



İLISAĠVIK
COLLEGE



COURSE CATALOG



IÑUPIAQATIGIIGÑIQ

Traditional Iñupiat Values

Paaḷakkutaigñiq – Resolution of Conflict

Naglikkutigaḡniq – Compassion

Paammaaḡgiigñiq – Cooperation

Iḷagiigñiq – Family and Kinship

Piqpakkutiqaḡiniq Suli Qiksiksrautiqaḡniq

Utuqqanaanun Allanullu – Love and Respect for Our
Elders and One Another

Qiñuiññiq – Humility

Quviaḡuniq – Humor

Aḡuniallaniq – Hunting Traditions

Iñupiuraallaniq – Knowledge of Our Language

Qiksiksrautiqaḡniq Iñuuniagaḡvigmun – Respect for
Nature

Aviktuaqatigiigñiq - Sharing

Ukpiqqutiqaḡniq - Spirituality

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GENERAL DIRECTORY

Department/Position	Phone	Email
Operator/Main Line	852.3333	1.800.478.7337 (Toll Free)
Admissions	852.1754	admissions@ilisagvik.edu
Adult Education	852.1812	adulthood@ilisagvik.edu
Student Life Manager	852.1726	studentservices@ilisagvik.edu
Bookstore	852.1815	bookstore@ilisagvik.edu
Business Office	852.1834	businessoffice@ilisagvik.edu
Distance Education/Hotline	907.319.8743	edtechsupport@ilisagvik.edu
Financial Aid	852.1708	fin.aid@ilisagvik.edu
First Year Coordinator	852.1868	studentservices@ilisagvik.edu
Grants Office	852.1830	grants@ilisagvik.edu
Human Resources	852.1811	jobs@ilisagvik.edu
Information Services	852.1776	helpdesk@ilisagvik.edu
Iñupiaq Studies	852.1714	jerica.leavitt@ilisagvik.edu
Kitchen Services	852.1865	foodservice@ilisagvik.edu
Learning Resource Center	852.1726	studentservices@ilisagvik.edu
Maintenance and Operations	852.1852	tom.caraway@ilisagvik.edu
Marketing	852.1867	marketing@ilisagvik.edu
Office of Academic Affairs	852.1825	gemma.cruz@ilisagvik.edu
Office of the President	852.1820	clarissa.pelia@ilisagvik.edu
Testing Services	852.1802	testing.services@ilisagvik.edu
Recruiter	852.1798	recruitment@ilisagvik.edu
Registration	852.1757	registration@ilisagvik.edu
Student Lounge	852.1861	
Title IX Coordinator	852.1766	titleixcoordinator@ilisagvik.edu
Tuzzy Library/Front Desk	852.4050	tuzzy@tuzzy.org
Tuzzy Library/Toll-Free Village Line	907.478.6916	
Van/Transportation	907.319.8773	
Village Liaisons NSB/Teleconference Centers		
Anaktuvuk Pass (Larry Burris)	661.3441	lawrence.burris@north-slope.org
Atqasuk (Della Shugluk)	633.6418	della.shugluk@north-slope.org
Kaktovik (Noreen Kaleak)	640.6329	noreen.kaleak@north-slope.org
Nuiqsut (Olivia Cabinboy)	480.6515	olivia.cabinboy@north-slope.org
Metlakatla (Christina Martinez)	821.2887	christina.martinez@ilisagvik.edu
Point Hope (Kristi Frankson)	368.2935	kristi.frankson@north-slope.org
Point Lay (Sophie Tracey)	833.2811	sophie.tracy@north-slope.org
Wainwright (Verna Phillips)	763.2091	verna.phillips@north-slope.org
Workforce Development	852.1759/852.1837	workforce@ilisagvik.edu

Ilisagvik College Hours of Operations

Monday – Friday: 8:30am – 5:00pm
Open during the Lunch Hour

Fall Semester 2023	
Registration for the fall 2023 semester begins	Monday, April 24
Deadline for most scholarships	Friday, July 28
Deadline for applications for admission/residential center	Friday, July 28
Registration Event (Tuzzy Library)	Wednesday, August 16
Residence center opens	Wednesday, August 16
First day of instruction	Monday, August 21
Last day to add semester-long classes	Friday, August 25
Last day to add semester-long classes w/permission	Friday, September 1
Holiday – Labor Day	Monday, September 4
Deadline for student-initiated and faculty-initiated drops	Friday, September 8
Student progress reports due	Friday, October 6
Deadline for student-initiated withdrawals	Friday, October 6
Deadline for faculty-initiated withdrawals	Friday, October 13
Holiday – Alaska Day	Wednesday, October 18
Fall Graduation Application Deadline	Wednesday, November 1
Holiday – Inuit Day	Tuesday, November 7
Holiday – Veteran’s Day	Saturday, November 11
Holiday – Thanksgiving	Thursday/Friday, November 23-24
Last day of instruction	Saturday, December 2
Deadline for faculty to post grades	Monday, December 4
Residence Center closes	Monday, December 4
Spring Semester 2024	
Early registration for current students (on campus)	Wednesday, November 1
Deadline for most scholarships	Friday, December 1
Registration for the spring 2024 semester begins	Friday, November 17
Deadline for application for admission/residential center	Friday, December 8
Registration Event (Tuzzy Library)	Wednesday, January 10
Residence center opens	Wednesday, January 10
Holiday – Martin Luther King Day (Observed)	Monday, January 15
First day of instruction	Tuesday, January 16
Last day to add semester-long classes	Friday, January 19
Last day to add semester-long classes w/ instructor permission	Friday, January 26
Deadline for student-initiated and faculty-initiated drops	Friday, February 2
Holiday – Presidents’ Day	Monday, February 19
Deadline for Applications for Graduation	Friday, March 1
Deadline for student-initiated withdrawals	Friday, March 8
Student progress reports due	Friday, March 8
Deadline for faculty-initiated withdrawals	Friday, March 15
Seward’s Day	Monday, March 25
Graduating students’ preliminary grades to Registrar	Friday, March 29
Last day of instruction	Thursday, April 25
Commencement	Saturday, April 27
Residence center closes	Sunday, April 28
Alumni Day	Monday, April 29
Deadline for faculty to post grades	Tuesday, April 30
Summer Semester 2024	
Deadline for application for summer semester	Wednesday, March 13
Registration for the summer 2024 semester begins	Wednesday, April 3
Deadline for most scholarships	Friday, April 26
First day of instruction	Monday, May 06
Holiday – Memorial Day	Monday, May 27
Holiday – Juneteenth (Observed)	Wednesday, June 19
Holiday – Founder’s Day	Tuesday, July 2
Holiday – Independence Day	Thursday, July 4
Last day of instruction	Friday, August 16



OVERVIEW



IĻISAĖVIK COLLEGE: A BRIEF HISTORY

IĻisaĖvik College was founded to primarily serve the residents of the North Slope Borough, America's northernmost municipality. The intent of its founders was to provide an education based on IĻupiaq cultural heritage. The basis for all of IĻisaĖvik's educational programs is the rich foundation of subsistence culture in harmony with the land and seas that give it sustenance.

IĻisaĖvik College is a direct outgrowth of the Native American self-determination movement of the late 1960s and early 1970s. With the formation of a home rule government called the North Slope Borough in 1972, the IĻupiat people took their first steps toward regaining control of their lives and destinies.

The founders of the North Slope Borough were acutely aware of the importance of education to their dreams of sustained self-determination and local control for their people. While overseeing the rapid transformation of the North Slope Borough from small subsistence communities into modern villages with modern amenities, they also looked toward the development of a post-secondary educational system that would allow local residents to further their educational goals while remaining close to the culture and lifestyle that sustains them.

In 1986, the North Slope Borough created the North Slope Higher Education Center, a cooperative effort between the North Slope Borough and the University of Alaska Fairbanks. The North Slope Higher Education Center's Board and the North Slope Borough Assembly changed the institution's name to Arctic Sivunmun IĻisaĖvik College in 1991 to reflect its transformation into a community college. Arctic Sivunmun IĻisaĖvik College merged with the Mayor's Workforce Development Program in 1993, adding facilities and resources to support the growing number of vocational education opportunities available at the college. In 1995, the North Slope Borough established by ordinance the IĻisaĖvik College Corporation, an independent, public, non-profit corporation with full power for governance of the college vested in the Board of Trustees.

IĻisaĖvik achieved accreditation from the Northwest Commission on Colleges and Universities in 2003 (and is authorized by the Alaska Commission on Post-secondary Education to operate in the state of Alaska). In 2006, it also became the first and only federally recognized Tribal college in Alaska and operates in an approved exempt status through the Alaska Commission on Post-secondary Education in the state of Alaska.

Values, Traditions and Culture

IĻisaĖvik College weaves IĻupiaq values into all of its activities because it believes these values make its students and educational community stronger, more cohesive and more successful. Being true to the core values of the culture IĻisaĖvik predominately serves helps to make IĻisaĖvik a valued and contributing member of that culture. By helping to strengthen the language and traditions of the IĻupiat, IĻisaĖvik fulfills its role as a distinctly indigenous institution that aims to enhance the local culture, while helping its students gain a foothold in the economy of the 21st century. IĻisaĖvik's goal is to create successful graduates who can incorporate their traditional values into modern life and, in doing so, enhance both.

Accreditation and Authorization

IĻisaĖvik College is accredited by the Northwest Commission on Colleges and Universities (NWCCU), one of six higher education, regional, accrediting associations recognized by the U.S. Department of Education. IĻisaĖvik College is authorized to operate by the Alaska Commission on Post-secondary Education (in accordance with the terms and conditions set forth in A.S. 14.48 and in accordance with the pertinent rules and regulations) and operates in an approved exempt status through the Alaska Commission on Post-secondary Education in the state of Alaska in accordance with the terms and conditions set forth in 20 AAC 17.015 (a) (3).

