct 1124 Managerial Accounting</td>
<td>4 cr</td>
</tr>
<tr>
<td>General Education Elective</td>
<td>3 cr</td>
</tr>
<tr>
<td>Humanities</td>
<td>3 cr</td>
</tr>
<tr>
<td>NSci 1101 OR 1121</td>
<td>3 cr</td>
</tr>
<tr>
<td>Spch 1101 OR 1105</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

*Bus 1215 (Business Law) and Bus 1226 (International Business) may be used to count toward required management electives at The College of St. Scholastica.
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
EARLY CHILDHOOD EDUCATION

Program Information: The Associate in Science degree in Early Childhood Education is designed to provide a strong foundation of knowledge and skills for students interested in transferring to earn a four year degree in the early childhood education field including early childhood teacher, elementary teacher, or family childcare provider. The prospects for employment in early childhood are excellent.

Successful completion of the AS degree at Itasca allows students to transfer directly into the Early Childhood program at Bemidji State University, with partial fulfillment of liberal education requirements.

The following minimum requirements must be completed:
> 64 credits
> Specific program requirement
> Grade point average of 2.00 minimum
> A minimum of 30 general education credits
> A minimum of 20 credits must be completed at Itasca Community College

Course Sequence
First Year:
Fall 16 credits
- CSci 1120 Introduction to Computers 3 cr
- Engl 1101 Expository Writing 4 cr
- MCS 1101 Introduction to Indian Studies OR similar General Education 3 cr
- Psyc 1202 Child Development and Learning 3 cr
- Psyc 1207 Children’s Health, Safety and Nutrition 3 cr

Spring 16-17 credits
- Engl 1113 Research Writing 3 cr
- Psyc 1106 Early Childhood Practicum 1-2 cr
- Psyc 1205 Relations and Management in Early Childhood 3 cr
- Psyc 1206 Parent and Professional Relations 3 cr
- Soc 1101 Introduction to Sociology OR General Education 3 cr
- Any Speech course 3 cr

Second Year:
Fall 16 credits
- Biol 1101 Human Biology 4 cr
- Any Humanities OR General Education 3 cr
- Psyc 1101 General Psychology 3 cr
Psyc 2130  Infants and Toddlers  3 cr
Soc 2140  Society and Family Dynamics  3 cr

**Spring**  16 credits
Educ 3100  Introduction to Foundations*
          (Genl 2199 at ICC)*  3 cr
Educ 3110  Education Psychology*  3 cr
Educ 3670  Introduction to Foundations of Early Childhood Education*  3 cr
Math 1101  Contemporary Math  3 cr
Psyc 2202  Preschool Internship  4 cr

*Educ 3100 (Introduction to Foundations), Educ 3110 (Education Psychology) and Educ 3670 (Introduction to Foundations of Early Childhood Education) are Bemidji State University classes offered on the Itasca campus.

**Note:** Students at Itasca can also earn a one year, 15 credit Child Development Associate (CDA) certificate through courses offered two evenings a week. With the completion of the one year certificate program, a resource file, and an additional 480 hours of experience in an Early Childhood program, students can receive their National CDA certification.

**ASSOCIATE IN SCIENCE ENGINEERING**

**Program Information:** Itasca is a partner in the Minnesota Center for Engineering and Manufacturing Excellence, and utilizes unique initiatives including project based learning and an engineering learning community to help ensure student success. Itasca’s engineering students take courses that relate to specialty areas and majors such as chemical, civil, electrical, industrial, and mechanical engineering.

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.

**Program of Study**
**First Year:**

<table>
<thead>
<tr>
<th>Fall</th>
<th>16 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 1201  General Chemistry I</td>
<td>4 cr</td>
</tr>
<tr>
<td>Engr 1220  Introduction to Engineering</td>
<td>3 cr</td>
</tr>
<tr>
<td>Engr 1221  Engineering and Professional Development I</td>
<td>1 cr</td>
</tr>
<tr>
<td>Engr 2002  Fundamentals of Graphical Communication</td>
<td>4 cr</td>
</tr>
<tr>
<td>Math 1122  Calculus I</td>
<td>4 cr</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>---------------</td>
<td>---------</td>
</tr>
<tr>
<td>Engr 1222</td>
<td>2 cr</td>
</tr>
<tr>
<td>Engineering and Professional Development II</td>
<td></td>
</tr>
<tr>
<td>Engr 2101</td>
<td>3 cr</td>
</tr>
<tr>
<td>Statics</td>
<td></td>
</tr>
<tr>
<td>General Education</td>
<td>3 cr</td>
</tr>
<tr>
<td>Math 1123</td>
<td>4 cr</td>
</tr>
<tr>
<td>Calculus II</td>
<td></td>
</tr>
<tr>
<td>Phys 1201</td>
<td>4 cr</td>
</tr>
<tr>
<td>General Physics I</td>
<td></td>
</tr>
</tbody>
</table>

### Second Year:

#### Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engr 1223</td>
<td>2 cr</td>
</tr>
<tr>
<td>Engineering and Professional Development III</td>
<td></td>
</tr>
<tr>
<td>Engineering Courses</td>
<td>6 cr</td>
</tr>
<tr>
<td>General Education</td>
<td>3 cr</td>
</tr>
<tr>
<td>Math 2102</td>
<td>4 cr</td>
</tr>
<tr>
<td>Multivariable Calculus</td>
<td></td>
</tr>
<tr>
<td>Phys 1202</td>
<td>4 cr</td>
</tr>
<tr>
<td>General Physics II</td>
<td></td>
</tr>
</tbody>
</table>

#### Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engr 1224</td>
<td>2 cr</td>
</tr>
<tr>
<td>Engineering and Professional Development IV</td>
<td></td>
</tr>
<tr>
<td>Engineering Courses</td>
<td>4 cr</td>
</tr>
<tr>
<td>General Education</td>
<td>3 cr</td>
</tr>
<tr>
<td>Math 2104</td>
<td>4 cr</td>
</tr>
<tr>
<td>Differential Equations/Linear Algebra</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Course choices in year two will depend upon engineering major.

### General Education Choices

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 1101</td>
<td>4 cr</td>
</tr>
<tr>
<td>Expository Writing</td>
<td></td>
</tr>
<tr>
<td>Econ 2102</td>
<td>3 cr</td>
</tr>
<tr>
<td>Microeconomics</td>
<td></td>
</tr>
<tr>
<td>Soc 1101</td>
<td>3 cr</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>Phil 1111</td>
<td>3 cr</td>
</tr>
<tr>
<td>Ethics</td>
<td></td>
</tr>
<tr>
<td>Engl 1105</td>
<td>3 cr</td>
</tr>
<tr>
<td>Technical Writing</td>
<td></td>
</tr>
<tr>
<td>CSci 1205</td>
<td>3 cr</td>
</tr>
<tr>
<td>C++ Programming</td>
<td></td>
</tr>
</tbody>
</table>

### Engineering Course Choices

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engr 1115</td>
<td>3 cr</td>
</tr>
<tr>
<td>Digital Logic</td>
<td></td>
</tr>
<tr>
<td>Engr 1201</td>
<td>3 cr</td>
</tr>
<tr>
<td>Introduction to Surveying Methods</td>
<td></td>
</tr>
<tr>
<td>Engr 2101</td>
<td>3 cr</td>
</tr>
<tr>
<td>Statics</td>
<td></td>
</tr>
<tr>
<td>Engr 2102</td>
<td>3 cr</td>
</tr>
<tr>
<td>Dynamics</td>
<td></td>
</tr>
<tr>
<td>Engr 2103</td>
<td>3 cr</td>
</tr>
<tr>
<td>Mechanics of Materials</td>
<td></td>
</tr>
<tr>
<td>Engr 2104</td>
<td>3 cr</td>
</tr>
<tr>
<td>Fluid Mechanics</td>
<td></td>
</tr>
<tr>
<td>Engr 2105</td>
<td>3 cr</td>
</tr>
<tr>
<td>Thermodynamics</td>
<td></td>
</tr>
<tr>
<td>Engr 2106</td>
<td>4 cr</td>
</tr>
<tr>
<td>Circuits I</td>
<td></td>
</tr>
<tr>
<td>Engr 2107</td>
<td>4 cr</td>
</tr>
<tr>
<td>Circuits II</td>
<td></td>
</tr>
<tr>
<td>Engr 2002</td>
<td>4 cr</td>
</tr>
<tr>
<td>Fundamentals of Graphical Communication</td>
<td></td>
</tr>
</tbody>
</table>
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 42 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
AND
Four credits selected from the following courses:
Biol 1101 Human Biology 4 cr
Chem 1101 Fundamentals of Chemistry I 4 cr
Phys 1101 Fundamentals of Physics I 4 cr

Mathematics/Logical Reasoning 4 cr
Math 1105 Elementary Statistics 4 cr

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  
Phil 1111  Ethics  

AND  
Six credits selected from any of the following courses:  
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, 1115; Philosophy 1101 or 1121  

General Education Elective  
Minimum of 3 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  
Engl 1113  Research Writing  3 cr  
Geog 1101  World 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  
A. GIS Core Requirements  
Geog 1201  Map Use, Analysis & Interpretation  3 cr  
Geog 1204  Principles of Geographic Information Science (GIS)  3 cr  
Geog 2101  Data Acquisition and Database Development in GIS*  3 cr  
Geog 2104  Modeling Techniques in GIS**  3 cr  
Geog 2107  Remote Sensing and Image Interpretation**  3 cr  
AND a minimum of 1-3 credits selected from the following:  
ForT 1202  Natural Resource Careers  1 cr  
Geog 1206  Cartography***  3 cr  
Geog 2199  Special Topics in Geography  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).  

B. Additional Requirements  
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  3 cr  
CSci 1205  C++ Programming  3 cr  

*Prerequisite of both Geog 1201 (Map Use, Analysis & Interpretation) and Geog 1204 (Principles of Geographic Information Science) or consent of instructor  
**Prerequisite of Geog 2101 (Data Acquisition and Database Development in GIS) or consent of instructor  
***Prerequisite of Geog 1204 (Principles of Geographic Information Science) or consent of instructor  

ASSOCIATE IN SCIENCE  
PULP AND PAPER TECHNOLOGY  

Program Information: United States pulp and paper manufacturers need a more technically capable operating workforce. Itasca Community College has partnered with the University of Minnesota to create a national education and training network to serve these pulp, paper and allied industries of the United States. The Associate in Science in Pulp and Paper Technology is articulated with the University of Minnesota.  

Program Plan  
First Year:  
Fall  
18 credits  
Chem 1201  General Chemistry I  4 cr  
Econ 2102  Microeconomics  3 cr  
Engl 1101  Expository Writing  4 cr  
Math 1122  Calculus I  3 cr  
Any Social Science course in the MTC*  3 cr  
Spring  
18 credits  
Biol 1202  General Biology II  4 cr  
Chem 1202  General Chemistry II  4 cr  
Any Literature course in the MTC*  3 cr  
Math 1123  Calculus II  4 cr  
Phil 1111  Ethics  3 cr  

Second Year:  
Fall  
15 credits  
Chem 2201  Organic Chemistry I  5 cr  
Engr 2101  Statics  3 cr  
Math 2102  Multivariable Calculus  4 cr  
Phys 1201  General Physics I  4 cr  
UM-TC  Wood and Fiber Science  
Spring  
14-15 credits  
Engr 2104  Fluid Mechanics  3 cr  
Any History course in the MTC*  3-4 cr  
Math 2104  Differential Equations/Linear Algebra  4 cr  
Phys 1202  General Physics II  4 cr  

*MTC—Minnesota Transfer Curriculum
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’s degrees in related curricula. Contact the ICC 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 (Please refer to page 48 in this document.)
- At least one of the 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

ASSOCIATE IN APPLIED SCIENCE PROGRAMS

Specific program guidelines for Accounting, Natural Resources (four options) and Pulp and Paper Technology are listed on the following pages.

ASSOCIATE IN APPLIED SCIENCE ACCOUNTING

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 employment positions as accountant, accounting clerk or bookkeeper.

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

<table>
<thead>
<tr>
<th>Communications</th>
<th>7 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 1101 Expository Writing</td>
<td>4 cr</td>
</tr>
</tbody>
</table>

**AND**

One of the following:

- Spch 1101 Intro 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 |

<table>
<thead>
<tr>
<th>Humanities Elective</th>
<th>3 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phil 1111 Ethics</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

**Note:** In choosing electives, please remember that requirements for the AAS degree include completing one of the 10 areas of the Minnesota Transfer Curriculum. Please refer to page 48 in this document.

II. **Accounting Program Core**  
**45 credits**

**Prerequisite:** Proficiency in keyboarding and data entry.

<table>
<thead>
<tr>
<th>Accounting Courses</th>
<th>25 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct 1123 Financial Accounting</td>
<td>4 cr</td>
</tr>
<tr>
<td>Acct 1124 Managerial Accounting*</td>
<td>4 cr</td>
</tr>
<tr>
<td>Acct 1128 Accounting Software Applications*</td>
<td>2 cr</td>
</tr>
<tr>
<td>Acct 1131 Payroll Accounting</td>
<td>2 cr</td>
</tr>
<tr>
<td>Acct 1132 Income Tax Accounting</td>
<td>3 cr</td>
</tr>
<tr>
<td>Acct 2123 Intermediate Accounting*</td>
<td>4 cr</td>
</tr>
<tr>
<td>Acct 2131 Accounting for Government and Not-for-Profit Organizations*</td>
<td>3 cr</td>
</tr>
<tr>
<td>Acct 2201 Accounting Internship**</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business and Computer Courses</th>
<th>20 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 1110 Business Communication*</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 1129 Electronic Calculator Applications*</td>
<td>2 cr</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Bus 1201 Introduction to Business</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 1206 Human Resource Management</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 1215 Business Law</td>
<td>3 cr</td>
</tr>
<tr>
<td>CSci 1120 Introduction to Computers</td>
<td>3 cr</td>
</tr>
<tr>
<td>CSci 1130 Computer Spreadsheets</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

**Course Sequence**

**First Year:**

**Fall**  
- 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**  
- Acct 1124 Managerial Accounting: 4 cr  
- Acct 1128 Accounting Software Applications*: 2 cr  
- Acct 1132 Income Tax Accounting: 3 cr  
- Bus 1129 Electronic Calculator Applications*: 2 cr  
- CSci 1130 Computer Spreadsheets: 3 cr  
- Phil 1111 Ethics: 3 cr

**Second Year:**

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

*Prerequisites for these courses

**Prerequisite for this class is a minimum GPA of 2.00 in program core classes and written consent of program internship coordinator.

**Note:** The Accounting Program is currently undergoing revision. Accounting students should consult with their counselor for information.
ASSOCIATE IN APPLIED SCIENCE
NATURAL RESOURCES

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)

<table>
<thead>
<tr>
<th>Communications</th>
<th>10 cr</th>
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<tbody>
<tr>
<td>Engl 1101 Expository Writing</td>
<td>4 cr</td>
</tr>
<tr>
<td>Engl 1105 Technical Writing</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

AND

One of the following:
| Spch 1101 Intro to Speech Communications | 3 cr |
| Spch 1105 Fundamentals of Public Speaking | 3 cr |
| Spch 1111 Interpersonal Communications | 3 cr |

II-A. Natural Resources/Forestry Core 48 credits

<p>| Biol 1131 Plant Taxonomy | 3 cr |
| Biol 2131 Forest Ecology | 4 cr |
| CSci 1210 Intro 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 |</p>
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ForT 1208</td>
<td>Intro to Water and Soil Resources</td>
<td>2 cr</td>
</tr>
<tr>
<td>ForT 1211</td>
<td>Spreadsheet Applications in Natural Resources</td>
<td>2 cr</td>
</tr>
<tr>
<td>ForT 1398</td>
<td>Wildland Fire Training</td>
<td>2 cr</td>
</tr>
<tr>
<td>ForT 2101</td>
<td>Silviculture</td>
<td>4 cr</td>
</tr>
<tr>
<td>ForT 2102</td>
<td>Forest Inventory</td>
<td>4 cr</td>
</tr>
<tr>
<td>ForT 2105</td>
<td>Forest Products</td>
<td>3 cr</td>
</tr>
<tr>
<td>ForT 2106</td>
<td>Logging</td>
<td>2 cr</td>
</tr>
<tr>
<td>ForT 2121</td>
<td>Ecosystem Management</td>
<td>2 cr</td>
</tr>
<tr>
<td>ForT 2201</td>
<td>Natural Resources Internship</td>
<td>3 cr</td>
</tr>
<tr>
<td>Geog 1204</td>
<td>Principles of Geographic Information Science (GIS)</td>
<td>3 cr</td>
</tr>
<tr>
<td>NSci 1131</td>
<td>Principles of Wildlife Management</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

**Course Sequence**

**First Year:**

**Fall**

- Biol 1131  Plant Taxonomy  3 cr
- CSci 1210  Intro to Computers for Forestry+  2 cr
- OR
- Geog 1204  Principles of Geographic Information Science (GIS)  3 cr
- Engl 1101  Expository Writing  4 cr
- Engr 1201  Introduction to Surveying Methods  3 cr
- ForT 1208  Intro to Water and Soil Resources  2 cr
- ForT 1205  Forestry Math  2 cr

**Spring**

- 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 Fire Training (includes S-130, S-190)  2 cr
- ForT 2102  Forest Inventory  4 cr
- ForT/Natural Science Elective Geog 2101+  2-3 cr
- OR
- Geog 1204  Principles of Geographic Information Science (GIS)  3 cr
- NSci 1101  Environmental Science  3 cr
- NSci 1131  Principles of Wildlife Management  3 cr

**Second Year:**

**Fall**

- 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  
ForT 2105  Forest Products  
ForT 2106  Logging  
ForT 2121  Ecosystem Management  
ForT 2201  Natural Resources Internship  
NSci 1101  Environmental Science  
Psyc 2100  Group Processes  

OR  
Soc 1101  Introduction to Sociology

*Students with strong computer skills may choose to take Geog 1204 (Principles of Geographic Information Science) in fall semester. Choosing this option allows the student to take either Geog 1206 (Cartography), Geog 2101 (Data Acquisition and Database Development), or another suitable Natural Science/Forestry elective. Students taking CSci 1210 (Introduction to Computers for Forestry) in fall semester take Geog 1204 (Principles of Geographic Information Science) in spring semester.  
*Soc 1101 (Introduction to Sociology) recommended for students transferring to Stevens Point or Crookston.  
**Spch 1101 (Introduction to Speech Communications) or Spch 1105 (Fundamentals of Public Speaking) recommended for students transferring to Stevens Point or Crookston.

**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. The 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. ICC utilizes state of the art Environmental Systems Research Institute’s (ESRI) ArcView/ArcGIS software, a world leader in GIS development and applications. Job opportunities for graduates are excellent nationwide and encompass both seasonal and permanent employment.

**I-B. General Education**  
17 cr  
(selected from Minnesota Transfer Curriculum)

1. Communications  
10 cr

Engl 1101  Expository Writing  
Engl 1105  Technical Writing  

AND

One of the following:

Spch 1101  Intro to Speech Communications  
Spch 1105  Fundamentals of Public Speaking  
Spch 1111  Interpersonal Communications

2. Natural Science or Mathematics  
4 cr

Math 1105  Elementary Statistics
3. 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, or 1121

II-B. Natural Resources/GIS Core  
47 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 1131</td>
<td>Plant Taxonomy</td>
<td>3 cr</td>
</tr>
<tr>
<td>CSci 1120</td>
<td>Introduction to Computers</td>
<td>3 cr</td>
</tr>
<tr>
<td>CSci 1123</td>
<td>Computer Databases</td>
<td>3 cr</td>
</tr>
<tr>
<td>Engr 1201</td>
<td>Introduction to Surveying Methods</td>
<td>3 cr</td>
</tr>
<tr>
<td>ForT 1202</td>
<td>Natural Resource Careers</td>
<td>1 cr</td>
</tr>
<tr>
<td>ForT 1206</td>
<td>Forest Protection</td>
<td>2 cr</td>
</tr>
<tr>
<td>ForT 2101</td>
<td>Silviculture</td>
<td>4 cr</td>
</tr>
<tr>
<td>ForT 2102</td>
<td>Forest Inventory</td>
<td>4 cr</td>
</tr>
<tr>
<td>Geog 1201</td>
<td>Map Use, Analysis and Interpretation</td>
<td>3 cr</td>
</tr>
<tr>
<td>Geog 1204</td>
<td>Principles of Geographic Information Science (GIS)</td>
<td>3 cr</td>
</tr>
<tr>
<td>Geog 1206</td>
<td>Cartography</td>
<td>3 cr</td>
</tr>
<tr>
<td>Geog 2101</td>
<td>Data Acquisition and Database Development in GIS</td>
<td>3 cr</td>
</tr>
<tr>
<td>Geog 2104</td>
<td>Modeling Techniques in Geographic Information Science (GIS)</td>
<td>3 cr</td>
</tr>
<tr>
<td>Geog 2107</td>
<td>Remote Sensing and Image Interpretation</td>
<td>3 cr</td>
</tr>
<tr>
<td>Geog 2201</td>
<td>GIS Internship</td>
<td>4 cr</td>
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</table>

Plus 3 credits selected from the courses listed in Second Year/Spring

Course Sequence
First Year:

**Fall**  
16 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 1131</td>
<td>Plant Taxonomy</td>
<td>3 cr</td>
</tr>
<tr>
<td>CSci 1120</td>
<td>Introduction to Computers</td>
<td>3 cr</td>
</tr>
<tr>
<td>Engl 1101</td>
<td>Expository Writing</td>
<td>4 cr</td>
</tr>
<tr>
<td>Engr 1201</td>
<td>Introduction to Surveying Methods</td>
<td>3 cr</td>
</tr>
<tr>
<td>Geog 1201</td>
<td>Map Use, Analysis and Interpretation</td>
<td>3 cr</td>
</tr>
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</table>

**Spring**  
17 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSci 1123</td>
<td>Computer Databases</td>
<td>3 cr</td>
</tr>
<tr>
<td>ForT 1202</td>
<td>Natural Resource Careers</td>
<td>1 cr</td>
</tr>
<tr>
<td>ForT 1206</td>
<td>Forest Protection</td>
<td>2 cr</td>
</tr>
<tr>
<td>ForT 2102</td>
<td>Forest Inventory</td>
<td>4 cr</td>
</tr>
<tr>
<td>Geog 1204</td>
<td>Principles of Geographic Information Science (GIS)</td>
<td>3 cr</td>
</tr>
<tr>
<td>Math 1105</td>
<td>Elementary Statistics</td>
<td>4 cr</td>
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</table>

Second Year:

**Fall**  
16 credits

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>Engl 1105</td>
<td>Technical Writing</td>
<td>3 cr</td>
</tr>
<tr>
<td>Geog 1206</td>
<td>Cartography</td>
<td>3 cr</td>
</tr>
</tbody>
</table>
Geog 2101 Data Acquisition and Database Development in GIS 3 cr
ForT 2101 Silviculture 4 cr
Spch 1101, 1105 OR 1111 3 cr

Spring 15 credits
Geog 2104 Modeling Techniques in Geographic Information Science (GIS) 3 cr
Geog 2107 Remote Sensing and Image Interpretation 3 cr
Geog 2201 GIS Internship 3 cr
Humanities Elective 3 cr

Plus 3 credits from the following courses:
ForT 1207 Woods Safety 1 cr
ForT 1398 Wildland Firefighter Training 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)

1. Communications 10 cr
   Engl 1101 Expository Writing 4 cr
   Engl 1105 Technical Writing 3 cr
   AND
   One of the following:
   Spch 1101 Intro to Speech Communications 3 cr
   Spch 1105 Fundamentals of Public Speaking 3 cr
   Spch 1111 Interpersonal Communications 3 cr

2. History and the Social/Behavioral Sciences Elective 3 cr
   Psyc 2100 Group Processes 3 cr

3. 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, or 1121
## II-C. Natural Resources/Law Enforcement

### Core 48 credits

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

### Course Sequence

#### First Year:

**Fall 15-16 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 1131</td>
<td>Plant Taxonomy</td>
<td>3 cr</td>
</tr>
<tr>
<td>CSci 1210</td>
<td>Intro to Computers for Forestry</td>
<td>2 cr</td>
</tr>
<tr>
<td>OR</td>
<td>Geog 1204 Principles of Geographic Information Science (GIS)</td>
<td>3 cr</td>
</tr>
<tr>
<td>Engl 1101</td>
<td>Expository Writing</td>
<td>4 cr</td>
</tr>
<tr>
<td>ForT 1205</td>
<td>Forestry Math</td>
<td>2 cr</td>
</tr>
<tr>
<td>Hlth 1131</td>
<td>First Responder</td>
<td>2 cr</td>
</tr>
<tr>
<td>NSci 1138</td>
<td>Natural Resource Law Enforcement</td>
<td>2 cr</td>
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</table>

**Spring 15-16 credits**

<table>
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<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<td>Engl 1105</td>
<td>Technical Writing</td>
<td>3 cr</td>
</tr>
<tr>
<td>ForT 1202</td>
<td>Natural Resource Careers</td>
<td>1 cr</td>
</tr>
<tr>
<td>ForT 1211</td>
<td>Spreadsheet Applications in Natural Resources</td>
<td>2 cr</td>
</tr>
<tr>
<td>ForT 2102</td>
<td>Forest Inventory</td>
<td>4 cr</td>
</tr>
<tr>
<td>Geog 1204</td>
<td>Principles of Geographic Information Science (GIS)</td>
<td>3 cr</td>
</tr>
<tr>
<td>OR</td>
<td>ForT/Natural Science Elective/Geog 2101</td>
<td>2-3 cr</td>
</tr>
<tr>
<td>NSci 1131</td>
<td>Principles of Wildlife Management</td>
<td>3 cr</td>
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</tbody>
</table>
Second Year:  

Fall  
17 credits  
- Biol 2131 Forest Ecology 4 cr  
- Engr 1201 Introduction to Surveying Methods 3 cr  
- ForT 2101 Silviculture 4 cr  
- Natural Resource Elective 3 cr  
- Speech 1101, 1105, OR 1111** 3 cr  

Spring  
16 credits  
- ForT 1206 Forest Protection 2 cr  
- ForT 2121 Ecosystem Management 2 cr  
- ForT 2201 Natural Resources Internship 3 cr  
- Humanities Elective 3 cr  
- Psyc 2100 Group Processes* 3 cr  
- OR  
  - Soc 1101 Introduction to Sociology* 3 cr  
  - Soc 2120 Introduction to Criminal Justice 3 cr  

+Students with strong computer skills may choose to take Geog 1204 (Principles of Geographic Information Science) in fall semester. Choosing this option allows the student to take either Geog 1206 (Cartography), Geog 2101 (Data Acquisition and Database Development), or another suitable Natural Science/Forestry elective. Students taking CSci 1210 (Introduction to Computers for Forestry) in fall semester take Geog 1204 (Principles of Geographic Information Science) in spring semester.  

*Soc 1101 (Introduction to Sociology) recommended for students transferring to Stevens Point or Crookston.  

**Spch 1101 (Introduction to Speech Communications) or Spch 1105 (Fundamentals of Public Speaking) recommended for students transferring to Stevens Point or Crookston.  

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 them natural resource skills which will help in finding 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)  

1. Communications 10 credits  
- Engl 1101 Expository Writing 4 cr  
- Engl 1105 Technical Writing 3 cr  
AND  
One of the following:  
- Spch 1101 Intro to Speech Communications 3 cr  
- Spch 1105 Fundamentals of Public Speaking 3 cr  
- Spch 1111 Interpersonal Communications 3 cr
2. History & the Social/Behavioral Sciences Elective  
   Psyc 2100  Group Processes  3 cr

3. Humanities Elective  
   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, or 1121

II-D. Natural Resources/Wildland Firefighting

Core  
   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  
   OR  
   Geog 2101  Data Acquisition and Database Development in GIS  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 Fire Training (includes S-130, S-190, I-100)  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 (L-280)  1 cr  
   Geog 1204  Principles of Geographic Information Science (GIS)  3 cr  
   Hlth 1131  First Responder  2 cr  
   PE 1137  Fitness Training for Wildland Firefighters (includes Pack Test)  1 cr

Course Sequence

First Year:

Fall  
   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 Fire Training  3 cr
### Spring 16 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 2 cr
- **ForT 1320** Wildland Fire Internship 3 cr
- **ForT 2106** Logging 2 cr
- **Genl 1140** Leadership Enhancement 1 cr
- **Geog 1204** Principles of Geographic Information Science (GIS) 3 cr

### Second Year:

#### Fall 16 credits
- **Biol 2131** Forest Ecology 4 cr
- **Engr 1201** Introduction to Surveying Methods 3 cr
  - OR
  - **Geog 2101** Data Acquisition and Database Development in GIS 3 cr
- **ForT 2101** Silviculture 4 cr
- **Hlth 1131** First Responder 2 cr
- **Speech 1101, 1105, OR 1111** 3 cr

#### Spring 16 credits
- **Engl 1105** Technical Writing 3 cr
- **ForT 2102** Forest Inventory 4 cr
- **Humanities Elective** 3 cr
- **NSci 1131** Principles of Wildlife Management 3 cr
- **Psyc 2100** Group Processes* 3 cr
  - OR
  - **Soc 1101** Introduction to Sociology* 3 cr

*Soc 1101 (Introduction to Sociology) recommended for students transferring to Stevens Point or Crookston.

**Spch 1101 (Introduction to Speech Communications) or Spch 1105 (Fundamentals of Public Speaking)** recommended for students transferring to Stevens Point or Crookston.

### ASSOCIATE IN APPLIED SCIENCE

**PULP AND PAPER TECHNOLOGY**

**Program Information:** The paper industry in the United States ranks among the top 10 employers in 43 of the 50 states. Pulp and paper manufacturers need a more technically capable operating workforce, and academic and industry partners are in collaboration to create a national education and training network. Itasca has partnered with the University of Minnesota in this academic endeavor.
Career Options: The AAS degree in Pulp and Paper Technology addresses the need for qualified and adequately trained technicians to meet the expectations of a technologically advanced workforce within the national paper industry. Area industry partners have expressed interest in strong partnerships and support this program to fill future positions with qualified workers.

I. General Education Requirements 33 credits

- Chem 1101 Fundamentals of Chemistry I 4 cr
- CSci 1210 Intro to Computers for Forestry 2 cr
- Econ 1101 Introduction to Economics 3 cr
- Engl 1101 Expository Writing 4 cr
- Math 1111 College Algebra 3 cr
- NSci 1101 Environmental Science 3 cr
- Phil 1111 Ethics 3 cr
- Phys 1101 Fundamentals of Physics I 4 cr
- Phys 1102 Fundamentals of Physics II 4 cr
- Spch 1111 Interpersonal Communications* 3 cr

II. Pulp and Paper Technology/Engineering Technology Courses 33 credits

- ENGT 1000 Industrial Safety 3 cr
- ENGT 1005 Statistical Process Control 3 cr
- ENGT 1009 Process Technology 3 cr
- ENGT 1020 Paper and Chemical Processes 3 cr
- ENGT 1023 Rotating Machinery 3 cr
- ENGT 1025 Unit Operations 3 cr
- ENGT 1028 Fluid Power Systems 3 cr
- ENGT 2201 Internship 3 cr
- ENGT 1002 Introduction to Pulp and Paper Technology/BP** 3 cr
- ENGT 1007 Wood and Fiber Science/BP** 3+1 cr

*Completion of a three credit Speech or Communications course from an accredited college or university with a C grade or higher will be considered for substitution.