As of July 2017, IĻisaĖvik has been granted candidacy status at the baccalaureate level and implemented its first four-year degree, the Bachelor's in Business Administration, in the Fall semester of that year.

TIKISAKSRAQ - VISION

To help build strong communities through education and training.

Ikayuġtugi nunaqqit sayyaagginigat iġisaqtichivlutin miġuatugnikunlu, savaatigunlu.

SIVUNIQ - MISSION

Iġisaġvik College provides quality post-secondary academic, vocational, and technical education in a learning environment that perpetuates and strengthens Iñupiat culture, language, values, and traditions. It is dedicated to serving its students and developing a well-educated and trained workforce who meet the human resource needs of North Slope employers and the state of Alaska.

**Iġisaġvik College iġisalluataġviqaqtichirug,
savaaqallasifiaġniġmun
suli suna sivuniġivlugu iġisaksraumman iġisaġviqaqhutiġ
sivunmun suli suaŋŋaktaallavlugu Iñupiat ifiuniagusia,
Iñupiuraagnikun, piqpagiraŋich suli piraġausiŋich.
Naparug ikayuqsaġtugich iġisaqtuat suli inillaksaġtugulu
iġitchilluataŋaruanik savaktiksranik savagumiñaqtuani
North Slope-mi Alaska-miġu.**

Degree and Program Overview

Accounting	Endorsement	Level I Certificate	Level II Certificate	AA	AS	AAS	4 Year
Accounting						●	
Accounting Technician		●	●				

Allied Health	Endorsement	Level I Certificate	Level II Certificate	AA	AS	AAS	4 Year
Allied Health		●			●		
Dental Assistant Trainee	●						
Human Services				●			
Medical Coding Specialist		●					

Business Management	Endorsement	Level I Certificate	Level II Certificate	AA	AS	AAS	4 Year
Business Management						●	BBA
Business Specialist		●	●				
Entrepreneur/Sm. Bus. Mgt.		●	●				
Health Management (Emph.)						●	
Inform. Technology (Emph.)						●	

Construction Technology	Endorsement	Level I Certificate	Level II Certificate	AA	AS	AAS	4 Year
Building Maintenance Tech	●						
Carpentry	●						
CDL/Heavy Truck Operations	●						
Construction Management	●						
Construction Technology		●	●			●	
Electrical	●						
Industrial Safety	●						
Pipefitting	●						
Pipeline Insulation	●						
Plumbing	●						
Scaffolding	●						
Welding Materials Technology	●						

Dental Therapy	Endorsement	Level I Certificate	Level II Certificate	AA	AS	AAS	4 Year
Dental Therapy						●	

Education	Endorsement	Level I Certificate	Level II Certificate	AA	AS	AAS	4 Year
Indigenous Education		●	●	●			

Indigenous Human Services	Endorsement	Level I Certificate	Level II Certificate	AA	AS	AAS	4 Year
Indigenous Human Services			●			●	

Information Technology	Endorsement	Level I Certificate	Level II Certificate	AA	AS	AAS	4 Year
Computer Foundations	●						
Data Analysis		●	●				
Digital Arts in the Arctic		●	●				
Information Technology						●	
Technology Support Specialist		●	●				

Iñupiaq Studies	Endorsement	Level I Certificate	Level II Certificate	AA	AS	AAS	4 Year
Iñupiaq Studies				●			
Iñupiaq Language & Culture		●	●				

Liberal Arts	Endorsement	Level I Certificate	Level II Certificate	AA	AS	AAS	4 Year
Liberal Arts			●	●			

Office Management	Endorsement	Level I Certificate	Level II Certificate	AA	AS	AAS	4 Year
Office Management		●	●			●	
Office Productivity	●						
Medical Office Mgmt (Emphasis)						●	
Medical Office Management		●	●				

Pre-Nursing	Endorsement	Level I Certificate	Level II Certificate	AA	AS	AAS	4 Year
Pre-Nursing			●				

Abbreviations:

- AA** Associate of Arts (General transfer degree to four-year colleges and universities)
- AS** Associate of Science (Transfer degree to science and health related programs at four-year colleges and universities)
- AAS** Associate of Applied Science
- BBA** Bachelor’s in Business Administration

DEGREE AND PROGRAM STRUCTURE

Instructional Program

Iñisaġvik College defines an instructional program as an academic or technical field containing one or more degree(s)/certificate(s)/endorsement(s).

Examples: Allied Health, Construction Technology

Degree

A degree comprises a course of study, which totals 60 or more credits and culminates in a college-level diploma. Iñisaġvik offers corresponding certificates that may facilitate entries into a career field and/or function as pathways leading to a degree.

Examples: Accounting, A.A.S.

Certificate

Iñisaġvik College offers Level I and Level II Certificates, which are designed to be stepping stones toward the corresponding degree. A Level I Certificate is awarded after completing a designated course of study totaling 12-15 credits. A Level II Certificate is awarded after completing a course of study totaling 15-30 credits.

Examples: Level I – Iñupiaq Language and Culture, Office Administration; Level II – Liberal Arts

Endorsement

An endorsement is awarded after the student has completed a designated course of study consisting of fewer than 12 credits.

Examples: CDL/Heavy Truck Operations, Office Productivity

All Iñisaḡvik certificates (30 credits or more) and degree programs include a general education component, a combination of courses and associated outcomes, which the College considers foundational to developing essential competencies in today's college graduate. The General Education curriculum gives students critical reasoning skills to explore complex questions, grasp the essence of social, scientific, and ethical problems, and arrive at nuanced opinions. Collectively, the courses comprising the General Education component address the following four areas:

Evaluation and Decision Making

Students will develop and augment the following skills:

- Critical thinking, interpretation, and inference
- Computational theory and techniques
- Scientific inquiry and methodology
- Synthesis and application
- Innovation and problem solving

Communication of Ideas

Students will develop and augment the following skills:

- Oral, written, and visual expression of ideas
- Application of technology
- Collaboration
- Rhetoric and discourse

Society and Ethical Engagement

Students will develop and augment the following skills:

- Ethical reasoning and social engagement
- Understand citizenship and civic duty
- Understanding of law and government
- Placing present-day institutions in historical context

Cultural Perspectives

Students will develop and augment the following skills:

- Critical thinking about the human experience
- Traditional Iñupiaq knowledge and values
- Native/indigenous ways of knowing
- Appreciation and expression of art and creativity

General Education courses can be found in the first three categories of the Certificate (30 cr or more) and Degree program charts. They are located under the black header rows that say Communication, Math/Science/Technology, and Humanities/Social Sciences.



OVERVIEW



Admissions

- Application Procedures
- Transfer Students
- Notification of Admission
- Declaration of Program Change
- Changing Study Plans within a Program
- Requirements for Second Degree
- Continuing Enrollment
- Dual Credit for High School Students

Iłisaġvik College has an open admissions policy and welcomes applications from all prospective students who desire to attend and can demonstrate the ability to benefit from programs offered by the college. Admission to the college does not guarantee admission to a specific program. For entrance into degree and certificate programs, see the section below.

Admissions into a Certificate or Degree Program

To be admitted into a degree or certificate program, the applicant must show the potential to succeed in the program. This potential is demonstrated by obtaining a high school diploma or GED prior to college admission. Exceptions to the degree requirement may be made for “non-traditional” students who show the potential to succeed in a program. A high school diploma or GED is, however, required for eligibility for financial aid.

Students may apply for admission to Iłisaġvik at any time throughout the year, but each semester has a deadline to admit students, which is published in the Academic Calendar at the beginning of this catalog. Some programs in vocational fields have limited enrollment. Students seeking priority admission are encouraged to apply at least one month before the start of the term. Students who transfer from another college or university are advised to apply at least two months before the term in which they wish to enroll to allow for evaluation of their transfer credits.

Catalog Year

Students who have been accepted into a certificate or degree program must either meet the requirements specified in the catalog at the time of admission to the program or the catalog at the time of graduation.

APPLICATION PROCEDURES

To apply for admission, all applicants must submit the following:

- Application for Admission: An application form can be picked up from all college sites and village teleconference centers, or it can be downloaded from the website at www.ilisagvik.edu. Completed forms

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must be returned to the Admissions Office. See the academic calendar for deadlines.

- An official transcript certifying the student’s high school diploma or official GED certificate should be sent directly to the Admissions Office. All students are required to submit official high school transcripts except for college transfers. High school seniors who apply before graduation must have their final transcript sent to the Admissions Office following their graduation. Copies of high school transcripts or hand-carried official high school transcripts, regardless of whether they are in a sealed envelope, are no longer considered official. If the validity of a student’s high school transcript is in question, whether by Iłisaġvik College or the U.S Department of Education, the Registrar’s Office will conduct an investigation, in partnership with the Dean of Academic Affairs, to verify the validity or invalidity of the transcript. The investigation will occur within 30 business days of receipt of the questioned transcript, and the conclusion will be delivered to the student in writing at the end of that 30-day period.
- Provide a copy of Alaska Native Shareholder/Native American Tribal Affiliation card, if qualified. Qualified students may be eligible for additional scholarship funds.
- Submit a signed Meningitis form. The form can be obtained from the Admissions Office or downloaded from the website.

Students who are applying for certificate or degree programs should check the individual program in the college’s catalog to determine if there are any additional application requirements for that specific program.

TRANSFER STUDENTS

Students transferring from other accredited institutions are welcome to apply for admission to Iłisaġvik. In addition to the application materials described above, transfer students must also submit the following:

- Official college transcript(s) from any higher education institution(s) previously attended (submit to Registrar’s Office).

Students transferring from other institutions who are on probation will be admitted on probation for their first semester at the college.

Transfer Evaluation

Transfer credit evaluations will be completed for all students applying to a certificate or degree program and wishing to have college credits accepted that were taken at other regionally accredited colleges and universities. Transcripts will be evaluated once the student has been admitted to a degree or certificate program. Only

transcripts from regionally accredited institutions declared at the time of admission are considered for transfer evaluation. Only transfer courses that have a grade of C or better will be considered at Iñisaġvik College. Transfer credits count as completed hours and do not count toward a student's GPA at Iñisaġvik.