**These courses offered in collaboration with the University of Minnesota-Twin Cities.

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 Associate in Applied Science (AAS) degree.
Itasca Community College offers three programs in the Vocational Diploma: Practical Nursing, Pulp and Paper Technology and Wildland Firefighting. Information specific to each program is listed on the following pages.

VOCATIONAL DIPLOMA
PRACTICAL NURSING

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, clinics, 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. Applicants' admission status will be determined by the Director of Nursing once their nursing files are completed. Admission to the program occurs on a rolling basis.

The faculty reserves the right to accept those applicants who seem best qualified on the basis of previous school achievement and attendance, previous work experience, placement test results, information received from the goal statement and autobiography, and personal interview.

> 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 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). These prerequisites are offered each semester at Itasca.
**Career Options:** Licensed Practical Nurses 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 parttime, 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 Intro to Microcomputers for PNs*** 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.
VOCATIONAL DIPLOMA
PULP AND PAPER TECHNOLOGY

Length: 34 credits

Program Information: The Pulp and Paper Technology diploma program addresses the need for retraining and education for incumbent workers at area paper companies, specifically the UPM Blandin Paper Company in Grand Rapids. Note that the diploma program is not designed to transfer to a four year college or university.

Career Options: The program will increase the skills and knowledge of workers for the 21st Century so that they might remain competitive in the global market.

I. General Education Requirements 16 credits
   Chem 1101  Fundamentals of Chemistry I  4 cr
   OR
   Phys 1101  Fundamentals of Physics I  4 cr
   Econ 1101  Introduction to Economics  3 cr
   Math 1111  College Algebra  3 cr
   Phil 1111  Ethics  3 cr
   Spch 1111  Interpersonal Communications  3 cr

II. Pulp and Paper Technology/Engineering Technology Courses 18 credits
   ENGT 1000  Industrial Safety  3 cr
   ENGT 1005  Statistical Process Control  3 cr
   ENGT 1009  Process Technology  3 cr
   ENGT 1002  Introduction to Pulp and Paper Technology/BP*  3 cr

AND TRACK 1 or TRACK 2**
Track 1:
   ENGT 1020  Paper and Chemical Processes  3 cr
   ENGT 1023  Rotating Machinery  3 cr

Track 2:
   ENGT 1041  Process Control  3 cr
   ENGT 1045  Industrial Electricity  3 cr

*This course offered in collaboration with the University of Minnesota Twin Cities/BioProducts Engineering (BP)
**Students must choose Track 1 (Chemistry) or Track 2 (Physics)
VOCATIONAL DIPLOMA
WILDLAND FIREFIGHTING

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 them natural resource skills which will help in finding 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 1131</td>
<td>Plant Taxonomy</td>
<td>3 cr</td>
</tr>
<tr>
<td>ForT 1301</td>
<td>Wildland Fire Training</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>(includes S-130, S-190, I-100)</td>
<td></td>
</tr>
<tr>
<td>ForT 1302</td>
<td>Fire Safety</td>
<td>1 cr</td>
</tr>
<tr>
<td>ForT 1312</td>
<td>Fire Behavior and Effects</td>
<td>2 cr</td>
</tr>
<tr>
<td>ForT 1315</td>
<td>Compass and Mapping</td>
<td>1 cr</td>
</tr>
<tr>
<td>ForT 2102</td>
<td>Forest Inventory</td>
<td>4 cr</td>
</tr>
<tr>
<td>PE 1137</td>
<td>Fitness Training for Wildland</td>
<td>1 cr</td>
</tr>
<tr>
<td></td>
<td>Firefighters (includes Pack Test)</td>
<td></td>
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</tbody>
</table>

Spring 17 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ForT 1202</td>
<td>Natural Resource Careers</td>
<td>1 cr</td>
</tr>
<tr>
<td>ForT 1206</td>
<td>Forest Protection</td>
<td>2 cr</td>
</tr>
<tr>
<td>ForT 1207</td>
<td>Woods Safety</td>
<td>1 cr</td>
</tr>
<tr>
<td>ForT 1310</td>
<td>Portable Pumps and Water</td>
<td>2 cr</td>
</tr>
<tr>
<td></td>
<td>(includes S-211)</td>
<td></td>
</tr>
<tr>
<td>ForT 1314</td>
<td>Prescribed Burning</td>
<td>3 cr</td>
</tr>
<tr>
<td>ForT 1320</td>
<td>Wildland Fire Internship</td>
<td>3 cr</td>
</tr>
<tr>
<td>ForT 2106</td>
<td>Logging</td>
<td>2 cr</td>
</tr>
<tr>
<td>Genl 1140</td>
<td>Leadership Enhancement (L-280)</td>
<td>1 cr</td>
</tr>
<tr>
<td>Hlth 1131</td>
<td>First Responder</td>
<td>2 cr</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Fall</th>
<th>14 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ansh 1101 Ojibwe Language I</td>
<td>4 cr</td>
</tr>
<tr>
<td>Art 1115 American Indian Art</td>
<td>3 cr</td>
</tr>
<tr>
<td>Engl 1101 Expository Writing</td>
<td>4 cr</td>
</tr>
<tr>
<td>MCS 1101 Introduction to Indian Studies</td>
<td>3 cr</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>16 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ansh 1102 Ojibwe Language II</td>
<td>4 cr</td>
</tr>
<tr>
<td>Engl 2135 American Indian Literature</td>
<td>3 cr</td>
</tr>
<tr>
<td>Hist 1142 Native American History</td>
<td>3 cr</td>
</tr>
<tr>
<td>PolS 1111 Federal Law and Tribal Government</td>
<td>3 cr</td>
</tr>
<tr>
<td>Soc 2101 Contemporary Indian Concerns</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

**CHILD DEVELOPMENT CERTIFICATE (CDC)**

**Certificate:** Professional Certificate  
**Credits:** 15 credits

**Program Information:** The purpose of the program is to enhance the quality of childcare by defining, evaluating, and recognizing the competence of childcare providers. The program has been developed to address the six national competency goals and standards required for the National CDA. Candidates can receive their CDA in any of the following three areas: Center-Based Preschool Setting, Center-Based Infant/Toddler Setting, and Family Child Care Setting. Students will have the opportunity to gain work experience through an onsite practicum in area early childhood programs. This experience, along with coursework, will prepare students with a strong foundation for working with young children in the community.

**Career Options:** This certificate is geared to both non traditional students actively engaged in professional work with early childhood as well as to students in any related discipline who wish to increase their employability by successfully acquiring the skills in early childhood education and child development.

<table>
<thead>
<tr>
<th>Fall</th>
<th>7 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psyc 1106 Early Childhood Practicum</td>
<td>1 cr</td>
</tr>
<tr>
<td>Psyc 1202 Child Development and Learning</td>
<td>3 cr</td>
</tr>
<tr>
<td>Psyc 1207 Children’s Health, Safety and Nutrition</td>
<td>3 cr</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>8 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psyc 1106 Early Childhood Practicum</td>
<td>2 cr</td>
</tr>
<tr>
<td>Psyc 1205 Relations and Management in Early Childhood</td>
<td>3 cr</td>
</tr>
<tr>
<td>Psyc 1206 Parent and Professional Relations</td>
<td>3 cr</td>
</tr>
</tbody>
</table>
Note: In addition to the above courses, a one credit option in which the student completes an additional 360 hours of experience in an early childhood program qualifies the student for National CDA certification.

COMPUTER PROFICIENCY CERTIFICATE

Certificate: Professional Certificate
Credits: 12 credits

Program Information: This certificate is designed to provide experience and expertise in the use of personal computers. Students will develop knowledge and competency in the use of Windows, Microsoft Office (word processing, spreadsheets, presentation, and database software), the Internet (searching, communication tools, and web design), and problem solving methods used in technology fields.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSci 1120</td>
<td>Introduction to Computers</td>
<td>3 cr</td>
</tr>
<tr>
<td>CSci 1133</td>
<td>Introduction to Internet Technologies</td>
<td>3 cr</td>
</tr>
<tr>
<td>CSci 1150</td>
<td>Foundations of Technology</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Electives

ONE of the following Computer Application Course Electives:

- CSci 1123  Computer Databases
- CSci 1127  Introduction to Multimedia
- CSci 1130  Computer Spreadsheets

Students entering this program for employment purposes must be proficient in keyboarding. Some courses in this program have a prerequisite math requirement. Refer to the course descriptions section in this catalog for details.

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. ICC utilizes state of the art Environmental Systems Research Institute’s (ESRI) ArcView/ArcGIS software, a world leader in GIS development and applications.

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, health, and human services. The certificate program prepares individuals 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.

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.

15 credits selected from the following courses:
Geog 1201  Map Use, Analysis and Interpretation**  3 cr
Geog 1204  Principles of Geographic Information Science (GIS)**  3 cr
Geog 2101  Data Acquisition and Database Development in GIS**  3 cr
Geog 2104  Modeling Techniques in GIS  3 cr
Geog 2107  Remote Sensing and Image Interpretation  3 cr
Geog 2201  GIS Internship  3 cr

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

VEGETATION MANAGEMENT

Certificate: Vocational Certificate
Credits: 30 credits

Program Information: This certificate program is designed to provide graduates with the knowledge and skills needed to gain employment with tree service agencies. Emphasis is on the management of trees, shrubs and herbaceous plants. Jobs could range from treating vegetation under powerlines to working with a city forester.

Fall  16 credits
Biol 1131  Plant Taxonomy  3 cr
CSci 1210  Intro to Computers for Forestry  2 cr
ForT 1208  Intro to Water and Soil Resources  2 cr
ForT 1401  Vegetation Management  3 cr
Geog 1204  Principles of Geographic Information Science (GIS)  3 cr
Hlth 1101  First Aid  3 cr

Spring  14 credits
ForT 1202  Natural Resource Careers  1 cr
ForT 1206  Forest Protection  2 cr
ForT 1207  Woods Safety  1 cr
ForT 1211  Spreadsheet Applications in Natural Resources  2 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.
Note: Students must submit to a criminal background study and obtain clearance prior to clinical experience.

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 Community College’s department of customized training brings together employers, employees and education to meet the needs of companies through customized courses and consultation. Itasca’s customized training representatives train staff for on-the-job growth and development and create classes tailored to the needs of the company. The training is offered onsite at the company or at the college.

Successful programs in Lean Manufacturing, Lean Healthcare and Lean Enterprise are offered through customized training. Lean Manufacturing is a philosophy of efficiency which, when implemented, shortens the time between customer order and factory shipment by eliminating waste. Lean principles include concepts such as built-in quality, visual control, just-in-time, pull system, work leveling, continuous improvement, and teamwork.

Lean Healthcare is a strategy for increasing efficiency by reducing or eliminating waste in the process between receiving the order and delivering the healthcare service. In short, implementing Lean Healthcare concepts can make processes safer and more profitable. Lean Healthcare strategies include eliminating waste, installing visual systems, ensuring quality at the source, redesigning for steady flow, establishing standardized work and procedures, and engaging and respecting everyone’s expertise.

Lean Enterprise focuses on the office or service-type organizations. It is about information and the
associated functions which support the flow of that information. Lean Enterprise is a strategy for increasing efficiency by finding and reducing or eliminating the unnecessary activities associated with the information flow which supports all processes.

COMPUTER EDUCATION AT THE DOWNTOWN CENTER
Itasca Community College manages a 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, organizations 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.
ACCOUNTING
Acct 1101 Credits: 3
Accounting Essentials
Prerequisite(s): None
This basic accounting course emphasizes double entry bookkeeping. By building practical accounting skills and developing an understanding of concepts, students will be prepared for success in a small office or business.

Acct 1123 Credits: 4
Financial Accounting
Prerequisite(s): None
This course covers core topics including debits and credits, the accounting equation, the accounting cycle, and the statement of cash flows. It also incorporates the conceptual, analytical, and procedural aspects of financial accounting.

Acct 1124 Credits: 4
Managerial Accounting
Prerequisite(s): Acct 1123 or consent of instructor
This course introduces the fundamentals of managerial accounting. Emphasis is on management’s use of accounting information for planning, controlling, and decision making. It includes interpretation and modification of financial statements, basic framework for allocation of manufacturing costs, and planning and controlling of business operations.

Acct 1128 Credits: 2
Accounting Software Applications
Prerequisite(s): Acct 1123 or consent of instructor
This hands on course teaches students to set up a comprehensive accounting system, enter data, and generate financial reports using accounting software.

Acct 1131 Credits: 2
Payroll Accounting
Prerequisite(s): None
This course covers the how to’s of calculating payroll, completing payroll taxes, and preparing records and reports used in a complete payroll system.

Acct 1132 Credits: 3
Income Tax Accounting
Prerequisite(s): None
This course is an introduction to laws, forms, terminology, and problems in federal income tax for individuals and corporations in personal and business situations.
Acct 2123  Credits: 4  
**Intermediate Accounting**
Prerequisite(s): None
This course is an introduction to theories of accounting practices related to measurement and reporting of current assets, non current assets, currently liabilities, and long term liabilities. It also includes the evaluation of generally accepted accounting theory including alternative theories.

Acct 2131  Credits: 3  
**Accounting for Government and Not-For-Profit Organizations**
Prerequisite(s): Acct 1124
This course is an introduction to accounting concepts and skills required in government and/or not-for-profit organizations.

Acct 2201  Credits: 3  
**Accounting Internship**
Prerequisite(s): Minimum GPA of 2.00 in program core classes and written consent of the program internship coordinator
This course provides practical experience in the area of accounting. The program internship coordinator, together with the workstation supervisor, will determine student responsibilities during the internship. It is usually taken during final semester of the Accounting Program.

ANISHINABE  
Ansh 1101  Credits: 4  
**Ojibwe Language I**
Prerequisite(s): None
This introductory course for beginners teaches the Ojibwe language and emphasizes 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  Credits: 4  
**Ojibwe Language II**
Prerequisite(s): Ansh 1101 or consent of instructor
This second course in the Ojibwe language sequence emphasizes 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.

Ansh 2101  Credits: 4  
**Ojibwe Language III**
Prerequisite(s): Ansh 1102
This third course in the Ojibwe language sequence emphasizes 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.
Ansh 2102 Credits: 4  
Ojibwe Language IV  
Prerequisite(s): Ansh 2101  
This final introductory course in the Ojibwe language sequence for beginner/intermediate level students emphasizes vocalizing with increasing fluency, complex words and phrases, and recognizing dialectical differences.

ANTHROPOLOGY  
Anth 1100 Credits: 3  
Introduction to Anthropology  
Prerequisite(s): College level reading and writing ability  
This survey course introduces the discipline of anthropology and covers the four major sub-fields: physical, archeological, cultural, and linguistic.

Anth 1101 Credits: 3  
Introduction to Physical Anthropology  
Prerequisite(s): College level reading and writing ability  
This course covers the biological origins and development of human beings as revealed through the study of fossils, genetics, and prehistoric culture.

Anth 1102 Credits: 3  
Introduction to Cultural Anthropology  
Prerequisite(s): Ability to read and write at a college level and to keep up with homework  
This course includes the 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 Credits: 3  
Art Appreciation  
Prerequisite(s): None  
This course introduces students to the processes, elements, principles, and purposes of visual art in the historical context and explores the effect of art on their lives. Students will be exposed to and develop a critical appreciation of visual art forms and works.

Art 1111 Credits: 3  
Art History I  
Prerequisite(s): None  
This course is a survey of visual art from pre-historic times through the early Renaissance. Students explore the works in their historical, cultural, and stylistic contexts.
Art 1112  Credits: 3  
Art History II  
Prerequisite(s): None  
This course presents a survey of visual art from the Renaissance into the 21st Century, and students will develop an awareness of the variety of visual art forms and works during this timeframe.

Art 1115  Credits: 3  
American Indian Art  
Prerequisite(s): None  
This course 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 of tribal art.

Art 1201  Credits: 3  
Introduction to Art and Design  
Prerequisite(s): None  
This is an introductory studio course that explores the elements and principles of visual art using a variety of media and studio processes. Students will develop an understanding of the use of visual language in the formation of images and objects and creative problem solving.

Art 1202  Credits: 3  
Drawing  
Prerequisite(s): None  
This introductory drawing course develops the student’s perceptual and technical drawing skills. It explores a variety of drawing approaches, processes and materials as well as the history, functions, and purposes of drawing.

Art 1203  Credits: 3  
Painting  
Prerequisite(s): None  
This course introduces students to the technical and conceptual aspects of opaque painting using acrylic paint, engaging them in the creative process. It also exposes them to works of art within this medium, giving them the opportunity to respond critically and articulate an informed personal reaction to these works.

Art 1204  Credits: 3  
Watercolor  
Prerequisite(s): None  
This course introduces students to the history, materials, and processes of painting with transparent watercolor and other aqueous media. It explores the technical conceptual and aesthetic aspects of painting with transparent media, and engages students in the creative process, exposing them to works of art within this medium with the opportunity to respond critically and articulate an informed personal reaction.

Art 1205  Credits: 3  
Ceramics  
Prerequisite(s): None  
This course introduces students to working with clay and experiencing the creative process through hand
building and creating forms on the wheel. The course also touches on the historical, technical, and aesthetic concepts of forming functional and expressive objects in clay. It exposes students to works of art within this medium, giving them the opportunity to respond critically and articulate an informed personal reaction to the art.

**BIOLOGY**

**Biol 1101  Credits: 4**

**Human Biology**

Prerequisite(s): None

This course is an introduction to basic concepts of human biology for the non-science major, providing an overview approach to the human body and functions and its interactions with the environment. Topics will include the scientific method, structures and functions of the human body, disease, interactions of humans with the environment, evolution, nutrition, and biodiversity.

**Biol 1111  Credits: 3**

**Microbiology**

Prerequisite(s): None

This general microbiology course includes the study of bacteria, viruses, fungi and protozoa. It 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  Credits: 3**

**Plant Taxonomy**

Prerequisite(s): None

This course covers the classification and identification of many of the trees, shrubs and wildflowers found throughout northern Minnesota, including terminology as well as the use of dichotomous keys. It also covers history, fruits, wild foods, and plant physiology.

**Biol 1201  Credits: 4**

**General Biology I**

Prerequisite(s): High school biology or Biol 1101

This course is an introduction to the principles of biology and intended for science majors. It includes the study of the scientific method, ecology, cell biology, photosynthesis, cellular respiration, and Mendelian and molecular genetics.

**Biol 1202  Credits: 4**

**General Biology II**

Prerequisite(s): Biol 1201

This course is a continuation of Biology 1201 and intended for science majors. It includes the study of recombinant DNA technology, evolution, classification of living things, microbes, fungi, animals, the plant kingdom, and plant physiology.
Biol 2101  Credits: 4
Human Anatomy and Physiology I
Prerequisite(s): Biol 1201
This course introduces the student to structure and physiology of the human body. It provides a basic understanding of cells, tissue, skin, bones, muscles, the nervous system, special senses, and the endocrine system; and explores how these systems work individually and how they work together to maintain life.

Biol 2102  Credits: 4
Human Anatomy and Physiology II
Prerequisite(s): Biol 2101
This course introduces the student to structure and physiology of the human body. It provides a basic understanding of the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems; and explores how these systems work individually and how they work together to maintain life.

Biol 2131  Credits: 4
Forest Ecology
Prerequisite(s): Biol 1201; or NSci 1131 and Biol 1131
This course is an 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.

BUSINESS
Bus 1110  Credits: 3
Business Communication
Prerequisite(s): None
This course studies effective interpersonal communication skills that enable employees to function effectively on the job. It also studies acceptable forms of communication and attitudes within the current business environment with a grammar review and an opportunity to create a variety of business correspondence and presentations.

Bus 1129  Credits: 2
Electronic Calculator Applications
Prerequisite(s): Acct 1101 or Acct 1123 or concurrent enrollment
This course teaches proficiency in the use of the electronic calculator as it relates to current mathematical concepts in business practices.

Bus 1201  Credits: 3
Introduction to Business
Prerequisite(s): None
This course provides students with an overview of the world economy and the business world from a macro and micro economic level. Students will study 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  Credits: 3  
**Principles of Management**  
Prerequisite(s): None  
This course provides an 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  Credits: 3  
**Human Resource Management**  
Prerequisite(s): None  
This course is designed to acquaint students with the human resource component of business management. It also studies all facets of running a personnel department, from recruitment and training to management and labor relations.

Bus 1208  Credits: 3  
**Principles of Marketing**  
Prerequisite(s): None  
This course is an 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  Credits: 3  
**Small Business Management**  
Prerequisite(s): None  
This course revolves around creating and maintaining a competitive advantage in starting and managing a small business. It includes financial planning, organization, records, decision making, cost analysis, personnel, forecasting, sales, budgets, and advertising as applied to the small business owner. Students will learn how to analyze involved risks and methods of maximizing profits.

Bus 1215  Credits: 3  
**Business Law**  
Prerequisite(s): None  
This is an introductory course, both academic and practical, in business law. It emphasizes the elements and legal principles of contracts, personal property, sales, agency and employment, business organizations, and real property.

Bus 1226  Credits: 3  
**International Business**  
Prerequisite(s): Bus 1201  
This course is an introduction to the fundamentals of international business and dynamics of the global economy. Students will learn about doing business in different cultures with different products and business practices across cultures/countries. The course covers “real life” business issues from an international perspective through course material, guest lecturers, and trips to organizations and businesses involved in international trade.
CHEMISTRY

Chem 1101 Credits: 4
Fundamentals of Chemistry I
Prerequisite(s): None
This course is an elementary descriptive study of the fundamental facts, laws, and theory of chemistry ranging from general chemistry through organic and biochemistry. It emphasizes the relationship of chemistry to life in our modern technological society, and stresses measurements and the unit-conversion method of solving chemistry problems. (3 hours lecture/2 hours lab per week)

Chem 1201 Credits: 4
General Chemistry I
Prerequisite(s): High school chemistry or Chem 1101 or equivalent, high school physics and four years of math highly recommended
This course is the first of a two semester sequence that covers the basic theories and concepts of chemistry. Emphasis is on measurement, stoichiometry, thermochemistry, atomic structure, nomenclature, periodic relationships, bonding and chemical reactions, gases and gas laws, acid/base chemistry, and molecular geometry. (3 hours lecture/2 hrs lab per week)

Chem 1202 Credits: 4
General Chemistry II
Prerequisite(s): Chem 1201
This course is a continuation of Chemistry 1201 covering basic theories and concepts of chemistry. Topics include an introduction to organic and biochemistry, intermolecular forces, polymers and other modern materials, each acid/base equilibrium and pH, solubility products, kinetics, chemical thermodynamics, electrochemistry, and nuclear chemistry. Lab work includes the qualitative analysis of selected captions and anions. (3 hours lecture/2 hours lab per week)

Chem 2201 Credits: 5
Organic Chemistry I
Prerequisite(s): Chem 1202
This course is the first of a two semester sequence studying the concepts of structure and bonding, reactions and mechanisms, nomenclature, and spectroscopy. Topics include stereochemistry; addition, elimination, and substitution reactions; and IR, NMR, and Mass spectroscopy. (4 hours lecture/3 hours lab per week)

Chem 2202 Credits: 5
Organic Chemistry II
Prerequisite(s): Chem 2201
This course continues the 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)
COMPUTER SCIENCE

CSci 1120  Credits: 3
Introduction to Computers
Prerequisite(s): Math 0091 or equivalent, or consent of instructor; keyboarding skills also recommended
This course provides an introduction to computer applications and concepts. Topics include the Windows operating system, file management, hardware components, Internet basics, and ethical and social issues regarding computers. Students will gain experience in the proper use of a software suite, including applications such as word processing, spreadsheets, databases, and presentations. It is recommended that students take this course prior to taking other computer courses. Additional lab time is required.

CSci 1123 Credits: 3
Computer Databases
Prerequisite(s): CSci 1120 or equivalent, or consent of instructor
This course introduces the student to relational database concepts. Topics included are database design, queries, filters, forms, and reporting techniques. Additional lab time is required.

CSci 1127 Credits: 3
Introduction to Multimedia
Prerequisite(s): CSci 1120 or equivalent, or consent of instructor; keyboarding skills also recommended
This is a project based course covering the use of multimedia software in presenting information. Students will create presentations combining text, graphics, sound, animation, and video. A variety of software packages, hardware devices, plug-ins, browsers, and Internet services may be examined. Additional lab time is required.

CSci 1130 Credits: 3
Computer Spreadsheets
Prerequisite(s): Keyboarding skills recommended
This course introduces the student to spreadsheet concepts through a project based approach. Students will use problem solving techniques to create, modify, enhance, and print worksheets, workbooks, and charts used in financial management and data management. Topics include formulas, functions, “what if” analysis, lists, macros and more. Additional lab time is required.

CSci 1133 Credits: 3
Introduction to Internet Technologies
Prerequisite(s): CSci 1120 or equivalent, or consent of instructor; keyboarding skills also recommended
This course provides an introduction to the current technologies used on the Internet. Topics include Internet/Web basics, email and other communication tools, search tools, HTML basics, blogs, podcasts, ecommerce, multimedia, security issues, and copyright/trademark issues. Additional lab time is required.

CSci 1134 Credits: 3
Educational Computing
Prerequisite(s): None
This course is a project oriented course in which students will investigate current uses of technology in education. They will explore educational applications of databases; research software available on the
Internet; practice integrating the computer into the classroom; create/use web-based communication tools such as web sites, blogs, and electronic portfolios; investigate ethical, social, and professional issues of technology in education; and review and use instructional management software as they create and teach an online lesson. Additional lab time is required. This course is primarily for students in the Class Act program.

CSci 1135  Credits: 3  
Web Page Design  
Prerequisite(s): CSci 1120 or equivalent, or consent of instructor; keyboarding skills also recommended  
This course introduces the student to the principles of website design using core technologies and fundamental extensible Hyper Text Markup Language (XHTML). It includes development and use of hyperlinks, lists and tables, frames, and listing the student’s site in search engines. It covers preparation of graphical material for the Web, including consideration of browsers, plug-ins, platforms, bandwidth, and graphic file formats. Also included is an overview of some of the technologies and animation tools available via the Internet, including Flash/Shockwave, CSS, DHTML, JavaScript, and others. Students will develop, test, document, and publish a website compliant to XHTML standards.

CSci 1150  Credits: 3  
Foundations of Technology  
Prerequisite(s): Math 1000 or equivalent, or concurrent enrollment, or consent of instructor; keyboarding skills also recommended  
This course provides a thorough introduction to algorithms and problem solving methods used in computer science and other technology fields. Topics include basic hardware organization; binary and other number systems; data representation; Boolean logic; an overview of high level languages; elementary data structures; and social, ethical, and professional issues in computing. Additional lab time is required.

CSci 1201  Credits: 3  
Visual Basic Programming  
Prerequisite(s): Math 1000 or equivalent, or concurrent enrollment, or consent of instructor; keyboarding skills also recommended  
This course is designed to provide an introduction to computer programming. Topics include algorithms, program design, and the Microsoft Visual Basic programming language. Students will effectively design, code, and test programs that demonstrate their understanding of the programming environment, Windows objects, variables, constants, decision structures, looping structures, and procedures. Additional lab time is required.

CSci 1205  Credits: 3  
C++ Programming  
Prerequisite(s): Math 1000 or equivalent, or concurrent enrollment, or consent of instructor; keyboarding skills also recommended  
This course provides an introduction to problem solving and program development using object oriented design, structured programming techniques, and the C++ programming language. Students will design, construct, and test programs with primarily scientific and mathematical applications. Additional lab time is required.
CSci 1210  Credits: 2
Introduction to Computers for Forestry
Prerequisite(s): Students should be enrolled in the Forestry program at ICC; keyboarding skills are recommended
This course provides forestry students with an introduction to computer applications and hardware. Topics include the Windows operating systems, file management, hardware components, and Internet basics. Students will gain experience in the proper use of a software suite, including applications such as word processing, spreadsheets, databases, and presentations. Additional lab time may be required.

CSci 1211  Credits: 4
Fundamentals of Computer Science I
Prerequisite(s): Math 1000 or equivalent, or concurrent enrollment, or consent of instructor; keyboarding skills also recommended
This course provides an introduction to computer systems, computer problem solving using structured and object oriented techniques, program development and testing, and abstract data types. It is a first course for students intending to major or minor in computer science or related fields. Additional lab time is required.

CSci 1212  Credits: 4
Fundamentals of Computer Science II
Prerequisite(s): CSci 1211, Math 1000 or equivalent, or concurrent enrollment, or consent of instructor; keyboarding skills also recommended
This is the second course in a sequence for students intending to major or minor in computer science or a related field. It is an advanced study of computer problem solving using structured techniques, program development and testing, and abstract data types. Additional lab time is required.

COOPERATIVE EDUCATION
CoOp 1001  Credits: 1-8
Cooperative Education
Prerequisite(s): Consent of the instructor
This course is a 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. (This is a non PSEO course.)

ECONOMICS
Econ 1101  Credits: 3
Introduction to Economics
Prerequisite(s): None
This course is the study of basic economic ideas and includes current economic issues such as inflation, price controls, unemployment, energy, growth, international trade and finance, and political factors in economic policy.
Econ 2101  Credits: 3  
Macroeconomics  
Prerequisite(s): Econ 1101 or consent of instructor  
This course covers 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.

Econ 2102  Credits: 3  
Microeconomics  
Prerequisite(s): Econ 1101 or consent of instructor  
This course covers fundamental concepts including elements of price theory, supply and demand; imperfect competition and governmental intervention; distribution of income; and political factors in economic choices.

EDUCATION  
Educ 1101  Credits: 1  
Class Act Seminar I  
Prerequisite(s): None  
This is the first of four seminar courses for students in the Class Act 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. The seminar brings together Experiential Lab experience with students’ current knowledge in other classes.

Educ 1102  Credits: 1  
Class Act Seminar II  
Prerequisite(s): Educ 1101  
This is the second of four seminar courses for students in the Class Act 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. The seminar brings together Experiential Lab experience with students’ current knowledge in other classes.

Educ 1103  Credits: 1  
Class Act Seminar III  
Prerequisite(s): Educ 1102  
This is the third of four seminar courses for students in the Class Act 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. The seminar brings together Experiential Lab experience with students’ current knowledge in other classes.

Educ 1104  Credits: 1  
Class Act Seminar IV  
Prerequisite(s): Educ 1103  
This is the fourth and final seminar course for students in the Class Act 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. The seminar brings together Experiential Lab experience with students’ current knowledge in other classes.

ENGINEERING

Engr 1115  Credits: 3
Digital Logic
Prerequisite(s): None
This course provides an introduction to the fundamentals of digital circuit design. Topics are explored through classroom and laboratory exercises and include logic gates, Boolean algebra, Karnaugh maps, mathematical operations, flip-flops, and counters. The course is intended for electrical engineering majors.

Engr 1201  Credits: 3
Introduction to Surveying Methods
Prerequisite(s): None
This course emphasizes running and computing traverses. It includes exercises in leveling, topographic surveys, and line running as well as detailed discussion of the rectangular land system of classification. (3 hours lecture/2 hours lab per week)

Engr 1220  Credits: 3
Introduction to Engineering
Prerequisite(s): None
This course helps students gain an understanding of the profession of engineering, the pathway to obtaining an engineering education, and being members of a learning community and a team of problem solvers. Knowledge gained will be applied by students to improve their performance in their education and in determining their career choice.

Engr 1221  Credits: 1
Engineering and Professional Development I
Prerequisite(s): None
This course helps students gain insight to the vast set of personal, interpersonal, and professional topics required for success in their education and their profession through a series of seminars. The course will also continue students’ development in the engineering design process as members of a team.

Engr 1222  Credits: 2
Engineering and Professional Development II
Prerequisite(s): Engr 1221
This course, the second in a series of four, helps students gain insight into the vast set of personal, interpersonal, and professional topics required for success in their education and their profession. The course will also continue students’ development in the engineering design process as members of a team.