For foreign transcripts, please contact the Registrar's Office at registrar@ilisagvik.edu or 907-852-1754.

NOTIFICATION OF ADMISSIONS

Qualified applicants receive a letter of acceptance once the application requirements are met. Upon acceptance into a program, students will be assigned a faculty advisor. Acceptance into a program does not guarantee acceptance into the residential center. See the Residential Services section of this catalog for more information on campus housing.

Provisional Admission

Provisional admission may be granted to an applicant while awaiting receipt of his/her transcript. Provisional admission may also be granted if admission requirements for the college have been met, but the applicant still needs to complete one or more program specific requirements.

DECLARATION AND CHANGE OF PROGRAM

If a student who has been formally admitted to a program wishes to transfer from one program to another, he or she may do so by filing a Change-Add Program Form with the Registrar's Office. This form may be obtained from the Registrar or downloaded from the Iñisaġvik website. Students must meet the specific admissions requirements of their new program.

Acceptance into the new program is on a space available basis and, when accepted, students will be assigned an advisor from that program. Students are advised to contact the faculty advisor for the new program at the earliest opportunity for further information about the program's special requirements and for guidance in selecting appropriate preparatory classes.

Requirements for Second degree

To receive a second Associate of Arts, Associate of Science or Associate of Applied Science degree, students must earn at least 12 credit hours beyond the first degree and complete all requirements for the second degree program. Students may pursue additional degrees as long as they have formally applied and been accepted to each program.

Continuing Enrollment

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Students who drop their enrollment at Iñisaġvik for a period greater than two consecutive semesters will be required to reapply to the college for admission. They will be expected to meet admission requirements in existence at the time of readmission.

Changing Study Plans Within a Program

The Study Plan is a tool the College shares with students to help them identify the areas of credit they still need in order to complete an endorsement, certificate, or degree. Individual programs may revise their course or credit requirements periodically, and Study Plans are updated accordingly. If the student's time to graduation can be expedited, the advisor may decide to adopt the most recent plan, understanding that all requirements of the new plan must be met. Conversely, if the advisor decides not to switch the student to an updated Study Plan, the student must fulfill the requirements of the Plan he/she falls under at the time of admission/re-admission to the program.

DUAL CREDIT

Definition

The Iñisaġvik College Dual Credit program started as a partnership between Iñisaġvik and the North Slope Borough School District. Over time, additional partnerships have been formed with a variety of school districts and tribal organizations across the state. These partnerships provide high school students an opportunity to earn both college and high school credit simultaneously.

Eligibility

Iñisaġvik College's Dual Credit Program is intended for high school juniors and seniors. Exceptions for younger students are only made with the full support of both school district officials and Iñisaġvik College's Dual Credit Coordinator and Advisor.

Dual Credit students may register for any academic, vocational, or technical course offered for credit during the current Iñisaġvik College schedule provided the students meet all eligibility and prerequisite requirements. However, the awarding of high school credit is contingent upon acceptance of college credits by the local school district. Students should consult with their high school counselors prior to entering the Dual Credit Program to ensure that they are on-track for high school graduation and that registering for dual credit courses will support that goal.

To be eligible, high school students must be juniors or seniors and have a minimum cumulative grade point average (GPA) of 2.0. They must have written approval from the student's parent or guardian and the designated

school district or tribal organization official. Seniors may enroll for up to six credit hours per semester. Juniors may enroll for up to four credit hours per semester. Students must meet all prerequisites for the courses for which they wish to register, unless waived by the Dual Credit Coordinator/Advisor upon the recommendation of the school district or tribal organization. At the discretion of the high school official and Dual Credit Coordinator/Advisor, students may be allowed to enroll in courses below the 100 level.

Applying

Dual credit applicants must:

- Meet the above eligibility criteria.
- Complete the Dual Credit Registration form.
- Submit an unofficial high school transcript.
- Submit a Shareholder Authorization form.

The ACCUPLACER test may be required prior to course enrollment. Please refer to the section titled “Course Descriptions” in this catalog to find out the prerequisites for individual courses.

By signing the Dual Credit Registration Form, the student and parent or guardian give the college permission to release the student’s academic record to the partnering school district or tribal organization.

While attending Iḷisaḡvik College, the student will be expected to adhere to all policies of the college. Dual credit students should first consult with their high school counselor before contacting the Iḷisaḡvik College Dual Credit Coordinator/Advisor or submitting any Dual Credit Registration forms.

Academic Advising & Course Placement

- Academic Planning and Advising
- Program Selection
- Course Selection
- Placement: English and Mathematics

ACADEMIC PLANNING AND ADVISING

Upon admission, a student is assigned a faculty advisor in his/her field of interest. Faculty advisors work with students to help select the best coursework to fulfill their program requirements. The Student Success Center staff is also available to provide other assistance to students, especially students new to the college. Faculty advise all students who have been accepted for admission to the college and dual enrollment high school students. Upon acceptance into a program, the Admissions Office sends a letter that lists the student's advisor.

Students are required to meet with their advisors before each semester to plan the class schedule that will best fulfill their program requirements. Students should discuss their course selections with their advisor to determine the best options, alternatives, and sequences of classes to take. All students who have declared a field of study are required to have their advisor's signature on their registration form prior to registering for courses.

Students who have not declared a field of study will also be assigned a faculty advisor. Any student who has accumulated fifteen or more credits is strongly encouraged to meet with an advisor to discuss their program options.

PROGRAM SELECTION

Because requirements vary among certificate and degree programs, students are strongly encouraged to meet with a faculty advisor about academic programs that interest them prior to entering a program to ensure that they understand the program requirements, if any, for the program of their choice. For example, a program may require prior course work, specific entrance exam scores, or particular job-related competencies such as the ability to pass a drug test. A student's selection of a program of study is usually based upon academic interests, vocational objectives, and personal goals.

COURSE SELECTION

Proper course selection is essential to the efficient completion of a program and must take into account:

- The specific requirements for the program
- The offerings available each year
- The timing of offerings within each semester
- The order in which courses must be completed

GETTING STARTED: Course Placement | 19

Faculty advisors can provide students with study plans that indicate progress students make toward completing their programs.

Course Placement: Math and English

Students taking college mathematics or English courses for their degree or certificate program must take the ACCUPLACER, ACT or SAT placement assessment within 3 years of taking the course. Please contact Student Services at 907-852-1758 or testing.center@ilisagvik.edu to coordinate a day/time to take the test.

Placement Scores

ACCUPLACER is used to determine student placement in appropriate course levels and thereby promote academic achievement. Contact testing.center@ilisagvik.edu for more information about taking the placement test.

Math Placement

Course	Placement Test	Score
MATH 055A	Arithmetic	<250
MATH 055B	Arithmetic	250 - 300
BUS 105 w/031	Algebra	240-249
MATH 060A	Algebra	<250
MATH 060B	Algebra	250-300
BUS 105	Algebra	250-300
MATH 105	Adv. Algebra	230-249
MATH 107	Adv. Algebra	≥250

English Placement

Students must have a minimum writing score of 4 in order to place into ENGL 111 without 031.

Writing Score: 1

Reading Score: ≤252 → **ENGL 075**

Reading Score: ≥253 and ≤269 → **ENGL 111 w/ 031**

Writing Score: 2

Reading Score: ≤251 → **ENGL 075**

Reading Score: ≥252 and ≤268 → **ENGL 111 w/ 031**

Writing Score: 3

Reading Score: ≤250 → **ENGL 075**

Reading Score: ≥251 and ≤267 → **ENGL 111 w/ 031**

Writing Score: 4

Reading Score: ≤249 → **ENGL 075**

Reading Score: ≥250 and ≤266 → **ENGL 111 w/ 031**

Reading Score ≥267 → **ENGL 111**

Writing Score: 5

Reading Score: $\leq 248 \rightarrow$ **ENGL 075**

Reading Score: ≥ 249 and $\leq 265 \rightarrow$ **ENGL 111 w/ 031**

Reading Score $\geq 266 \rightarrow$ **ENGL 111**

Writing Score: 6

Reading Score: $\leq 247 \rightarrow$ **ENGL 075**

Reading Score: ≥ 248 and $\leq 264 \rightarrow$ **ENGL 111 w/ 031**

Reading Score $\geq 265 \rightarrow$ **ENGL 111**

Writing Score: 7

Reading Score: $\leq 246 \rightarrow$ **ENGL 075**

Reading Score: ≥ 247 and $\leq 263 \rightarrow$ **ENGL 111 w/ 031**

Reading Score $\geq 264 \rightarrow$ **ENGL 111**

Writing Score: 8

Reading Score: $\leq 245 \rightarrow$ **ENGL 075**

Reading Score: ≥ 246 and $\leq 262 \rightarrow$ **ENGL 111 w/ 031**

Reading Score $\geq 263 \rightarrow$ **ENGL 111**

ACT/SAT Scores

For students who have taken an ACT/SAT assessment, the following scores are used for course placement:

ACT Score	SAT Score	Course #
1-10	200-340	ENGL 075A
11-15	350-470	ENGL 075B
16-18	550-1130	ENGL 031 w/ENGL 111
19+	1140+	ENGL 111
1-12	200-290	MATH 055A
13-17	300-420	MATH 055B
18	430-450	MATH 060A
19-20	460-490	MATH 060B
18	430-450	MATH 031/ BUS 105
21+	500+	MATH 105
27+	610+	MATH 107
32+	730+	MATH 200
27+	610+	STAT 200

*SAT cut scores were derived from the Understanding SAT Scores (2016) document published by College Board. Recommended placement into MATH 105 is determined with an SAT score at the 50th percentile of the nationally representative sample of students in 11th and 12th grades. MATH 105 is intended to serve average high school graduates as well as students in need of mathematics remediation. ACT scores were derived from SAT scores.