Engr 2002  Credits: 4
Fundamentals of Graphical Communication
Prerequisite(s): None
This course introduces the fundamentals of graphical representation of engineering components and systems. The student will acquire basic drawing skills, 2D AutoCAD skills, and 3D solids modeling skills. Topics include basic drawings, assemblies, parametric modeling, and geometric dimensioning and tolerancing.

**Engr 2101 Credits: 3**

**Statics**
Prerequisite(s): Physics 1201
This is the first course in the engineering mechanics sequence. Course topics include vector math, equivalent systems of forces, equilibrium of particles and rigid bodies, trusses and frames, forces in beams, friction, and properties of areas (centroids and moments of inertia).

**Engr 2102 Credits: 3**

**Dynamics**
Prerequisite(s): Engr 2101
This course focuses on the kinematics and kinetics of particles and rigid bodies. Students learn to analyze the motion of bodies using Newton’s Second Law, the method of work and energy, and the method of impulse and momentum.

**Engr 2103 Credits: 3**

**Mechanics of Materials**
Prerequisite(s): Engr 2101
This course teaches the fundamentals of deformable body mechanics beginning with the underlying concepts of stress, strain and the relationships between stress and strain. Students learn to analyze deformable bodies subjected to axial, torsional, bending, shear, internal pressure, and combined loadings as well as predict the effects of such loadings on internal stresses, deformations and stability of structures. Methods of plane stress transformation are also explored.

**Engr 2104 Credits: 3**

**Fluid Mechanics**
Prerequisite(s): Engr 2101
The course teaches the fundamentals of mechanics of fluids. Topics include fluid properties; fluid statics; fluid dynamics; Reynolds Transport Theorem and applications; conservation of mass, energy and momentum; dimensional analysis; boundary layer concepts; conduit flow; compressible fluid flow; open-channel flow; and hydraulic machinery.

**Engr 2105 Credits: 3**

**Thermodynamics**
Prerequisite(s): Engr 2101
This course covers basic thermal energy relationships, processes and cycles, the First and Second Laws of Thermodynamics, entropy, and availability.

**Engr 2106 Credits: 4**

**Circuits I**
Prerequisite(s): None
This is the first course in electrical circuits for engineering majors. It introduces the foundations of electrical
engineering and develops the fundamental concepts of energy conversion, electronics, and circuit theory. Lab work introduces methods of experimental circuit analysis and proper use of electrical laboratory equipment.

Engr 2107  Credits: 4
Circuits II
Prerequisite(s): Engr 2106
This course provides an examination of linear electric circuits in steady-state and transient conditions, single and polyphase systems, transformers, filter design wave analysis, and digital circuits.

Engr 2223  Credits: 2
Engineering and Professional Development III
Prerequisite(s): Engr 1222
This course, the third in a series of four, helps students gain insight into the vast set of personal, interpersonal, and professional topics required for success in their education and their profession. It focuses both on the aspects of personal wellness as related to being a professional and on CPR training. The course will also continue students’ development in the engineering design process as members of a team.

Engr 2224  Credits: 2
Engineering and Professional Development IV
Prerequisite(s): Engr 2223
This fourth and final course in the series helps students gain insight into the vast set of personal, interpersonal, and professional topics required for success in their education and their profession. The course will also continue students’ development in the engineering design process as members of a team.

ENGLISH

Engl 0091  Credits: 4
Fundamentals of Written English
Prerequisite(s): None
This course reviews basic writing skills: three sentence types, idea generation, and organization. Students will write paragraphs while learning the writing process and will use paragraphs to build an essay. Students must earn a grade of C or better to move on to English 1101.

Engl 1101  Credits: 4
Expository Writing
Prerequisite(s): Appropriate score on placement test or C or better in English 0091
This course teaches students to use the writing process and to write effectively using a range of strategies for college writing such as narration, description, exemplification, comparison and contrast, causal analysis, and argument. The argument essay includes use and documentation of library resources. To fulfill the English requirement, students must earn a grade of C or better.

Engl 1105  Credits: 3
Technical Writing
Prerequisite(s): English 1101 or equivalent
This course teaches the appropriate ways to communicate technical information, including formal reports, technical descriptions, definitions, instructions, progress reports, proposals, correspondence, and other standard forms. Students learn about writing as a process, readable style, and audience analysis.

Engl 1109 Credits: 3  
Writing about Literature  
Prerequisite(s): English 1101 or equivalent  
This course teaches students to read, analyze, and write about fiction, drama, and poetry. Students identify and solve problems, applying research skills in the writing of critical essays and papers about literature.

Engl 1113 Credits: 3  
Research Writing  
Prerequisite(s): English 1101 or equivalent  
This course teaches students how to discover and develop an argument for their research papers; how to conduct research in support of and counter reasonable objections to their argument; and how to locate and evaluate sources. Students also learn to integrate, document, and cite sources.

Engl 2100 Credits: 3  
Introduction to Literature  
Prerequisite(s): English 1101 strongly recommended or consent of instructor  
This course teaches students to define and investigate the genres of literature: fiction, poetry, and drama. Students also learn approaches to analysis and interpretation of literature.

Engl 2101 Credits: 3  
Survey of American Literature I  
Prerequisite(s): English 1101 strongly recommended or consent of instructor  
This course covers reading, discussion, and writing about American literature from Colonial times (1600s) to the Industrial Revolution (1890s).

Engl 2102 Credits: 3  
Survey of American Literature II  
Prerequisite(s): English 1101 strongly recommended or consent of instructor  
This course covers reading, discussion, and writing about American literature from 1890 to the present.

Engl 2106 Credits: 3  
Creative Writing: Prose  
Prerequisite(s): English 1101 strongly recommended or consent of instructor  
This course involves the composition of original creative works in prose, including the study of published writers and their craft, and the creation of original works of fiction and creative non fiction.

Engl 2110 Credits: 3  
Masterpieces of World Literature  
Prerequisite(s): English 1101 strongly recommended or consent of instructor  
This course covers reading, discussion, and writing about selected masterpieces of world literature from a variety of time periods and cultures.
Engl 2131  Credits: 3  
Modern Novel  
Prerequisite(s): English 1101 strongly recommended or consent of instructor  
This course covers reading, analyzing, and writing about form, structure, and theme of novels from world literature.

Engl 2132  Credits: 3  
Modern Drama  
Prerequisite(s): English 1101 strongly recommended or consent of instructor  
This course covers reading, analyzing, and writing about form, structure, and theme of modern and contemporary world drama from diverse cultures.

Engl 2133  Credits: 3  
Modern Poetry  
Prerequisite(s): English 1101 strongly recommended or consent of instructor  
This course covers reading, analyzing, and writing about form, structure, and theme of modern 20th Century world poetry.

Engl 2134  Credits: 3  
Modern Short Story  
Prerequisite(s): English 1101 strongly recommended or consent of instructor  
This course covers reading, analyzing, and writing about form, structure, and theme of short stories from world literature.

Engl 2135  Credits: 3  
American Indian Literature  
Prerequisite(s): English 1101 strongly recommended or consent of instructor  
This course involves reading Modern American Indian literature with an emphasis on elements and context unique to the Indian experience.

Engl 2136  Credits: 3  
Mythology  
Prerequisite(s): English 1101 strongly recommended or consent of instructor  
This course focuses on the comparison and contrast of myths from various cultures, with an emphasis on Greek mythology.

Engl 2137  Credits: 3  
Women Writers on Women  
Prerequisite(s): English 1101 strongly recommended or consent of instructor  
This course covers reading, analyzing, and writing about selected women’s writings from diverse cultures.
FORESTRY

ForT 1201 Credits: 2
Introduction to Natural Resources
Prerequisite(s): None
This course provides students with a general introduction to the natural resources field. It covers forest history, nursery, and products; wildland fire; insects and disease; land descriptions and surveying; measurements; GIS; aerial photos; silviculture; and wildlife and forest management.

ForT 1202 Credits: 1
Natural Resource Careers
Prerequisite(s): None
This course introduces students to career opportunities in natural resources and a survey of organizations which hire natural resource personnel. Emphasizes job skill analysis, professional ethics, and interviewing techniques.

ForT 1205 Credits: 2
Forestry Math
Prerequisite(s): Completion of Math 0092 or placement in Math 1000
This course is a review of basic math skills, solving algebraic equations and formulas as they apply to natural resources and forestry, right triangle trigonometry, azimuths, bearings, and deflection angles as related to surveying.

ForT 1206 Credits: 2
Forest Protection
Prerequisite(s): None
This course explores how fire, insects and diseases impact forests and wildlands. It includes life cycles, host damage and control methods of important insect and disease groups, plus fire prevention.

ForT 1207 Credits: 1
Woods Safety
Prerequisite(s): None
This course prepares 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. A variety of topics is covered, from proper clothing to maintenance and safe use of hand tools.

ForT 1208 Credits: 2
Introduction to Water and Soil Resources
Prerequisite(s): None
This course is an introduction to the biology and chemistry of streams, lakes and soils on vegetation and the interactions between these resources. It includes both lecture and field exercises, investigation of the elements and interactions of our aquatic, edaphic and vegetation resources.

ForT 1210 Credits: 2
Computers in Forestry I
Prerequisite(s): None
This introductory course familiarizes students with computer hardware, terminology, and functions, and
discusses basics of operating systems, file management, word processing, and introduction to graphics.

ForT 1211  Credits: 2
Spreadsheet Applications in Natural Resources
Prerequisite(s): CSci 1210
This application based course focuses on Excel spreadsheet skills, concepts, and techniques with the incorporation of natural resource projects.

ForT 1301  Credits: 3
Wildland Fire Training (includes S-130, S-190, I-100)
Prerequisite(s): None
This course consists of three National Wildfire Coordinating Group (NWCG) courses: S-130 – Firefighter Training; S-190 – Introduction to Wildland Fire Behavior; and I-100 – Incident Command System Orientation. Completing three classes plus a physical fitness test (Pack Test) will qualify students for a Red Card certification.

ForT 1302  Credits: 1
Fire Safety
Prerequisite(s): None
This course consists of two National Wildfire Coordinating Group (NWCG) courses: L-180 – Human Factors on the Fireline and S-133 – Look Up, Look Down, Look Around. Students will gain an awareness of human performance issues and how they impact fireline job performance, and will also learn about the fire environment and how to recognize and predict problem fire behavior.

ForT 1310  Credits: 2
Portable Pumps and Water (includes S-211)
Prerequisite(s): ForT 1301 or ForT 1398
This course is a National Wildfire Coordinating Group (NWCG) course: S-211 – Portable Pumps and Water Use. Training includes the safe use of pumps, related equipment, and water resources.

ForT 1312  Credits: 2
Fire Behavior and Effects
Prerequisite(s): None
This course 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  Credits: 3
Prescribed Burning
Prerequisite(s): Red Card
This course offers students hands on experience in controlled applications of fire to accomplish specific land management goals. Through agreements with the U.S. Forest Service, U.S. Fish and Wildlife Service, and the Minnesota DNR, students participate in prescribed burns.
ForT 1315  Credits: 1
Compass and Mapping
Prerequisite(s): None
This course is an introduction to the basics of map interpretation and compass usage and the knowledge necessary for proper orientation in the field. It includes the rectangular land survey system and GPS training.

ForT 1320  Credits: 3
Wildland Fire Internship
Prerequisite(s): ForT 1301 or ForT 1398 and Red Card
This course offers students the opportunity to work with various natural resource agencies to gain valuable field perspectives.

ForT 1398  Credits: 2
Wildland Fire Training
Prerequisite(s): None
This course consists of two National Wildfire Coordinating Group (NWCG) courses: S-130 – Firefighter Training and S-190 – Introduction to Wildland Fire Behavior. Completing these two classes plus a physical fitness test (Pack Test) will qualify students for a Red Card certification. (This is a non PSEO course.)

ForT 1399  Credits: 1
Wildland Firefighting (includes I-100)
Prerequisite(s): None
This course partners with ForT 1398 to give students additional training in the incident command system. Students will have hands on equipment use including the Global Positioning System (GPS) unit.

ForT 1401  Credits: 3
Vegetation Management
Prerequisite(s): None
In this course, students learn how to control undesirable vegetation while protecting the environment through techniques in vegetation management. The course also covers the communication skills needed in working with landowners.

ForT 1402  Credits: 3
Arboriculture
Prerequisite(s): None
This course, as a component of the Vegetation Management program, provides students with additional knowledge needed for the International Society of Arboriculture Certified Arborist exam and for employment in the tree service industry.

ForT 2101  Credits: 4
Silviculture
Prerequisite(s): Biol 1131
This course is the study of forestland management techniques in different ecological communities and age classes. Cultural and cutting practices are discussed, and field sessions in thinning, pruning, forest health,
even age management, uneven age northern hardwood management, tree planting, and nursery management are included.

ForT 2102 Credits: 4
Forest Inventory
Prerequisite(s): Biol 1131 and one Math class
This course is an introduction of methods used to determine volume, tree growth, forest structure, and site quality. Emphasis is on 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 are required.

ForT 2105 Credits: 3
Forest Products
Prerequisite(s): None
This course covers the major forest products in this area, and includes field trips to some of the forest industries in northern Minnesota and identification of many important species of wood. It also discusses structural aspects of wood and relates them to end products. (3 hours lecture/labs arranged)

ForT 2106 Credits: 2
Logging
Prerequisite(s): None
This course involves 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. This course plus ForT 1207 – Woods Safety incorporates the National Wildfire Coordinating Group (NWCG) course S-212 – Wildfire Powersaws.

ForT 2121 Credits: 2
Ecosystem Management
Prerequisite(s): Biol 2131 and ForT 2101, or Biol 1201
This course is an introduction to mixing societal needs while maintaining biological diversity and forest health. It includes discussions of current forest management guidelines and site visits to various demonstration areas.

ForT 2201 Credits: 1-8
Natural Resources Internship
Prerequisite(s): Sophomore standing
This course provides on the job experience in the area of natural resources. Students apply previous learning theory to practical situations and experience the realities of the profession.

GENERAL
Genl 1101 Credits: 3
Freshman Year Experience
Prerequisite(s): None
This student success course is designed to increase the likelihood of success in college. After a brief orientation to the culture of the college, students will apply study skills to a discipline area text chapter with
an emphasis on the expected academic rigors of college. This course also addresses information literacy competence to help students understand knowledge in our society and how to locate, evaluate, and use it appropriately in the college setting. Coursework also includes career decision making as students explore several occupational directions that fit their unique set of interests, abilities, and values.

**Genl 1111 Credits: 1**  
**Career Planning**  
Prerequisite(s): None  
This course offers 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 Credits: 1**  
**Job Readiness**  
Prerequisite(s): None  
This course 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 Credits: 1**  
**Leadership Enhancement**  
Prerequisite(s): None  
This course is a National Wildfire Coordinating Group (NWCG) course: L-280 – Followership to Leadership. Students learn the principles of leadership and teamwork through challenging outdoor exercises. (This is a non PSEO course.)

**GEOGRAPHY**  
**Geog 1101 Credits: 3**  
**Physical Geography**  
Prerequisite(s): None  
This course covers the processes and interrelationships involved in the development of the physical environment and the spatial/temporal distribution of phenomena found there. Emphasis is given to the interrelationships between humans and their physical environment as well as to developing an appreciation of diverse landscapes.

**Geog 1104 Credits: 3**  
**World Regional Geography**  
Prerequisite(s): None  
This course teaches the application of geographic skills in the analysis of selected world regions. It also examines the diversity of cultures, physical patterns, environmental issues, and political/economic challenges facing such areas. Emphasis is on analyzing issues at regional scales and their place within the global context.
Geog 1108 Credits: 3
Cultural Geography
Prerequisite(s): None
This course covers the geographic analysis of the population mosaic. Students will foster an appreciation for human diversity while examining ethnicity, language, religion, population, economics, politics, health, and inequality from a geographic perspective. Students also learn to interpret cultural landscapes developed over time from the interrelationships between people and their natural environment.

Geog 1201 Credits: 3
Map Use, Analysis and Interpretation
Prerequisite(s): None
This course teaches the principles governing mapping systems and how to research, interpret, and utilize maps. Students analyze and interpret both thematic and topographic maps to discern physical, cultural, economic, political, and environmental patterns. Mapping capabilities of geospatial technologies (GPS, GIS, Remote Sensing) are introduced.

Geog 1204 Credits: 3
Principles of Geographic Information Science (GIS)
Prerequisite(s): None
This course examines principles, capabilities, and limitations of GIS. Students independently apply GIS software to analyze selected environmental, social, economic and/or physical issues, and complete a self directed spatial analysis project. Applications and ethical implications of using GIS software are discussed.

Geog 1206 Credits: 3
Cartography
Prerequisite(s): Geog 1204
This course focuses on concepts and techniques in cartography and the design and preparation of maps using GIS software. Ethics, statistical analysis, data measurement levels, classification, conceptual/cartographic generalization, and symbolization/visualization are addressed through the construction of a variety of quantitative and qualitative thematic maps.

Geog 1300 Credits: 3
Meteorology
Prerequisite(s): None
This course teaches the application of geographic skills in the analysis of a variety of atmospheric phenomena. The spatial and temporal distributions of oscillations, ozone, climate change, air pollution, severe weather and local/regional/global temperature, pressure, wind, and precipitation patterns are investigated. Human interference with atmospheric processes is explored.

Geog 2101 Credits: 3
Data Acquisition and Database Development in Geographic Information Science (GIS)
Prerequisite(s): Geog 1204
This course focuses on the creation of viable geospatial databases. Students independently plan, design, and develop geospatial databases using GPS, digitizers, scanners, and imagery while emphasizing accuracy and metadata standards. Data structures, topological relationships, coordinate transformations, file formats, and media development/distribution are addressed.
**Geog 2104 Credits: 3**
Modeling Techniques in Geographic Information Science (GIS)
Prerequisite(s): Geog 2101
This course teaches the application of modeling techniques to address cross discipline scenarios using vector/raster data structures. Students complete self-directed projects involving advanced geoprocessing, surface modeling, networks, geocoding or equivalent. External models are used in conjunction with GIS software. Sensitivity analyses are conducted and modeling alternatives critically analyzed.

**Geog 2107 Credits: 3**
Remote Sensing and Image Interpretation
Prerequisite(s): Geog 2101
This course covers the principles of remote sensing and digital image processing to provide background for utilizing remotely sensed imagery with GIS software. Methods of image acquisition, photogrammetry, classification, interpretation, and accuracy assessment are addressed. Imagery from a variety of passive and active sensors is analyzed.

**Geog 2201 Credits: 1-3**
Geographic Information Systems (GIS) Internship
Prerequisite(s): Consent of instructor
This course utilizes geographic concepts and tools in an on-the-job setting. Alternatively, 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 Credits: 3**
First Aid
Prerequisite(s): None
This course covers basic principles of an assessment as well as the management of trauma and medical presentations. Students will develop an understanding of the healthcare system and of how substance abuse impacts the emergency care provider. Students gain American Red Cross certification in First Aid and CPR.

**Hlth 1131 Credits: 2**
First Responder
Prerequisite(s): None
This course 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  Credits: 3
Women's Health
Prerequisite(s): None
This course studies the major health issues confronting women today. It 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  Credits: 2
Healthy Relationships
Prerequisite(s): None
This course examines courtship, marriage, and family life in contemporary America from the perspective of health. Friendship, social issues which affect relationships, and self identity will be studied and discussed, and healthy interpersonal relationships will be presented.

HLTH 1202  Credits: 3
Nutrition
Prerequisite(s): None
This course studies and identifies the differences among the energy/non energy nutrients and how to apply them to one’s health and well-being.

HLTH 2101  Credits: 1
CPR/First Aid for Healthcare Professionals
Prerequisite(s): None
This course develops the student’s ability to assess a patient for injuries, illnesses, and life-threatening critical states and intervene using approved basic life support techniques.

HISTORY
Hist 1111  Credits: 4
European History I (1300-1789)
Prerequisite(s): None
This course covers European History from the Renaissance to the French Revolution, with emphasis on the social, political, and economic development of Europe.

Hist 1112  Credits: 4
European History II (1789-1945)
Prerequisite(s): None
This course covers European History from the French Revolution through World War II, with emphasis on the social, political, and economic development of Europe.

Hist 1131  Credits: 4
American History through the Civil War
Prerequisite(s): None
This course covers the political, social, cultural, and economic development of the United States from pre-colonial times to the end of the Civil War.
Hist 1132  Credits: 4
American History since the Civil War
Prerequisite(s): None
This course covers the political, social, cultural, and economic development of the United States from the end of the Civil War to the present.

Hist 1142  Credits: 3
Native American History
Prerequisite(s): None
This course 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  Credits: 3
War and Propaganda
Prerequisite(s): None
This course examines the use of film during the WWII era and draws 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 WWII participants and learn techniques used by filmmakers to sway opinions. During the later portion of the course, contemporary means of disseminating propaganda are also covered.

Hum 1208  Credits: 3
International Study Experience
Prerequisite(s): None
This course offers classroom and study abroad experience that focuses on topics such as general culture, history, literature, art, and language. It incorporates lectures, presentations, and research before the travel experience and is expanded upon during travel with qualified regional/local guides and instructors. (This is a non PSEO course.)

Hum 1301  Credits: 3
World Religions
Prerequisite(s): None
This course provides an overview and analysis of teachings and practices of the religions of the world, especially the five major religions: Hinduism, Buddhism, Judaism, Christianity, and Islam.

LEARNING SKILLS
LSkl 0091 and 0092  Credits: 1-2
Learning Skills Labs
Prerequisite(s): None
This course is 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. An initial interview determines the needs of each student, and a learning contract is agreed upon by the student and instructor appropriate to the number of credits of the Learning Skills Lab experience.

**LSkl 1101**  
**Credits:** 1  
**Applied Study Skills**  
Prerequisite(s): None  
This course is designed to help students learn basic study skills including time management, notetaking, text reading, memory, and test taking. This credit may apply to another course content. Counselor approval is required.

**LSkl 1104**  
**Credits:** 1  
**Edge of Success**  
Prerequisite(s): None  
This course is designed for students needing support as they re-commit to pursuing their academic goals. Interpersonal and intrapersonal success factors are explored.

**LSkl 1105**  
**Credits:** 1  
**Tutor Training**  
Prerequisite(s): None  
This course prepares students to serve as effective tutors. Discussions include 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 is available upon completion of the course. Instructor approval is required.

**LSkl 1111**  
**Credits:** 3  
**Transition to College**  
Prerequisite(s): Consent of Student Support Services director, counselor or instructor  
This course provides tools necessary to increase success in college. It 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.

**MASS COMMUNICATIONS**  
**MasC 1101**  
**Credits:** 3  
**Introduction to Mass Communications**  
Prerequisite(s): None  
This course is a general survey of the various forms of mass communication and how they are used in our society. Students will study both the theoretical and practical applications of mass communication in television, websites, radio, blogs, newspapers, and podcasts. Special emphasis will be placed on understanding how the local community is involved in mass communication.
MasC 1105 Credits: 3
Introduction to Digital Photography
Prerequisite(s): None
This course teaches the basics of digital photography. It is designed to be of service to the community, so students will be assigned events to photograph, gather necessary information to write a caption, digitally edit the images, and submit the pictures for use in local media outlets. The hands on approach will also cover copyright issues, ethics, and the difference between journalism and public relations. (This is a non PSEO course.)

MasC 1201 Credits: 3
Introduction to Media Writing
Prerequisite(s): College level writing
This course focuses on defining, practicing and improving students' abilities to write for different media such as newspapers, radio, television, and the Internet. Students will gain a better understanding of how the media effectively communicate with text by studying various techniques and styles. Special emphasis will be placed on ethical and legal aspects regarding objective writing for journalism and subjective writing for public relations/marketing.

MasC 2201 Credits: 1
Internship: Video, Radio, Print, Photography
Prerequisite(s): None
This course is designed to allow the student to get extensive practical experience as an intern at a local media outlet, depending on the interest of the student and availability of resources in our community. The internship can focus on journalism or public relations, and can involve one medium such as video production at ICTV or a mix such as providing multi-media content for websites of local organizations.

MasC 2202 Credits: 1
Journalism Practicum: Literary Magazine
Prerequisite(s): None
In this course, students will select poetry and prose for ICC's literary magazine, Spring Thaw. They will also learn magazine layout and plan a reading by contributors.

MATHEMATICS
Math 0091 Credits: 3
Pre-Algebra
Prerequisite(s): None
This course is intended as the first step in preparing for the study of college mathematics, primarily algebra. Attention is given to the building of self-confidence to understand math and the mathematical background required to learn algebra. Topics include whole numbers, integers, fractions, ration and proportions, equations, and how these topics are related to algebra. A grade of C or higher is required to register for Math 0092.
Math 0092  Credits: 3
Elementary Algebra
Prerequisite(s): Math 0091 or appropriate score on math portion of assessment test
This course is an introduction to beginning level algebra. Topics include problem solving, linear equations and inequalities, graphing, systems of linear equations, polynomials, quadratic equations, and algebraic fractions. A grade of C or higher is required to register for Math 1000.

Math 0093  Credits: 3
Intermediate Algebra
Prerequisite(s): Math 0092 or appropriate score on math portion of assessment test
This course is a continuation and reinforcement of materials covered in Math 0092. Topics include rational exponents and radicals, functions, quadratic formula, and possibly logarithms. A grade of C or higher is required to register for higher level math courses.

Math 0094  Credits: 4
Functions I
Prerequisite(s): Math 0092
This course covers absolute value; linear equations and functions; radicals and rational exponents; radical equations; complex numbers; quadratic equations, inequalities and functions; polynomial equations, functions and graphs; and other topics as time allows. Note: this course does not satisfy the mathematics requirement for the AA degree.

Math 1100  Credits: 3
Math for Elementary Teachers
Prerequisite(s): Math 0093 or equivalent
This course provides a background in special number concepts pertinent to elementary and middle school mathematics. The use of mathematics manipulatives for modeling basic operations is emphasized. Students learn about set theory, numeration, and systems of numbers including whole numbers, integers, rational numbers, and real numbers. An introduction to probability, statistics, and measurement is included in the class. Note: this course does not satisfy math requirements for the AA degree.

Math 1101  Credits: 3
Contemporary Mathematics
Prerequisite(s): Math 0093 or appropriate score on math portion of assessment test
This college level liberal arts course covers the mathematics of social choice, management science, growth and symmetry, statistics, and probability.

Math 1105  Credits: 4
Elementary Statistics
Prerequisite(s): Math 0093 or placement or consent of instructor
This 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.
Math 1111 Credits: 3  
College Algebra  
Prerequisite(s): Math 0093 or equivalent  
This course covers functions (polynomial, rational, exponential and logarithmic), their graphs, and using them as models to analyze real applications.

Math 1120 Credits: 4  
Functions II  
Prerequisite(s): Math 0094  
This course covers rational equations and functions, exponential and logarithmic functions, right triangle and unit circle definitions of the trigonometric functions, trigonometric graphs and transformations, inverse trigonometric functions, solving trigonometric equations, verifying trigonometric identities, Law of Sines and Law of Cosines, and other topics as time allows.

Math 1121 Credits: 4  
Pre-Calculus  
Prerequisite(s): Four years high school math including trigonometry, or consent of instructor  
This course covers functions (polynomial, rational, exponential, trigonometric and logarithmic), their graphs, and using them as models to analyze real applications.

Math 1122 Credits: 4  
Calculus I  
Prerequisite(s): Math 1121 or equivalent  
This course covers limits, derivatives and integrals of algebraic and trigonometric functions, and applications of the derivatives of these functions.

Math 1123 Credits: 4  
Calculus II  
Prerequisite(s): Math 1122  
This course covers the calculus of transcendental functions, applications of integration, techniques of integration, L’Hopital’s Rule, improper integrals, sequences, and series.

Math 2102 Credits: 4  
Multivariable Calculus  
Prerequisite(s): Math 1123  
This course covers parametric equations, polar coordinates, vectors and the geometry of space, vector-valued functions, and the calculus of functions of several variables.

Math 2104 Credits: 4  
Differential Equations and Linear Algebra  
Prerequisite(s): Math 2102  
This 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.
Math 2106  Credits: 3
Probability and Statistics
Prerequisite(s): Math 1123
This course includes descriptive statistics, probability, discrete/continuous random variables and probability distributions, regression, correlation, and other topics as time allows.

MULTICULTURAL STUDIES
MCS 1101  Credits: 3
Introduction to Indian Studies
Prerequisite(s): None
This course is an 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  Credits: 1-3
Special Projects in Multicultural Studies
Prerequisite(s): None
This course 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  Credits: 3
Minority Studies
Prerequisite(s): College level reading and writing
This course offers students the exploration of the historical, economic, and social background of prominent minority groups in American society. Students will examine similarities and differences, theoretical perspectives, dominant and subordinate relationships, media portrayal, and contemporary social issues.

MUSIC
Mus 1101  Credits: 3
Fundamentals of Music
Prerequisite(s): None
This course is designed to give students a basic background in music theory. It covers basic concepts of musical notation, scales, key signatures, rhythm, chords, writing simple melodies, and beginning recorder playing. Students are required to attend live music events during the semester.

Mus 1111  Credits: 3
Music Appreciation
Prerequisite(s): None
This course covers the 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 the student’s own definition of music. The course is designed to broaden understanding, listening awareness, and sensitivity to a variety of musical styles. Students are required to attend live music performances during the semester.
Mus 1115  Credits: 3
American Popular Music
Prerequisite(s): None
This course is a 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. Student are required to attend live music events during the semester.

Mus 1191 and 1192  Credits: 1
Applied Music I and II
Prerequisite(s): Several years of study in the applied area and/or consent of the instructor
This course offers students individual instruction for freshmen in voice, piano, or guitar. An extra fee is required. Half-hour lesson weekly (15 lessons per semester). A minimum of five hours of practice per week is expected. Arrangements may be made for the study of other instruments through the music department. (These are non PSEO courses.)

Mus 2191 and 2192  Credits: 1
Applied Music III and IV
Prerequisite(s): Several years of study in the applied area and/or consent of the instructor
This course offers students individual instruction for sophomores in voice, piano, or guitar. An extra fee is required. Half-hour lesson per week is expected. Arrangements may be made for the study of other instruments through the music department. (These are non PSEO courses.)

NATURAL SCIENCE
NSci 1101  Credits: 3
Environmental Science
Prerequisite(s): None
This course studies how humans affect and are affected by their environment. Students learn how parts of Earth’s life support systems, environment problems, and possible solutions are connected. International and individual solutions are emphasized.

NSci 1121  Credits: 4
Earth Science
Prerequisite(s): None
This course is an introduction to the study of the Earth and the relationships between the four major systems: the geosphere, hydrosphere, atmosphere, and biosphere. Topics covered generally include earth structure, minerals, rocks, geologic time, plate tectonics, glaciers, river systems, sedimentary environments, and weather or other Earth Science topics as chosen by the instructor. Labs include mineral identification, rock identification, topographic map understanding, topographic map interpretation in relation to other topics such as glaciers and rivers, and other topics as chosen by the instructor.

NSci 1131  Credits: 3
Principles of Wildlife Management
Prerequisite(s): None
This course is an introduction to population factors, ecological processes, and techniques used to manage wildlife. Wildlife groups including big and small game, endangered waterfowl, and non-game is also
discussed. Recitation/lab sessions focus on specific topics such as law enforcement, population sampling techniques, fish identification, and current management issues. (3 hours lecture/2 hours lab per week)

**NSci 1135  Credits: 2**
**Field Bird Identification**
Prerequisite(s): None
This course is an introduction to identifying Minnesota birds by sight and sound, and includes weekly field trips to a variety of habitats. Students learn field marks, songs, binocular use, and natural history. Lecture covers avian diversity, anatomy, physiology, and bird behavior. (1 hour lecture/2 hours lab per week)

**NSci 1138  Credits: 2**
**Natural Resource Law Enforcement**
Prerequisite(s): None
This course is designed for those who may be involved in enforcing natural resource laws, and covers the history, philosophy, and methodology of natural resource law enforcement.