Course Enrollment

- Course Load
- Course Numbering
- Course Requirements
- Full Time / Part Time Status
- Independent Study
- Registration
- Registration Changes

COURSE LOAD

Students should consider a graduation timeline when planning their study load. A minimum of sixty credits is required for an associate degree. To complete that in two years, excluding summers, requires at least fifteen credits per semester. Certificates have variable credit requirements.

Many degrees require more than the minimum number of credits. Students should be certain of the number needed for their degree when planning their class schedules and timelines.

Foundational classes do not count toward a student's degree program and could increase the number of hours to complete the program. When planning course load, students should also keep in mind non-school demands on their time, such as employment and/or family responsibilities.

COURSE NUMBERING

001-099	Courses are nontransferable and do not apply toward the AA or AS degrees. They may meet minimum requirements for some AAS degrees.
100-199	Primarily for students who have earned 30 credits or fewer.
200-299	Primarily for students who have earned more than 30 credits.
300-499	Primarily for students who have achieved upper division standing or who have earned more than 60 credits.

Special or Reserved Numbers

Courses identified with numbers ending in -87 are workshops and seminars; ending in -93 are special topics courses, normally offered one time only; -94 are trial courses, offered in anticipation of becoming a permanent course; and -95 are special topics summer session courses, offered only during the summer.

COURSE REQUIREMENTS

Prerequisites

Students are expected to meet prerequisites for all courses prior to registering. Prerequisites are listed with the course description and indicate the preparation and/or background necessary for that course. If a student has not met these requirements, the student may request permission from the instructor of the course to enroll in the class. A faculty member may withdraw students who do not meet the requirements or obtain faculty permission.

Co-Requisites

Co-requisites are courses that must be taken concurrently. Students are responsible for enrolling in and attending all co-requisite courses in the same semester. Co-requisites are listed in the individual course descriptions. A faculty member may withdraw students who do not enroll for the appropriate co-requisites.

Cross-Listed Courses

A course that contains content related to two or more disciplines may be offered under the prefixes that identify those disciplines. These courses are termed "cross-listed." Students may enroll in cross-listed courses under the discipline and prefix of their choice. Catalog descriptions of these courses include the phrase "cross-listed with." The semester class schedule will indicate if a class is being offered in cross-listed format.

Repeatable Courses

Some courses, such as Special Topics and some foundational courses may be taken more than once for additional credit. Only those courses for which this is explicitly noted in the course description qualify for this option.

Retaking Courses

Any course for which a student has received a grade noted on his/her college transcript may be retaken if the course is available and the program offering the course permits it. The student's transcript will reflect all grades earned each time the student takes the course. Only the credits and, chronologically, the last grade earned are applied toward graduation requirements, prerequisite fulfillment, and cumulative GPA calculation. Students should notify the Registrar when a course has been retaken for grade improvement.

FULL-TIME/PART-TIME STATUS

Fall/Spring Semesters

Students registered for twelve or more credit hours during a fall or spring semester are classified as fulltime. Students who register for fewer than twelve credits during a fall or spring semester are classified as part-time.

Students wishing to register for more than eighteen credits must talk with their advisor before seeking special permission from the Dean of Academic Affairs.

Courses that are audited, offered by schools other than Iḷisaġvik, or challenged through credit-by-exam, are not included in the study load computation.

Summer Semester

Students who register for six or more credit hours during the summer session are considered full-time. Students may not exceed a total of twelve credits for any combination of classes during summer sessions without prior approval from their advisor and the Dean of Academic Affairs.

Students who register for fewer than six credits during the summer session are classified as part-time.

INDEPENDENT STUDY

An independent study course is one taken outside of the regular classroom environment, either because the student is unable to register for a needed course or because the student's program calls for an individual project. Some valid reasons for being unable to register are:

- A course required for graduation is not offered when the student needs it.
- An unforeseen change in the student's job status or a medical emergency.

The maximum number of credits allowed under independent study within a program is ten. Independent study status must be properly documented and may begin only after approval by the Dean of Academic Affairs, department head, and instructor supervising the course. Both in regular courses and in individual project courses, the instructor specifies the requirements to be completed by the student. These requirements may include tests, term/research papers, and/or demonstration of skill activities. The regular grading system applies to all independent study except for attendance. Students taking a course through independent study must register for the specific course section in the regular manner.

REGISTRATION

Iḷisaġvik distributes a published schedule of classes prior to each term. The schedule contains information about courses for that term. Registration forms can be picked up from any of the college sites in Utqiagvik, from the North Slope Borough teleconference offices in the villages, and from the college website <http://www.ilisagvik.edu>.

Students, particularly in villages, are encouraged to register early. Students who register early will have the best selection of courses and a better chance to receive materials prior to the beginning of classes. Also, early registration may prevent cancellation of courses due to insufficient enrollment.

Students not enrolled in a program, but wishing to explore courses or pursue personal interests may register for classes without applying for admission.

First-time students must provide a copy of their Alaska Native Shareholder/Native American Tribal Affiliation card, if qualified. Qualified students may be eligible for additional scholarship funds.

Registration for special programs, short courses, seminars, and other classes not part of the regular academic offerings will be announced prior to the beginning of the class start date.

All students admitted to a program must have their advisor sign their registration form.

REGISTRATION CHANGES

Students wishing to make changes in their class schedule may obtain information about the drop/add procedure and Add/Drop/Change forms from the Registrar's Office. Declared students wishing to drop or add a class(es) are required to have their advisor sign their Add/Drop/Change forms.

Cancellation of Registration

Students whose registrations are canceled as the result of disciplinary action forfeit all rights to a refund of tuition and fees. The college reserves the right to cancel a student's registration if the student is substantially delinquent in debt repayment or has failed to arrange for payment.

Adding Semester-Length Courses

Students may add semester-length courses to their schedule until the last day for late registration (last day to add courses) as published in the academic calendar. Adding courses requires student and advisor signatures. Requests must be submitted by the last day for late registration.

With the signed approval of the instructor teaching the course and their faculty advisor, students may add a course after the last day of registration (last day to add courses) as listed in the academic calendar.

Dropping Semester-Length Courses

Students may drop courses without penalty until the last day for student-initiated drops as published in the academic calendar (third Friday after the first day of instruction). Dropped courses do not appear on academic records. Dropping courses requires student and advisor signatures (declared students only). Students are not responsible for the tuition and fees.

Deadlines are adjusted proportionally for courses that are less than a semester in length. Students must submit Add/Drop/Change forms to the Registrar's Office by the appropriate deadlines: students may drop without penalty in the first 15% of the term of the course (students are not responsible for the tuition and fees); students may withdraw in the first 60% of the term of the course (students are responsible for the tuition and fees).

Please contact the Registrar's Office about drop/withdraw deadlines for short term courses. It is the student's responsibility to know these deadlines and to submit paperwork at the appropriate time.

Withdrawing from Courses

Students who wish to withdraw from one or more courses after the drop deadline may request a student-initiated withdrawal from the Registrar's Office. After the student-initiated withdrawal deadline (eighth Friday after the first day of instruction), students should contact their instructor(s) and request an instructor-initiated withdrawal or contact the Registrar's Office with the request. It is recommended that program-active students meet with their advisors prior to withdrawing from courses. Students are responsible for the tuition and fees.

Courses from which students withdraw will appear on their academic record as "W" grades but will not affect their GPA. This process requires both student and advisor signatures.

If a financial aid recipient drops some of his/her classes during the drop/add period or indicates having never attended some of his/her classes, the recipient may lose some or all of his/her financial aid eligibility. It is highly recommended that the recipient discuss the situation with the financial aid officer before withdrawing from or dropping any courses.

GETTING STARTED: Course Enrollment | 23

In accordance with federal and state regulations, the financial aid office must also monitor student academic progress and does so each semester. Withdrawal from any class may cause the student to be in a position of unsatisfactory academic progress for financial aid purposes. Students not meeting these standards of academic progress may lose financial aid eligibility for future semesters.

Faculty-Initiated Withdrawal

If students do not meet the prerequisites for a course in which they have enrolled, or if students have not participated substantially in the course, the faculty member teaching that course may, at his/her discretion, withdraw the student from the class by the last day for faculty-initiated withdrawals as published in the academic calendar (ninth Friday after the first day of instruction). A grade of "W" will appear on the student's academic record for that course. Faculty initiated withdrawals submitted before the third Friday after the first day of instruction will be treated as a dropped class and will not appear on a transcript of the student's academic record. Students who have been dropped are not responsible for the tuition and fees. Students who have been withdrawn are responsible for the tuition and fees.

It is the student's responsibility to drop or withdraw from courses in which they are not participating. Students should not assume that their instructors will withdraw them for failure to attend classes. If the student neglects to take the necessary steps, the student will automatically fail.

Auditing Classes

Audit registrations are on a space-available basis. Auditors may be dropped from a class to make room for credit-seeking students. Students, who audit classes are required to meet prerequisites, register, and pay tuition and fees, but the credits are not included in the computation of study load for full-time/part-time determination or for overload status.

The requirement, acceptance and review of work, and lab privileges are at the discretion of the instructor. A grade of AU (audit) is granted to students who complete an audited course, but no credit is awarded. Audited courses do not apply toward degree requirements, and they will not transfer to other institutions.

When students register, they should indicate on the registration form their desire to audit a course. Students who want to change from audit to credit must request the change before the deadline to add a course (second Friday after the first day of instruction).

Changing from Credit to Audit

GETTING STARTED: Course Enrollment | 24

The change from credit to audit must be made by the last day for faculty-initiated withdrawals (ninth Friday after the first day of instruction). The changes require approval by the instructor of the course. For degree seeking students, an advisor's signature is also required.

Iļisaġvik College reserves the right to cancel or combine classes; to change the time, dates, or places of meeting; or to make other necessary revisions in class offerings. Iļisaġvik may discontinue a class at any time if enrollment falls below expected levels. If you start in a class that is canceled, you may continue in the course as arranged with the instructor.