**NSci 1145  Credits: 3**
**Ecological Principles of Lakes and Streams**
Prerequisite(s): None
This course is an introduction to the biology, chemistry, geology, and physics of lakes and streams. The lab will teach measurement techniques and analysis of water quality. New technologies such as Water on the Web will be used.

**NSci 1199  Credits: 1-2**
**Natural Resource Series**
Prerequisite(s): None
This course is designed to utilize natural resource experts from the surrounding area, and covers topics such as water, soils, wildlife, recreation, and fisheries management. Topics change each semester. (This is a non PSEO course.)

**PHILOSOPHY**

**Phil 1101  Credits: 3**
**Introduction to Philosophy**
Prerequisite(s): None
This course presents historical and contemporary views of some of the major issues in philosophy including methods, reality, knowledge, freedom, and ethics.

**Phil 1111  Credits: 3**
**Ethics**
Prerequisite(s): College level reading and writing ability
This course identifies problems that arise when people think systematically about conduct, values, and questions of free will. It includes a selection of views, both modern and classical, about what is right and good, and emphasizes issues of freedom and responsibility.
Phil 1121  Credits: 3  
**American Indian Philosophy**  
Prerequisite(s): None  
This course is a survey of the basic tenets of American Indian tribal world views, and concentrates 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  Credits: 1  
**Cross-Country Skiing**  
Prerequisite(s): None  
This course includes classroom and activity components to learn the proper use of equipment and basic principles of cross-country skiing. (This is a non PSEO course.)

PE 1102  Credits: 1  
**Downhill Skiing**  
Prerequisite(s): None  
This course includes classroom and activity components to learn the proper use of equipment and basic principles of downhill skiing. (This is a non PSEO course.)

PE 1105  Credits: 1  
**Bowling and Curling**  
Prerequisite(s): None  
This course covers basic fundamentals, terminology, scoring, rules, and etiquette. Each lifetime activity will be taught for half a semester. (This is a non PSEO course.)

PE 1108  Credits: 1  
**Softball and Volleyball**  
Prerequisite(s): None  
This course covers fundamentals, rules, strategy, and team play in both softball and volleyball. Each lifetime activity will be taught for half a semester.

PE 1111  Credits: 1  
**Touch Football and Basketball**  
Prerequisite(s): None  
This course will focus primarily on game participation rather than drills. Half a semester will be devoted to each sport.

PE 1114  Credits: 1  
**Archery**  
Prerequisite(s): None  
This course covers basic fundamentals and techniques, including archery equipment, shooting fundamentals, sight use, and common errors in shooting. It may also include bow hunter education certification.
PE 1117  Credits:  1  
Baseball  
Prerequisite(s): None  
This course covers the fundamentals of rules, strategy, and practice of baseball.

PE 1121  Credits:  1  
Golf  
Prerequisite(s): None  
This course covers basic fundamentals including rules, etiquette, terminology, grip, execution of swing and stroke. Students furnish their own clubs. (This is a non PSEO course.)

PE 1124  Credits:  1  
Fitness Walking  
Prerequisite(s): None  
This course covers the 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. It includes walking techniques and customizing a walking workout.

PE 1125  Credits:  1  
Flexibility and Core Training  
Prerequisite(s): None  
This 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  Credits:  1  
Aerobics  
Prerequisite(s): None  
This course introduces many different forms of aerobic movements, including step aerobics, cardio kick, pilates, floor aerobics, and circuit training. The course is designed to improve cardiovascular endurance, muscle strength and endurance, flexibility, and body composition.

PE 1130  Credits:  1  
Outdoor Adventure  
Prerequisite(s): None  
This course offers experience and participation in outdoor recreational activities including snowshoeing, downhill/cross-country skiing, hiking, kayaking, rock climbing, canoeing, horseback riding, and shooting. Field trips will be involved. (This is a non PSEO course.)

PE 1131  Credits:  1  
Camping Skills  
Prerequisite(s): None  
This course includes planning for camping trips, compass and map reading, fire building, cooking,
sanitation, survival skills, and shelter building, with practical application utilized in an overnight camping trip. (This is a non PSEO course.)

**PE 1133 Credits: 1**
Racquet Sports  
Prerequisite(s): None  
This course covers basic fundamentals of tennis, badminton, and racquetball, and includes knowledge of rules, strategy, and etiquette of all three games. Students provide their own tennis racquets.

**PE 1136 Credits: 1**
Weight Training  
Prerequisite(s): None  
This course focuses on the development of a positive body image through weight training, including developing and implementing an individual weight training program. Nutrition, along with other trends in body conditioning, will be discussed.

**PE 1137 Credits: 1**
Fitness Training for Wildland Firefighters (includes Pack Test)  
Prerequisite(s): None  
This course involves the development of body strength and endurance through weight training. Students will focus on cardiovascular improvement and specifically prepare for the Pack Test requirement for wildland firefighting.

**PE 1139 Credits: 1**
Yoga and Relaxation  
Prerequisite(s): None  
This course provides a basic program of stretches to increase balance, strength, and flexibility and promote good posture. Fundamentals of breathing, medication, and concentration to increase body awareness and relaxation are also covered.

**PE 1161 Credits: 1**
Competitive Football  
Prerequisite(s): None  
This course is designed for varsity competition at the NJCAA Division 3 level. Fundamentals, strategy, knowledge, and practice will be incorporated. Students must have the varsity coach’s signed consent form to register for the course.

**PE 1162 Credits: 1**
Competitive Volleyball  
Prerequisite(s): None  
This course is designed for varsity competition at the NJCAA Division 3 level. Fundamentals, strategy, knowledge, and practice will be incorporated. Students must have the varsity coach’s signed consent form to register for the course.
PE 1163 Credits: 1
Competitive Women’s Basketball
Prerequisite(s): None
This course is designed for varsity competition at the NJCAA Division 3 level. Fundamentals, strategy, knowledge, and practice will be incorporated. Students must have the varsity coach’s signed consent form to register for the course.

PE 1164 Credits: 1
Competitive Wrestling
Prerequisite(s): None
This course is designed for varsity competition at the NJCAA Division 3 level. Fundamentals, strategy, knowledge, and practice will be incorporated. Students must have the varsity coach’s signed consent form to register for the course.

PE 1166 Credits: 1
Competitive Baseball
Prerequisite(s): None
This course is designed for varsity competition at the NJCAA Division 3 level. Fundamentals, strategy, knowledge, and practice will be incorporated. Students must have the varsity coach’s signed consent form to register for the course.

PE 1167 Credits: 1
Competitive Softball
Prerequisite(s): None
This course is designed for varsity competition at the NJCAA Division 3 level. Fundamentals, strategy, knowledge, and practice will be incorporated. Students must have the varsity coach’s signed consent form to register for the course.

PE 1168 Credits: 1
Competitive Men’s Basketball
Prerequisite(s): None
This course is designed for varsity competition at the NJCAA Division 3 level. Fundamentals, strategy, knowledge, and practice will be incorporated. Students must have the varsity coach’s signed consent form to register for the course.

PE 1201 Credits: 2
Wellness
Prerequisite(s): None
This course examines lifestyle choices as measured against personal values and compared with current research. The seven dimensions of wellness will be studied, and students will develop skills to make lifestyle changes. (2 hours lecture/1 hour lab per week)

PE 1204 Credits: 2
Activities for Stress Management
Prerequisite(s): None
This course is designed to evaluate and reflect on an individual’s overall stress as well as teach skills and
activities on how to manage stress on an individual basis.

**PE 1211 Credits: 2**  
**Care and Prevention of Injuries**  
Prerequisite(s): Hlth 1101 or consent of instructor  
This course studies taping and preventative techniques of injuries in recreational activities and athletic contests, including knowledge and practical application. Note: this course does not satisfy the physical education activity requirement for the AA degree.

**PE 1215 Credits: 1**  
**Sports Officiating: Football**  
Prerequisite(s): None  
This course is 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 Credits: 1**  
**Sports Officiating: Basketball**  
Prerequisite(s): None  
This course is designed to introduce and develop the skills needed for basketball officiating. Interested students will be certified by the Minnesota State High School League.

**PE 1218 Credits: 1**  
**Sports Officiating: Baseball/Softball**  
Prerequisite(s): None  
This course is designed to introduce and develop the skills needed for baseball and softball officiating. Interested students will be certified by the Minnesota State High School League.

**PE 2101 Credits: 2**  
**Recreational Leadership**  
Prerequisite(s): None  
This course covers community and school recreation philosophy, including organization and administration of games, tournaments, facilities, and related risk management. It also includes information on career opportunities. Note: this course does not satisfy the physical education activity requirement for the AA degree.

**PHYSICS**

**Phys 1101 Credits: 4**  
**Fundamentals of Physics I**  
Prerequisite(s): Math 0093  
This course is intended for students majoring in the biological sciences, liberal arts or general education. Topics include motion, forces, energy and momentum conservation, elementary fluid mechanics, and heat transfer.
Phys 1102 Credits: 4
Fundamentals of Physics II
Prerequisite(s): Math 0093
This course continues the algebra-based treatment of introductory physics begun in Physics 1101. Topics include electricity, magnetism, electromagnetic waves, sound, and introductory nuclear physics. Applications of physics to modern machines are also explored.

Phys 1201 Credits: 4
General Physics I
Prerequisite(s): Math 1122 or concurrent enrollment in Math 1122
The primary focus of this course is on the mechanics of particles and rigid bodies. Topics within mechanics include conservation laws, forces, introductory statics, and introductory dynamics. Fluid mechanics, mechanical waves, and thermodynamics are also introduced.

Phys 1202 Credits: 4
General Physics II
Prerequisite(s): Phys 1201 and Math 1122.
This course continues the calculus-based treatment of introductory physics begun in Physics 1201. Topics include electricity, magnetism, electrical circuits, electromagnetic waves, and optics.

POLITICAL SCIENCE
PolS 1101 Credits: 3
American Politics and Government
Prerequisite(s): None
Students will learn how the political and governmental system operates in the United States. Topics include the constitution, federalism, civil rights and liberties, and political parties.

PolS 1111 Credits: 3
Federal Law and Tribal Government
Prerequisite(s): None
This course examines the 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 Credits: 1
Computing for PN Students
Prerequisite(s): None
This course will provide students with a basic introduction to the use of a personal computer. The course emphasizes the use of Windows, file structure and management, and using word processing for report writing and carrying out research on the Internet. Projects are related to the PRNU curriculum.
PRNU 1101 Credits: 3
Nursing Assistant
Prerequisite(s): None
This course is intended to prepare students for practice at the Nursing Assistant level and introduce the nursing sequence to students who continue beyond Level I. It covers basic nursing skills, psychosocial need, resident rights, communication, and body mechanics. Upon satisfactory completion of classroom and clinical instruction, the 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 Credits: 3
Advanced Nursing Assistant (NAR II)
Prerequisite(s): Nursing Assistant (PRNU 1101)
This course prepares Nursing Assistants with additional required skills to provide restorative physical and psychosocial care in long-term-care facilities.

PRNU 1103 Credits: 1
Home Health Aide
Prerequisite(s): Nursing Assistant (PRNU 1101)
This course is designed for students wanting employment in a home care agency. The student is prepared to practice at the Home Health Aide (HHA) level, and builds on knowledge from the Nursing Assistant course. The student will demonstrate ability to perform basic nursing skills for the client in the home. Hospice is also included. Upon satisfactory completion, the student is eligible to take the federal HHA test, which is required by most home care agencies to practice as a home health aide.

PRNU 1201 Credits: 4
Integrated Science
Prerequisite(s): Acceptance to the Practical Nursing Program
This course provides the basis for understanding the body as a whole, its parts, their interrelationships and interdependence on one another. The student will learn an introduction to essential terminology, measurements, concepts of elements of chemistry and physics, and general principles of basic life sciences through lecture and lab activities.

PRNU 1202 Credits: 1
Medical Terminology OR Medical Terminology for PN Students
Prerequisite(s): Acceptance to the Practical Nursing Program
This course focuses on the study of medical terminology as it applies to word component interpretation. It also includes terminology related to body systems, disease process, and body function.

PRNU 1203 Credits: 1
Nutrition and Diet Therapy
Prerequisite(s): Acceptance to the Practical Nursing Program
This course provides information about food and nutrition and the effects on nutritional status and health. It also includes basic hospital diets and their purpose in treating various illnesses.
PRNU 1206 Credits: 3  
Health Needs for All Ages I  
Prerequisite(s): Successful Completion of Semester I  
This course provides an understanding of various conditions and nursing care for patients of all ages in relation to integumentary, musculoskeletal, diabetes, urinary, neuro/sensory, and reproductive systems. It covers disease process, diagnostic tests, pharmacological considerations, nursing interventions, nutritional considerations, other therapeutic treatments, rehabilitation, and emotional needs.

PRNU 1207 Credits: 3  
Pharmacology  
Prerequisite(s): Successful Completion of Semester I  
This course focuses on the development of the student’s 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 Credits: 2  
Maternal/Child Health Nursing  
Prerequisite(s): Successful Completion of Semester I  
This course provides a foundation knowledge of nursing theory and principles that relate to normal childbearing and common complications. Basic pediatric health care principles will also be introduced, and pharmacological and nutritional considerations will be included. Knowledge is related to clinical experience caring for mothers and newborns in Clinical II.

PRNU 1209 Credits: 1  
Gerontological Nursing  
Prerequisite(s): Successful Completion of Semester I  
This course will increase the student’s ability to understand the normal aging process related to developmental tasks and dementia’s subsequent influences on the needs and care of the older person. Discussion will focus on community resources and needs of the older person in relation to community and clinical areas.

PRNU 1210 Credits: 3  
Nursing Skills I  
Prerequisite(s): Successful Completion of Semester I  
This course focuses on the basic concepts, skills, and elements of nursing practice and provides a foundation of knowledge by which the nurse is guided in giving care. Principles of nursing process, ethical and legal issues, documentation, data collecting, microbiology, sterile technique, wound healing, various clinical procedures, and medication administration will be covered. Various skills essential to safe practices of nursing will be demonstrated and tested.

PRNU 1211 Credits: 5  
Clinical I  
Prerequisite(s): Successful Completion of Semester I  
This course emphasizes refining nursing skills and techniques, enhancing observation and documentation skills and utilizing nursing process as a method of problem solving. Students will provide care for patients and residents in a variety of healthcare settings.
PRNU 2206  Credits: 4
Health Needs for All Ages II
Prerequisite(s): Successful Completion of Semesters I and II
This course teaches an 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. Topics covered are disease process, diagnostic tests, pharmacology, nutritional considerations, nursing interventions, other therapeutic treatments, rehabilitation, and emotional needs.

PRNU 2207  Credits: 2
Psychosocial Aspects of Nursing
Prerequisite(s): Successful Completion of Semesters I and II
This course is intended to assist the 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. Included within the course is information on therapeutic communication and pharmacological and treatment therapies. Classroom learning is reinforced by clinical components of various health and community experiences.

PRNU 2208  Credits: 1
PN Role in Home Care
Prerequisite(s): Successful Completion of Semesters I and II
This course explores healthcare delivery outside the acute care setting. Knowledge gained includes reviewing history, exploring reimbursement, looking at community in a broad sense, and exploring the expanding healthcare delivery settings.

PRNU 2209  Credits: 1
Role Transition
Prerequisite(s): Successful Completion of Semesters I and II
This course includes knowledge on legal, moral, ethical, diversity, spirituality and practice issues relating to the role of the LPN. Content includes emphasis on scope of practice, role of the Minnesota Board of Nursing, licensure, and employment. This course is intended to provide concepts needed to facilitate a smooth transition from practical nursing student to Licensed Practical Nurse.