CANCELLATION OF CLASSES

Important Registration Times

Semester-Length Courses

Action	Begins	Ends	Notes
Adding a class	First day of registration	First (1 st) Friday after first day of instruction	Advisor's signature required
Student-initiated drop (class does not appear on transcript)	First day of instruction	Third (3 rd) Friday after first day of instruction	Advisor's signature not required
Faculty-initiated drop (class does not appear on transcript)	First day of instruction	Third (3 rd) Friday after first day of instruction	Instructor will notify Registrar's Office
Student-initiated withdrawal (class appears on transcript with W grade)	Third (3 rd) Friday after first day of instruction	Eighth (8 th) Friday after first day of instruction	Advisor's signature required for students in degree program
Faculty-initiated withdrawal (class appears on transcript with W grade)	Third (3 rd) Friday after first day of instruction	Ninth (9 th) Friday after first day of instruction	Instructor will notify Registrar's Office

Short-Term Courses

Action	Begins	Ends	Notes
Adding a class	First day of registration	When 15% of course has been completed (calendar days)	Advisor's signature required
Student-initiated drop (class does not appear on transcript)	First day of instruction	When 15% of course has been completed.	Advisor's signature not required
Faculty-initiated drop (class does not appear on transcript)	First day of instruction	When 15% of course has been completed.	Instructor will notify Registrar's Office
Student-initiated withdrawal (class appears on transcript with W grade)	After 15% of course has been completed	When 60% of the course has been completed	Advisor's signature required for students in degree program
Faculty-initiated withdrawal (class appears on transcript with W grade)	After 15% of course has been completed	When 60% of the course has been completed	Instructor will notify Registrar's Office

College Credit

- Class Standing
- Continuing Education Units
- Credit by Examination
- Military Credit
- Transfer Credit
- Transcripts

Class Standing

Student class standings are based on the total number of credits they have earned. Classifications are:

Freshman:	0-29 credits
Sophomore:	30-59 credits
Junior:	60-89 credits
Senior:	90 or more credits

Transfer students are given class standing based on the number of transfer credits accepted by the college. Only students who are officially admitted to certificate or degree programs have class standing. Non-degree students are registered without class standing.

The typical two-year associate degree offered by Iḷisaḡvik usually requires 60 to 65 credits distributed across different areas of study. Certificates are offered for programs of less than two years in length and the number of credits needed varies depending on the length of the program. Students should find the program they are interested in pursuing and follow its credit requirements as listed in this catalog.

Continuing Education Units

Learning activities for which regular college credits are not given may be evaluated by a system of uniform continuing education units (CEU) and granted according to guidelines set forth by the Council on Continuing Education Units. One continuing education unit requires ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Credit By Examination

Iḷisaḡvik College may grant credit for existing Iḷisaḡvik courses based on prior learning experiences only through credit by examination. Credit by examination is a testing process to determine if students' previous experiences have given them equivalent to one or more Iḷisaḡvik courses. Students passing this test may receive credit for the class without actually taking it by demonstrating through the examination process that they possess the knowledge taught in that course.

To be eligible to challenge a course by examination a student must:

- Be currently enrolled and accepted into a program.
- Present proof of prior background, experience, or training to assure a reasonable chance of passing the examination.
- Submit to the Registrar's Office a petition to challenge a course by examination. The petition must include the signed approval of the instructor, the appropriate department head (unless they are one and the same) and the Dean of Academic Affairs.
- Upon approval of the petition, the appropriate college instructor will administer the written and/ or practical examination. After passing the exam with at least a "C" grade or its equivalent, the student must formally register for the course and pay tuition based on credits earned.
- Submit registration form for the course to be examined to the Registrar's Office. Please contact the Registrar's Office for charge fees.

A maximum of twelve credits may be earned at the college through credit by examination.

Note:

- Credits earned in this manner will not be calculated as part of the student's grade point average (GPA).
- The credits are not included in the computation of study load for full-time/part-time determination or for overload status.
- A student who does not pass a challenge examination will not be permitted to repeat the challenge.
- College-level exam program (CLEP) credits transferred from another institution are counted as credit by examination credits.

Military Credit

Up to eight elective credits may be awarded to students who have completed one calendar year of active-duty military service. In addition, credits may be granted for formal service schools and the primary MOS (Military Occupational Specialties) rating as recommended in The Guide to the Evaluation of Education Experiences in the Armed Services prepared by the American Council on Education. No more than fifteen semester credits may be applied towards an associate degree. Exceptions are granted only to students enrolled in the service members' opportunity colleges.

How Credits Are Awarded

Credits may be awarded for formal service schooling and MOS as recommended in The Guide to the Evaluation of Educational Experience in the Armed Services. A score of 60 on the MOS skill qualification test is required. A maximum of forty-nine combined credits from these sources can be applied towards associate degrees. Credits completed through the Community College of the Air Force or in Department of Defense courses are included in the category of military experience.

Credits may be awarded for formal schooling or vocational training sponsored by various organizations or industries according to guidelines contained in The Guide to the Evaluation of Educational Experience in the Armed Services.

Students requesting evaluation of transfer credit from these sources must provide the Registrar's Office with documented evidence of the training received. They should also provide, if possible, recommendations from the American Council on Education pertaining to the transfer value of this training.

The application and credit equivalency requirements are subject to review and approval by college faculty in the discipline for which credit is being considered. The appropriate department head and the Dean of Academic Affairs must also approve these credits.

Transcripts

The Registrar's Office maintains all official information regarding student records and processes admission paperwork, including transfer credit analysis. The college transcript is the official record of a student's academic achievement. Official transcripts contain the Registrar's signature and seal. Official transcripts can be requested through the National Student Clearinghouse for a fee. Official transcripts should be sent directly to the intended recipient as once the transcript is opened, it is no longer official. Unofficial copies of transcripts may also be requested, but will not contain the Registrar's signature or seal.

Transfer credit equivalents vary among semester-unit and quarter-unit colleges and universities. Courses accepted for transfer that differ from equivalent Iļisaġvik courses by less than one credit are equated to Iļisaġvik courses and meet course requirements without needing to petition for a waiver. In cases where courses accepted for transfer differ from equivalent Iļisaġvik courses by one or more credits, students can either take another class or petition for a waiver of credit. However, students must have at least

60 semester hours of credit to be awarded an associate degree.

Transfer Credit

Credit earned at accredited institutions, through military educational experiences, or through documented training, may be accepted as transfer credit at Iļisaġvik for students admitted to the college. Whenever possible, transfer credit is equated with Iļisaġvik courses. The following regulations apply to transfer credit:

- Students who have been accepted into a program may request that credits earned at an accredited institution of higher learning be accepted as transfer credit. Students must provide the Registrar's Office with official transcripts of their previous college credits to start the evaluation process for their transfer credits.
- Undergraduate credits earned at the 100-level or above with a grade of "C" or higher at institutions accredited by one of the six regional accrediting agencies will be considered for transfer.
- Transfer credit is not included in computing the GPA.
- An entering transfer student's class standing is based on the number of credits accepted by Iļisaġvik.

Credits earned more than ten years ago from another institution cannot be transferred to an Iļisaġvik academic transcript without prior permission from the Registrar or Dean of Academic Affairs. Foreign transcript evaluations have a different process that begins with the Registrar's Office.

Foundational English and math classes completed at other institutions are not considered transferable credits. In the case of 100-level transferable math and English classes completed at other institutions, the Registrar may require applicants to take ACCUPLACER tests to determine their placement level.

Note: These credits do not count toward the residency requirement.

Residency Requirements:

Certificate I

6 of the final 15 semester credits

Certificate II

9 of the final 30 semester credits

Associate Degree:

16 of the final 30 semester credits

Bachelor's Degree:

30 of the final 60 semester credits

Note: Pass/Fail classes may apply toward the residency requirement. Students are encouraged to confirm such credits with the Registration Office.

ACADEMIC EXPECTATIONS

- Academic Freedom
- Course Expectations
- Course Completion
- Honor Code
- Grade Changes
- Grade Point Average Computation
- Academic Standing
- Graduation

ACADEMIC FREEDOM

Integral to its mission and values, Iñisaġvik College supports the concept of academic freedom to ensure the excellence of the College's instructional programs. Iñisaġvik recognizes the right of each individual faculty member to exercise considerable freedom in the application of their professional expertise in the classroom. Instructors may present course materials that are controversial or uncomfortable. While students are not expected to change their own personal opinions or beliefs, they are required to complete all assignments and activities related to the course. The principle of academic freedom is to foster open minds, creative imaginations, adventurous spirits, and a spirit of inquiry and scholarly criticism within the Iñisaġvik community.

Iñisaġvik adheres to the principles of academic freedom and independence that protect its students, staff, and faculty from inappropriate influences, pressures, and harassment that impact the integrity of the College's learning environment. At Iñisaġvik, freedom of speech and expression is not absolute: verbal and written speech that is libelous, slanderous, incites to riot, or is unlawfully harassing is not protected.

In affirming the principles of academic freedom and free expression, Iñisaġvik recognizes that our faculty, staff, and students are subject to applicable state and federal laws. In addition, faculty and staff must adhere to Iñisaġvik's employee policies, and students must adhere to the Student Handbook, which shall be consistent with this statement and the principles expressed herein.

COURSE EXPECTATIONS

Syllabus/Course Outline

A course syllabus is an outline and summary of the topics to be covered during instruction. Students receive a syllabus at the beginning of each course outlining the course content, schedule, expectations, procedures, and policies within the course. Students are responsible for obtaining the syllabus, either in paper or electronic form, and understanding the course policies it contains. Any questions about information in the syllabus should be directed to the instructor.

Assignments and Testing

Students should be aware of specific assignments, the scope of the assignments, due dates, grading criteria, and the application of the assignment to the course grade. Students should clarify these points with the instructor prior to submitting the assignment for grading.

Students should familiarize themselves with testing policies as written in the course syllabus. If the student is unable to take a test at the assigned time, the student is responsible for arranging an alternate testing time and making any other needed arrangements with faculty members prior to the test date. This is in effect only for those courses in which alternative test arrangements are an option. The alternate testing process includes accommodation for disability support services and absences on the day of the exam for illness or family issues. Students should clarify how to address alternate testing with the individual faculty member prior to the first exam.

Course Performance

Faculty members design course activities to help students acquire, comprehend, and apply knowledge and skills in a variety of subject areas. Faculty members assign grades that indicate achievement of course outcomes. Student behaviors such as class attendance, class participation, completion of all assignments, and passing marks on all graded activities, are the foundation for a student's success in a course.

Attendance

Regular attendance is expected in all classes. When students register for courses, they assume responsibility for attendance and the completion of course work. The student who must miss class meetings is responsible for providing a legitimate excuse for absence to the instructor and making acceptable arrangements for completing required course work.

Email Policy

Iñisaġvik College has established email as the official means of communication with students. Iñisaġvik College expects every student to receive email at his or her Iñisaġvik College email address and to read email frequently and consistently. A student's failure to receive and read College communications in a timely manner does not absolve that student from knowing and complying with the content of such communications. For example, enrollment information, grade reports, waitlist status for classes, and financial statements are communicated to students' Iñisaġvik College email.

Students may redirect (auto-forward) email sent to their Iļisaġvik College email address to another email address, unless they are also employees of the College and have access to confidential College information. However, students who redirect email from their official College email address to another address do so at their own risk. If email is lost as a result of forwarding, it does not absolve the student from the responsibilities associated with communications sent to their official College email address.

Study Plans

The Study Plan is a tool the College shares with students to help them identify the areas of credit they still need in order to complete an endorsement, certificate, or degree. Individual programs may revise their course or credit requirements through the College’s Academic Council, and Study Plans are updated accordingly. If the student’s time to graduation can be expedited, the advisor may decide to adopt the most recent, approved plan, understanding that all requirements of the new plan must be met. Conversely, if the advisor decides not to switch the student to an updated Study Plan, the student must fulfill the requirements of the Plan he/she falls under at the time of admission/re-admission to the program.

COURSE COMPLETION

Grades

The method of grading is an integral part of the course structure and is the same for all students taking the course. All course grades are letter grades unless otherwise specified in the course syllabus.

Instructors are required to state their grading policies in writing at the beginning of each course. Instructors will provide students enrolled in their courses with a syllabus containing the grading policy for the course as well as information about course content and requirements, including homework, exams, and attendance policies. The following grades appear on academic records:

- A+/-** Indicates exceptional quality, originality, independent work, a thorough mastery of the subject and the completion of more work than is required.
- B+/-** Indicates outstanding ability above the average level of performance.
- C+/-** Indicates a satisfactory or average level of performance and lowest passing grade in program specialization requirements.
- D+/-** Indicates work of below average quality and performance. The lowest passing grade.

Pass/Fail

- P** Indicates satisfactory completion of course requirements. Although “pass” is the equivalent of a grade of “C” or better, a pass grade is not included in a student’s GPA. Credits earned with pass grades may meet degree requirements and may be used as a measure of satisfactory progress.

F Indicates unacceptable work and performance
All “F” grades are included in GPA calculations unless repeated for credit and a higher grade is earned.

Credit by Exam

- EX** Indicates credit given under the credit-by-examination option
- F** Indicates unacceptable work and performance

Transfer Credit

- TR** Indicates transfer credit from an educational institution separate from Iļisaġvik College. Grades for transfer credits are not included in GPA calculations.

Incomplete

- I** Indicates a temporary grade for incomplete work. When the “I” grade is assigned, the instructor includes a statement of both the work required to complete the course, the amount of time the student has to complete the work, and the letter grade the student will receive if the work is not completed. The maximum time allowed is three (3) months. At the end of the defined time limit, the grade will be changed by the Registrar to reflect the grade submitted by the instructor. Students cannot graduate with an “I” grade in any required course.

Withdrawn

- W** Indicates withdrawal from a semester-long course on the third Friday after the first day of instruction or 15% of the shorter courses. A student may initiate this process until the deadline for student-initiated withdrawal or faculty may initiate it until the deadline for a faculty-initiated withdrawal if a student stops attending or lacks a prerequisite for the course.

Audit

- AU** Indicates enrollment for informational purposes only. No academic credit is granted.

A student must report the suspected grade error within a month into the next regular semester.

HONOR CODE

All forms of scholastic dishonesty are prohibited. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, and collusion. In determining what constitutes academic dishonesty, a student should be guided by the purposes of this code, common sense, and information provided by the instructor.

Cheating occurs when one acts with the intent to deceive. Examples include, but are not limited to, copying answers from another student's exam, or using a cheat sheet or notes in an exam.

Plagiarism is representing the words or ideas of someone else as your own. Examples include, but are not limited to, failing to properly cite direct quotes and paraphrases, or failing to give credit for someone else's ideas. Students are expected to clearly indicate when the work is not their own, in whole or part, and to attribute quotations and ideas to the original author or speaker. Work submitted for one course may be submitted for credit in another course only with the explicit approval of both instructors.

Collusion is the act of secretly working with others on an academic project for which a student is individually responsible.

Violations of the Honor Code

Violations of the honor code may result in warning, suspension, or expulsion. This action is intended to educate the student, develop responsible citizenship, and protect other students' rights to participate fully in the educational process. Incidents of scholastic dishonesty will be reviewed by the instructor, the student's advisor, and the Dean of Academic Affairs.

Students will be given a failing grade for the course in which the violation occurred. Exceptions may be granted by the Dean of Academic Affairs after consulting with the instructor, student, and the student's advisor. A notation of scholastic dishonesty will appear on the student's transcript.

GRADE CHANGES

Iġisagvik College believes that instructors are best qualified to evaluate the progress and academic performance of students in their classes. Except for incomplete or deferred grades, all grades submitted by instructors at the completion of courses are assumed to be final grades. These grades become part of a student's permanent academic record. A grade will not be changed unless the instructor has made a legitimate error in calculation. The Dean of Academic Affairs must approve all grade changes.

Grade Grievance Procedures

An instructor's assessment and evaluation of the quality of a student's work is not normally subject to review or modification. However, when a student believes that an assigned grade is unjust, was assigned arbitrarily or unfairly, or that crucial factors were not taken into consideration, the student may appeal the grade by following the procedure explained below.

Students are required to first meet with the instructor to discuss the disputed grade in an attempt to reach a mutually satisfactory resolution. The grade grievance procedure cannot go forward without a meeting and an initial review between the student and the instructor. Second, if the disputed grade is not resolved through the meeting, the student is required to submit complete written documentation to the Dean of Academic Affairs fully describing the grievance. This must be submitted to the Dean of Academic Affairs for review no later than the end of the second week of the semester following the semester in which the disputed grade was given. All pertinent exhibits must be attached, including written results of meetings between the student and instructor. Third, upon completion of the review, which includes an interview with the student and a written rebuttal by the instructor, the Dean of Academic Affairs will:

- Uphold the grade as initially given; or
- Reach an agreement with the instructor to change the grade.

If the student disagrees with the decision of the Dean of Academic Affairs, he or she has ten (10) calendar days from the date of the decision to submit a written appeal to the Office of the President. The President may or may not choose to review the decision. The decision of the Dean of Academic Affairs will be effective during the appeal process. If the President issues no decision within ten (10) days, the appeal shall be denied. The decision rendered by the President is the final decision of the college.

GRADE POINT AVERAGE (GPA)

The grade point average (GPA) is a weighted numerical average of grades earned. To compute the GPA, the total number of credits is divided into the total number of grade points earned per credit. Grade points are calculated by multiplying the number of grade points awarded, according to the chart below, by the number of credits for the course.

Note: Coursework applied to program core requirements must be completed with Grade C or higher.

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The following grades are calculated in a student's GPA:

Grade	Grade Points/Credit
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Grades of I, W, P, AU, EX, and TR have no grade points and do not affect the GPA.

Grades for all completed courses are included in student academic records. In cases where a course is repeated, only the most recent grade and credit for a course is computed in the GPA unless the course is a special topics or other course which may be repeated for credit. In cases where courses may be repeated for credit, all grades and credits are included in the GPA.

Auditing

Students wishing to enroll in one or more courses without taking them for credit may register as auditors, providing space is available in the class. Auditors pay tuition and fees for the course, but the credits are not included in the computation of a study load for determining full-time/part-time or overload status.

ACADEMIC STANDING

Good Standing

Students are in good academic standing if their most recent cumulative GPA is 2.0 or better. Students admitted to programs must also make satisfactory progress toward their certificates and/or degrees by completing 67% of courses in which they are enrolled. During their first semester, students are presumed to be in academic good standing. Final grades are issued at the end of each term.

Honors Lists

Academic honors are awarded to students with outstanding GPAs. Full-time, program-active students who have completed at least twelve credits graded with letter grades, and part-time students who have completed at least six credits graded with letter grades, may be eligible for academic honors at the end of each semester. Academic honors are recorded on permanent records.

Students with outstanding GPAs are eligible for the President's, Dean's or Registrar's lists as follows:

President's List - Semester GPA of 4.0 (full-time, program-active students taking twelve plus letter-graded credits)

Dean's List - Semester GPA of 3.5 or higher, but less than 4.0 (full-time, program active students taking twelve plus letter-graded credits)

Registrar's List - Semester GPA of 3.5 or higher (part-time students taking six to eleven letter-graded credits)

Unsatisfactory Progress Report

If, during a course, a student begins to perform below "C" work, the instructor will issue an unsatisfactory progress report. Copies of the reports are sent to student advocates, advisors, and student services for students living in residential housing. It is the student's responsibility to keep informed of his/her own performance in a course.