PRNU 2210  Credits: 1
Nursing Skills II
Prerequisite(s): Successful Completion of Semesters I and II
This course builds on the knowledge gained in Nursing Skills I and provides the concepts, skills, and elements of nursing practice that will guide the nursing student in more advanced care of patients. Emphasis is on the knowledge of skills, equipment, and care of condition of the musculoskeletal, respiratory and gastrointestinal systems.

PRNU 2211  Credits: 6
Clinical II
Prerequisite(s): Successful Completion of Semesters I and II
This course presents a variety of healthcare and community settings where the student will provide and observe the care for patients under the supervision and guidance of the nursing instructor. This involves
identifying and prioritizing basic patient needs in providing that care. These clinical experiences will build on the experiences attained in Clinical I.

**PRNU 2221  Credits: 2**
**Integrated Practicum**
Prerequisite(s): Successful Completion of All Prior Courses
This course focuses on the practical nursing student functioning in a role with a clinical assignment comparable to a beginning practitioner. It 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  Credits: 3**
**General Psychology**
Prerequisite(s): None
This course provides an introduction to the field of psychology through an overview of the history of psychology; research methods; major theoretical perspectives; biological bases of mental processes and behavior; sensation and perception; learning and conditioning; memory; language, thought and intelligence; motivation and emotion; human development; social bases of behavior; personality; psychological testing; psychological disorders; and the treatment of psychological disorders.

**Psyc 1105  Credits: 3**
**Introduction to Human Services and Community Resources**
Prerequisite(s): None
This course is an 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. It also explores human service systems and agencies, with an emphasis on local resources.

**Psyc 1106  Credits: 1-3**
**Early Childhood Practicum**
Prerequisite(s): None
This course focuses on students participating in a licensed childcare setting during the semester for 40-120 hours depending on the amount of credits. Note: student must be enrolled in the CDA or AS in Early Childhood Education program.

**Psyc 1110  Credits: 3**
**Introduction to Chemical Dependency**
Prerequisite(s): None
This course provides an overview of mood-altering drugs and the pharmacological, psychological and social factors associated with substance use, abuse, and dependence.
Psyc 1201  Credits: 3  
**Human Growth and Development**  
Prerequisite(s): Psyc 1101 or consent of instructor  
This course provides an 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  Credits: 3  
**Child Development and Learning**  
Prerequisite(s): None  
This course covers the developmental stages of children, prenatal through age eight. It is designed to help students understand the whole child by being aware of social, emotional, motor and intellectual stages of growth and development.

Psyc 1205  Credits: 3  
**Relations and Management in Early Childhood**  
Prerequisite(s): None  
This course gives the student an introduction to basic child guidance techniques for individual and group settings. Emphasis is placed on positive guidance strategies and anti-bias techniques for building and maintaining an encouraging classroom.

Psyc 1206  Credits: 3  
**Parent and Professional Relations**  
Prerequisite(s): None  
This course covers the relationship between the caregiver, families, and coworkers, and explores the use of strategies to establish these relationships. It also explores parent conferences, conflict resolution, and staff professionalism.

Psyc 1207  Credits: 3  
**Children’s Health, Safety and Nutrition**  
Prerequisite(s): None  
This course will address issues of health, safety, and nutrition for children. Emphasis will be placed on planning a healthy, safe, and supportive learning environment.

Psyc 2100  Credits: 3  
**Group Processes**  
Prerequisite(s): Psyc 1101 or consent of instructor  
In completing this course, students will gain a better understanding of the importance and functioning of groups through an overview of group theory and group dynamics (e.g., norms and roles, status and power, communication, leadership, conflict, decision making and productivity, and the influence of diversity). Students will become more aware of their interpersonal style and group behavior and develop more effective group skills that can be applied in personal and professional settings.

Psyc 2102  Credits: 3  
**Learning & Cognition**  
Prerequisite(s): Psyc 1101 or consent of instructor  
This course provides an overview of historical and contemporary theories of learning and cognition, with an
emphasis on “real world” application of the theories and related concepts. Areas covered include scientific method and research in learning and cognition, classical and operant conditioning, cognitive/social learning theory, evolutionary perspectives on learning, the role of biology and the brain in learning, sensation and perception, information processing, models of memory and forgetting, decision making and concept formation, cognitive development, artificial intelligence and computer simulation, and the role of motivation in learning.

Psyc 2106 Credits: 3
Abnormal Psychology
Prerequisite(s): Psyc 1101 or consent of instructor
This course provides an overview of historical and contemporary views regarding deviance and mental illness, symptoms associated with major areas of mental illness (e.g. mood disorders, psychotic disorders, eating disorders, anxiety disorders, personality disorders, disruptive behavior disorders), and the diagnosis and treatment of psychological disorders.

Psyc 2110 Credits: 3
Human Sexuality
Prerequisite(s): Psyc 1101 or consent of instructor
This course explores human sexuality. Using a biopsychosocial perspective, human sexual behavior is considered as an interaction of physiological, psychological and sociocultural processes. Recent scientific advances in areas such as genetics, evolutionary psychology, information processing, linguistics, and social psychology are considered as they relate to our current understanding of human sexual behavior.

Psyc 2120 Credits: 3
Behavioral and Cognitive Intervention
Prerequisite(s): Psyc 1101 or consent of instructor
This course provides an overview of behavioral and cognitive interventions frequently used to address common behavior problems. Areas covered include research related to cognitive and behavioral interventions, the importance of data collection and specific data collection methods, cognitive and behavioral perspectives regarding behavior change, and specific cognitive and behavioral procedures used on an individual and group basis to promote behavior change.

Psyc 2123 Credits: 3
Basic Interviewing and Helping Skills
Prerequisite(s): None
This course provides an overview of basic interviewing and counseling skills, with an emphasis on applying and practicing skills in the classroom setting. By completing this course students, will gain a better understanding of the impact of their values, interpersonal style, strengths and challenge areas on the helping process; verbal and nonverbal communication skills; interviewing strategies; crisis intervention; empowerment strategies; individual and group counseling techniques; contemporary issues in the helping profession; characteristics of effective helpers; and professional boundaries, responsibilities and ethics related to the helping process.
Psyc 2130  Credits: 3
Infants and Toddlers
Prerequisite(s): Psyc 1202
This course examines the development of infants and toddlers and prepares caregivers for the important role of working with infants and toddlers in a stimulating learning environment.

Psyc 2201  Credits: 3-5
Applied Psychology Practicum
Prerequisite(s): Consent of instructor
This course provides the opportunity to gain a working knowledge of a human service agency and the responsibilities associated with various careers in human services, obtain practical hands on experience in a human service setting and apply concepts learned in the classroom, and interact with human services providers and consumers in a professional setting.

Psyc 2202  Credits: 4
Preschool Internship
Prerequisite(s): Psyc 1202, 1205, 1206 and 2130
This course provides the student with an opportunity to integrate theory and practice and apply knowledge and skills in an instructor approved, licensed preschool development setting. Students participate in the setting as members of the teaching team.

PULP AND PAPER TECHNOLOGY
ENGT 1000  Credits: 3
Industrial Safety
Prerequisite(s): None
This course teaches students the basic safety rules and regulations appropriate to industry, their rights and responsibilities under the OSHA umbrella, and the very significant economic impact of industrial safety. It also provides instruction in general safety related to personal protection, equipment, work areas, tools, material handling, electricity, welding and cutting, hazardous materials, fire prevention/fighting, ladder/scaffold, and complex and basic rigging.

ENGT 1002  Credits: 3
Introduction to Pulp and Paper Technology
Prerequisite(s): None
This course provides an introduction to the technology of pulp and paper manufacturing, and is intended to provide a basic foundation in this field. Terminology and key parameters are introduced, as well as stepwise descriptions of processes from harvesting of trees to the final product.

ENGT 1005  Credits: 3
Statistical Process Control
Prerequisite(s): Math 1111 recommended
This course is designed to introduce the student to the use of statistics to control a process, a practice currently in use in most industrial sites, and to the problem solving process, an idea useful in all disciplines. It also focuses on statistics and probability and their application to control charts, with heavy emphasis
on the normal curve and its many applications in quality and process control. Emphasis is placed on the development and use of control charts in industry. Quality systems will also be investigated. Many industrial plants now value quality above production rate as the markets become more competitive. All of these concepts are vital to today’s industrial climate.

**ENGT 1007 Credits: 4**

**Wood & Fiber Science**

Prerequisite(s): None

This course examines the nature and utility of wood, the primary non-food bio-based material used in the world today. Beginning with a brief look at bio-materials and bio-products in general, the process of plant growth is then examined to provide a cursory understanding of the process of cell formation, cell structure, and the chemical composition of plant materials. The course focus then turns to wood, with the first third of the course dedicated to a study of the anatomical structure and chemical nature of wood and the influence of growing conditions on wood characteristics. The next part of the course considers wood’s physical properties and the relationship of properties to the macro and micro structure of wood. The course concludes with an examination of the principal products made of wood and of the potential for substituting non-woody materials for wood.

**ENGT 1009 Credits: 3**

**Process Technology**

Prerequisite(s): Math 1111 and Chem 1101 or Phys 1101 recommended

This course is an introduction to process operations in the chemical industry, including basic science principles, operator responsibilities, process safety management, an overview of chemistry, some typical process reactions, a look into environmental awareness, and an introduction to the very basic but important principles of distillation.

**ENGT 1020 Credits: 3**

**Paper & Chemical Processes**

Prerequisite(s): Chem 1101 and Engt 1002; Math 1111 recommended

This course is a continuation of Introduction to Pulp & Paper Technology, delving farther into the many and varied processes of the paper as well as the chemical and other process type industries. It concentrates on the processes, which do not require the extensive use and understanding of the laws and rules of chemistry. Primary topics are types of cooking equipment, steps in pulp processing, operating strategies and economics, and steps in the actual manufacturing of paper.

**ENGT 1023 Credits: 3**

**Rotating Machinery**

Prerequisite(s): Math 1111 and Chem 1101 recommended

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on basic motor control ladder diagrams used in the control of single and three phase AC and DC motors and drives and devices used in industry. The student learns how to read, diagram, and wire different electrical ladder circuits and mechanical and control devices.
ENGT 1025  Credits: 3  
Unit Operations  
Prerequisite(s): Math 1111, Chem 1101, Phys 1101, and Phys 1102 recommended  
This course is an introduction to the equipment and processes used in the paper and chemical industries. Topics include a study of vessels, piping systems, valves, pumps, heat exchangers, and filtering systems. The purpose of the course is to familiarize the student with some of the operations they will encounter in the course of their employment.

ENGT 1028  Credits: 3  
Fluid Power Systems  
Prerequisite(s): Math 1111, Chem 1101, Phys 1101, and Phys 1102  
This course provides instruction in topics ranging from basic physical concepts of machines to component operation and its typical system applications, including hydraulic valves, actuators, pumps and motors, and their connection in the transmission of energy through fluid power systems.

ENGT 1041  Credits: 3  
Process Control  
Prerequisite(s): Math 1111 and Phys 1101 recommended  
This course introduces the student to the principles governing methods of using process variables in industrial control such as pressure, level, flow, and temperature. The study also includes how they are measured, transmitted, and displayed.

ENGT 1045  Credits: 3  
Industrial Electricity  
Prerequisite(s): Math 1111 and Phys 1101 recommended  
This course provides instruction in the fundamentals of electricity from electron theory through the poly phase electrical power. Topics include basic concepts of electricity, electrical components, basic circuits, measurement and instruments, the laws of direct and alternating current, poly phase motors, and electrical safety with lockout procedures. Upon course completion, students should be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial electrical components.

ENGT 2201  Credits: 3  
Internship  
Prerequisite(s): Consent of instructor  
This course provides the opportunity to gain a working knowledge in Pulp & Paper Technology, including applying learned theory, concepts, and processes to practical situations and experiencing the realities of the profession.

READING  
Read 0092  Credits: 3  
Analytical College Reading  
Prerequisite(s): None  
This course focuses on developing reading skills, applying reading/study skills to actual textbook chapters, and expanding critical thinking skills. Students will learn to find main ideas and key support, develop
vocabulary strategies, and recognize organizational patterns as they apply effective study techniques to actual college level textbook chapters from several disciplines. Critical thinking skills are emphasized as students examine the author’s intent and synthesize information from periodical research with textbook chapters. (Note: placement into this course will be according to the college reading assessment score.)

**SOCIOLOGY**

**Soc 1101 Credits: 3**  
**Introduction to Sociology**  
Prerequisite(s): None  
This course examines how society, social institutions, and groups affect human behavior. Students will learn about the sociological perspective, basic concepts, and theories used in the discipline of sociology.

**Soc 1201 Credits: 3**  
**Social Problems**  
Prerequisite(s): None  
This course studies social problems, causes, consequences, and alternative interventions, and also emphasizes our ethical responsibility to improve society by civic engagement.

**Soc 2101 Credits: 3**  
**Contemporary Indian Concerns**  
Prerequisite(s): None  
This course examines current issues of concern to indigenous tribal peoples of North America and their neighbors. Issues are viewed from sociological and traditional tribal perspectives in order to research alternative explanations or solutions.

**Soc 2120 Credits: 3**  
**Introduction to Criminal Justice**  
Prerequisite(s): None  
This course provides an overview of the development, components, and administration of criminal justice in America. It includes the changing nature of crime, law enforcement, the courts, and corrections.

**Soc 2130 Credits: 3**  
**Introduction to Women's Studies**  
Prerequisite(s): Soc 1101 recommended  
This course explores the social and cultural diversity found among women through an examination of the ways in which gender, race, ethnicity, class, sexual orientation, and physical ability intersect to influence the status of women. The course will consider how individuals learn gender; how culture shapes the way we think about gender; and how law, public policy, and economics affect gender and the struggle for equality.

**Soc 2140 Credits: 3**  
**Society and Family Dynamics**  
Prerequisite(s): Soc 1101 recommended  
This course is an examination of how society affects the dynamics of the family, including foundations of
the family, systems for understanding families, ethnic and structural diversity of the family, the impact of various social institutions on the family, and community resources for families.

**SPEECH**

**Spch 1101 Credits: 3**

*Introduction to Speech Communication*

Prerequisite(s): None

This course introduces students to the basic theories of intrapersonal, interpersonal, small group, and public communication. It also emphasizes practicing organizational and presentational skills, and offers strategies for reducing speech anxiety.

**Spch 1105 Credits: 3**

*Fundamentals of Public Speaking*

Prerequisite(s): None

This course is an introduction to the basics of public address, emphasizing the preparation, practice, and delivery of informative and persuasive speeches using extemporaneous delivery methods.

**Spch 1111 Credits: 3**

*Interpersonal Communications*

Prerequisite(s): None

This course examines the communication process from an interpersonal perspective. Emphasis is on exploring personal attitudes and values, self-esteem issues, and communicating in work and social situations. Individual and group activities are directed toward developing skills in problem solving, conflict management, and effective listening in a non threatening environment.

**Spch 1121 Credits: 3**

*Intercultural Communications*

Prerequisite(s): None

This course is designed to cultivate, promote, and increase understanding between people of different cultures. Students will examine cultural patterns, cultural biases, cultural variables in interpersonal relationships in personal and professional settings, and message systems across cultures. Integral to the course are individual and group activities to develop greater skill in communicating with diverse populations in the U.S. and international locations, and research to better understand cultural groups.

**THEATRE**

**Thtr 1101 Credits: 3**

*Introduction to Theatre Arts*

Prerequisite(s): None

This course examines the role and value of theatre as a reflection of humanity in both history and contemporary societies. It 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  Credits: 3
Beginning Acting
Prerequisite(s): None
This course is an introduction to the process of acting through the use of games, movement, improvisation, masks, monologues, and scene work. It is 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.

ONLINE COURSES
Visit www.minnesotaonline.mnscu.edu for a catalog of more than 1,000 courses and 200 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.