Probation

Degree and certificate seeking students or students receiving financial aid who fail to maintain a cumulative 2.0 GPA and/or fail to complete at least 67% of the courses in which they are enrolled, will be placed on academic probation. All students on academic probation will be required to meet with their academic advisor who will help them to make a plan to improve their grades. Students are removed from probation once they complete a semester in good academic standing. Students on probation can still receive Financial Aid.

Academic Disqualification

Degree and certificate seeking students or students receiving financial aid who fail to maintain a cumulative 2.0 GPA for two semesters in a row and/or fail to complete at least 67% of the courses in which they are enrolled, will be placed on academic disqualification. They may continue to enroll in classes taking up to six (6) credits as non-degree or certificate seeking students but will be ineligible for most types of financial aid. Academic disqualification status is recorded on students' transcripts.

Returning from Academic Disqualification

Students may reapply for admission having been placed on Academic Disqualification. If readmitted, returning students will be on academic probation the first semester of their return. This status is recorded on students' transcripts. Students will be allowed to take a maximum of six credits to assist them in regaining good academic standing.

Extended Probation

Extended probation may be used to keep a student in college while the student is working to get back into good academic standing. The approval of the Dean of Academic Affairs is required for all extended probation cases.

Administrative Expulsion

Administrative expulsion occurs when a student is expelled from the college (or student housing) by the College President due to a violation of college policies, rules, or regulations. Reentry requires the approval of the College President.

Academic Petitions

Deviations from academic requirements and regulations must be approved by academic petition. Students may choose to petition for many reasons, including, but not limited to:

- Exceptions to degree requirements
- Extension of deadlines for incomplete “I” grades, drops, or academic suspension
- Credit by examination
- General exceptions to the academic rules and regulations outlined in this catalog

Before petitioning, a student should consult with an advisor or faculty member on the issue in question. Petition forms are available at the Registrar’s Office and must have all required approvals before submission.

GRADUATION

Iḷisaḡvik College issues certificates and degrees to graduates at the end of fall and spring semester of each year.

Applying for Graduation and Commencement

Students completing degree and certificate programs and wishing to graduate will need to apply for graduation by filling out the Application for Graduation form at the Registrar’s Office (even if the student decides not to participate at the commencement).

Following verification that the program requirements have been satisfactorily met, students will be invited to participate at the annual commencement exercises. See the academic calendar for dates for when to apply. Applications for graduation filed after the deadline are processed for graduation the following year. We invite all students who complete requirements during the academic year to participate in the annual commencement ceremony in the spring.

Catalog Year

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Students who wish to earn a certificate or degree must either meet the requirements specified in the catalog in effect at the time of admission to the program, provided their enrollment has been continuous, or the catalog in effect at the time of graduation.

GRADUATION REQUIREMENTS

To earn a degree or certificate, students must satisfy general and program requirements as outlined in this catalog. Students must also earn a minimum cumulative GPA of 2.0 and a minimum grade of “C-” in all program specialization requirements. Students should contact the Registrar’s Office the semester before they anticipate graduating to request a credit audit that will tell them if they are eligible for graduation.

Graduation Check (Credit Audit)

Upon request by the student, the student’s advisor or the Registrar’s Office will conduct a credit audit to determine the student’s progress toward graduation. They review courses completed, and grades earned to determine if program requirements have been met. It is ultimately the responsibility of the student to ensure that they complete the total number of credits required for their degree.

Graduation with Honors

In order to graduate with honors, students must be graduating from a program that requires at least twelve credits for graduation and they must earn a cumulative GPA of 3.5 or higher in all college work completed at Iḷisaḡvik. Transfer students graduating with honors must complete twenty-four semester hours of residence credit for an associate degree. For all students, a GPA of 3.5 to 3.7 entitles the student to graduate “cum laude.” A GPA of 3.8 to 3.9 entitles the student to graduate “magna cum laude.” A 4.0 GPA entitles the student to graduate “summa cum laude.”

FINANCIAL AID

Section Overview

1. Students' Rights and Responsibilities
2. Types of Financial Aid
 - a. Federal Aid
 - i. Federal Loan Programs
 - ii. Federal Pell Grant
 - iii. FSEOG
 - iv. Federal Work Study
 - v. Federal Aid Eligibility & Payment
 - b. Scholarships
 - i. American Indian College Fund
 - ii. Arctic Education Foundation
 - iii. Local/National Native Corporations
 - iv. Scholarship Eligibility
 - c. Tuition Waivers
3. SAP, Probation, Suspension, Appeal
4. Village Student Travel

The purpose of Financial Aid is to help pay for tuition, fees, books, class supplies, living expenses and village travel. Aid is available from various federal, state, local, and private agencies. Guidance is available through Iḷisaḡvik College Financial Aid Services. Students are encouraged to contact Financial Aid Services at fin.aid@ilisaḡvik.edu or (907) 852-1708.

Submission of an application does not guarantee award of a scholarship. It is important to follow-up with each scholarship provider to make sure all necessary information has been received and to continue to stay in communication until the applicant has received an award letter.

All students are responsible for their student bill regardless of financial aid status. Payment plans can be arranged through the Business Office and can be reached at 907.852.1834 during regular business hours.

Students' Rights and Responsibilities

Students' Rights

Students at Iḷisaḡvik College have the right to:

- Know the cost of attending Iḷisaḡvik College and its refund policies.
- Know what financial assistance is available.
- Know how to apply, how eligibility is determined, and what terms and conditions are related to their financial aid awards.
- Request an explanation of their financial aid package.
- Request reconsideration of their financial aid package if they believe a mistake has been made.

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- Know how the school determines if they are making satisfactory academic progress and the consequences if they are not.

Students' Responsibilities

Students have the responsibility to:

- Review and consider all information before they enroll.
- Contact a representative of Iḷisaḡvik College if they have any question about information they have received from the college.
- Accurately complete their application for student financial aid and submit it by the appropriate deadline. Errors can delay financial aid. Students are responsible for checking the posted deadline dates.
- Apply once a year for Title IV funds; for most scholarships, applications are due every semester.
- Ensure the accuracy of all information. Misrepresenting information is grounds for denial of financial aid, and/ or expulsion from the college, and students may be subject to prosecution.
- Provide all additional documentation, verification, corrections and/or new information requested by either the Financial Aid Administrator or the agency to which they have submitted their application within 30 days of notification.
- Read and understand all forms that they are asked to sign and keep copies of them.
- Notify the Financial Aid Administrator of any change of name, address, marital status, attendance status and all outside scholarships or resources they will receive for educational expenses.
- Know the tax laws related to their financial aid: According to the Tax Reform Act of 1986, all scholarships, fellowships, and federal financial aid grants are counted as taxable income to the extent these awards, either individually or together, exceed the cost of tuition and related expenses. Students are responsible to report all such aid on their tax return.
- Pay all educational expenses owed to Iḷisaḡvik College, not covered by financial aid.

Types Of Financial Aid

Financial aid at Iḷisaḡvik College can be in the form of grants and scholarships. Grants are usually based on financial need, while scholarships are based on academic merit and promise. These types of financial aid are not loans. Repayment of grants and scholarships usually only occurs when a student receives funds they were not eligible to receive.

Students can receive federal funding up to duration of eligibility, which is up to 150% of the time the program usually requires for completion.

FEDERAL AID

Federal Loan Programs

Iḷisaḡvik College does not participate in the Federal Loan Programs.

Federal Pell Grant

The Federal Pell Grant is an entitlement program for undergraduates and based on financial need. Every undergraduate should apply for it by completing and submitting the Free Application for Federal Student Aid (FAFSA) to the Department of Education.

Once students have applied, the federal processor will respond by sending the applicant or the College a Student Aid Report (SAR) indicating whether they qualify for the grant.

Reminder: The limit to the total amount of Federal Pell Grants that a student may receive is the equivalent of six (6) school years or twelve (12) semesters. Once that limit has been reached, students can no longer receive Pell Grant aid.

FSEOG

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a need-based program for recipients who are Federal Pell eligible. The amount of the FSEOG awards ranges from \$200 to \$2,000 at Iḷisaḡvik College. FSEOG awards are limited and are awarded (1) according to need and (2) first-come, first-serve basis. Students must have remaining need after the Federal Pell is applied to receive FSEOG funds (FSEOG funds may not cover all expenses).

Federal Work Study (FWS)

Federal Work Study is a need-based program to provide employment in the student's area of educational interest, if at all possible. The Federal Work Study Program (FWS) allows a student to work 20 hours a week while classes are in session. A student receiving FWS funds may work 40 hours a week during vacation times and in the summer if FWS funds are available. A student does not have to be Federal Pell eligible; however, the student must have unmet needs to be considered for FWS funds. The College has positions both on and off campus for FWS recipients. Campus jobs are available to students enrolled for at least six credits and eligible for FWS.

Eligibility

Students seeking financial aid assistance must meet the following conditions to be eligible for most financial aid programs:

- Be a U.S. citizen or permanent resident.
- Be a high school graduate or have successfully completed the GED certificate.
- Complete and submit a free FAFSA online at www.fafsa.gov or download, print, and submit completed application to the financial aid office.
- Meet the admission requirements of the College and be admitted as a regular student.
- Be admitted to an approved degree or certificate program totaling 30 credits or more.
- Be enrolled in courses each semester in the approved program of study or approved remedial preparation courses for that program of study.
- Be in good academic standing according to the College's Standards of Academic Progress Policy.
- Apply every year for Federal Financial Aid.

Maintaining eligibility

The U.S. Department of Education requires students to maintain satisfactory academic progress toward their degree or certificate to be eligible for financial aid. All semesters are reviewed and included in standards defining academic progress.

Payment of Financial Aid

Financial aid will not be released to students prior to the first day of instruction.

Federal aid is divided into two disbursements each semester. The first disbursement occurs after the semester drop deadline and the final disbursement is four weeks later. The institution releases any excess funds as soon as possible, but no later than 45 days after the final disbursement.

Scholarships are a single disbursement and are applied with the final disbursement date of the semester.

Excess financial aid will not be released to students until/unless:

- Students are enrolled in the number of credits required by the scholarship or grant.
- Attendance has been verified.
- All educational expenses have been paid before any remaining balance can be released to the student.

Financial aid is applied to the students' accounts in the following order:

- 1) Federal Aid (Pell and FSEOG)
- 2) Scholarships
- 3) Tuition Waivers

Appointments are available for additional information or assistance. The Financial Aid Office can be reached at 907-852-1708 or by email at fin.aid@ilisagvik.edu.

Repayment of Title IV Funds

Students may be responsible for the repayment of financial aid they receive if they withdraw from classes during the semester causing their enrollment status to change. The amount of a refund, repayment or return of federal aid is based on the U.S. Department of Education regulations (R2T4 worksheet) concerning return of federal financial aid. If a student receives an excess refund or a repayment is determined to be necessary, then, per college policy, the repayment amount will be posted to the student's account and charged to the student within 30 days. Funds will be returned following the Department of Education R2T4 Section 6. Students receiving financial aid are encouraged to meet with their academic advisor and with the Financial Aid Administrator before making the decision to withdraw from classes.

SCHOLARSHIPS

Many different agencies (including local and regional corporations) provide scholarships to students based on different criteria. Some have deadlines while others may not. It is a student's responsibility find out deadlines and apply in a timely manner. Students can contact their regional and village corporations for details on eligibility and application procedures, and/or they can check with the Iḷisagvik College Financial Aid Office for assistance.

Eligibility – Local Scholarships

Most full-time students are eligible to receive some type of financial assistance. Limited funding is also available for students attending part-time. To receive any scholarships students must:

- Have a high school diploma or have successfully completed a GED.
- Be admitted as a regular student to a program leading to a degree, certificate, or training that results in employment opportunities.
- Make Satisfactory Academic Progress (SAP) toward an educational goal.
- Submit an application to the proper agency administering the scholarship programs.

In some cases, the scholarship may be available for specialized training and/or workshops.

The American Indian College Fund

The majority of the funds go to students who are Alaska Native or American Indian. Students must be enrolled in a Tribe (example: Native Village of Utqiagvik). Students can now upload a copy of their Regional Corporation card (ASRC, NANA, etc.) and complete the application online at www.thecollegefund.org. The application must also include a digital photo of the applicant. Students who do not have a photo to submit may go to the Financial Aid Office to have a photo taken.

Arctic Education Foundation

Arctic Education Foundation (AEF) offers scholarships to Arctic Slope Regional Corporation (ASRC) shareholders. Students may contact Arctic Education Foundation at 907.852.8633 for eligibility requirements and application procedures.

Local/National Native Corporations

Some regional and village corporations provide scholarships to shareholders and descendants. Students should contact their regional and village corporations for details on eligibility and application procedures. If they are unsure of how to get the information, the Financial Aid Office can provide assistance.

TUITION WAIVERS

Tuition Waivers are available for the following:

- North Slope Borough residents
- Alaska Native/American Indian Off-Slope residents
- North Slope Borough School District employees
- NSB Elders (62+)

Tuition Waivers must be completed each semester that a student enrolls. The waivers outline requirements for students to remain eligible from semester to semester. For more detailed information, please contact the Registration Office at 907.852.1757.

SAP, WARNING, PROBATION, APPEAL

Satisfactory Academic Progress (SAP)

All federal, state, and local financial aid recipients are expected to maintain acceptable progress towards their studies or other activities to successfully complete a program of study within the maximum timeframe. This is called Satisfactory Academic Progress (SAP). Satisfactory Academic Progress is measured by the following:

- Cumulative grade point average of 2.0 or higher.
- Pass 67% of the credits in which the student is enrolled.
- Students can receive federal funding up to duration of eligibility, which is up to 150% of the time the program usually requires for completion.
- Each student receiving financial aid will have his or her academic progress and duration of eligibility reviewed each semester.

Financial Aid Warning

Students failing to meet Satisfactory Academic Progress (SAP) requirements for the previous semester will receive a financial aid warning for the next semester. Students will be notified in writing that they have been placed on “warning” status. Students will be able to receive aid for the warning term. However, for financial aid eligibility to continue, students must meet the Satisfactory Academic Progress (SAP) requirements by the end of the probation term.

Financial Aid/Academic Probation

Financial aid students who fail to maintain a cumulative 2.0 GPA for two semesters in a row and/or fail to complete at least 67% of the courses in which they are enrolled for two consecutive semesters will be placed on financial aid probation and must stop-out of college for one full semester (fall or spring). Financial aid probation status is recorded on student transcripts.

Students can appeal for reinstatement of financial aid after they have either:

- Attended a semester and completed the required number of credits earning at least a 2.00 cumulative GPA.
- Receive approval of an appeal.

Financial Aid Appeal Procedures

Students have the right to appeal financial aid decisions by appealing directly to the Financial Aid Administrator. The Financial Aid Administrator will review the appeal and try to resolve the issue or issues with the student directly. If the attempt to resolve the issue or issues is unsuccessful,

Financial Aid has the option to either make a decision in the case or refer the appeal to the Financial Aid Advisory Committee. The Committee will make a recommendation on the appeal to the Financial Aid Administrator. The Financial Aid Administrator can accept the Committee’s recommendation or reject it. The Financial Aid Administrator has the final authority on all student financial aid appeals.

Students who have been placed on financial aid probation or who have exceeded the 150% program of study limit may file an appeal if they have extenuating circumstances. Financial aid appeal forms can be obtained from the Financial Aid Office. The appeal and the documentation will be reviewed by the Financial Aid Administrator and students will receive written notification of the result of their appeal within 14 days of submission of their documentation. If the appeal is granted, the student will be able to receive aid for the term(s) listed in the notification. However, for financial aid eligibility to continue, students must meet the Standards of Academic Progress (SAP) requirements by the end of the term specified in the notification. All appeal decisions are final.

VILLAGE STUDENT TRAVEL

Students traveling from North Slope Villages to Utqiagvik are able to obtain travel agreements authorized through Student Services.

All travel charges applied to student accounts must be covered by financial aid funds before any refund of excess financial aid can be awarded.

If a student does not have enough financial aid to cover their travel expenses, a travel payment plan can be arranged through the Business Office at 907.852.1834. Travel payment plan are processed through the Business Office at 907.852.1834 or 1.800.478.7337, ext. 1834.

STUDENT RIGHTS & RESPONSIBILITIES

- Campus Security
- Disability Accommodations
- FERPA
- FERPA – Access to Records
- FERPA – Directory Information
- Freedom from Alcohol and Drugs
- Freedom from Discrimination
- Freedom from Harassment
- Freedom from Violence
- Intervention – Grievance Process
- Student Conduct
- Student Responsibility
- Wildlife on Campus

CAMPUS SECURITY

The safety of our students, faculty and staff is of utmost importance. When the college identifies a potential threat or harm to students, staff or property, college administration will immediately take action to ensure safety including, but not limited to: room searches, lock-down, evacuation, or student expulsion. The residential center and main campus utilize a digital surveillance system to ensure the safety of students and their property. Under the federal government’s Campus Security Act, Iḷisaġvik College must distribute and make available to students an annual security report containing a description of programs established to support safety, as well as related policies and statistics. This report is available online at www.ilisagvik.edu/faculty-staff/campus-safety-report/.

DISABILITY ACCOMODATIONS

Iḷisaġvik College will provide a learning environment in which no student will be subjected to unlawful discrimination based on disability. Iḷisaġvik College is committed to make reasonable accommodations to allow students with disabilities to attend classes. Inquiries should be directed to: Iḷisaġvik College, Wellness Coordinator, P.O. Box 749, Utqiaġvik, Alaska 99723 or by calling 907.852.1819 or 1.800.478.7337 ext. 1819, or via email at SupportServices@ilisagvik.edu. Iḷisaġvik College partners with the Iḷḷupiat Community of the Arctic Slope (ICAS) Tribal Vocational Rehabilitation Program. Individuals with disabilities, including difficulty learning Math or English, may contact Vocational Rehabilitation at 907.852.2448 or 888.734.2448 for appointments or in person at 5146 Herman Street in Utqiaġvik.

FERPA

The Family Educational Rights and Privacy Act (FERPA) protects a student’s right to privacy by limiting information which can be released to the public in what is referred to

as Directory Information. Directory Information is that part of an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information can NEVER include: student identification number, race, social security number, ethnicity, nationality, or gender.

FERPA – ACCESS TO RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords eligible students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access. Students should submit to the Registrar, Dean of Academic Affairs, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the college official to whom the records request was made does not maintain them, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to ask the college to amend an education record that the student believes is inaccurate or misleading. Students should write the appropriate college official clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested, the college will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. A list of who qualifies as a school official can be obtained from the college.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

FERPA – DIRECTORY INFORMATION

Directory Information is information that can be released to the public without permission from the student. Directory Information at Iļisaġvik College:

- Student's name, local address, permanent address, e-mail address, photos, and telephone numbers (including cell phone numbers)
- Student's photo (photo may be used for promotional or reporting purposes)
- Names and dates of previous high schools and colleges attended
- Classification (Freshman, Sophomore), enrollment status
- Major field of study
- Dates of attendance and anticipated date of graduation
- Participation in officially recognized activities
- Degrees and awards granted

FREEDOM FROM ALCOHOL AND DRUGS

It is the policy of Iļisaġvik College to provide an alcohol and drug free environment to benefit all students, faculty, and staff. The possession, manufacturing, distribution, sale, transportation, and consumption of alcoholic beverages or illegal drugs are strictly prohibited. Violations of this policy may result in immediate dismissal from the college. Students enrolled in certain vocational programs may be subject to alcohol and drug testing.

FREEDOM FROM DISCRIMINATION

It is the policy of Iļisaġvik College to provide equal educational opportunities and to provide services and benefits to all students without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, gender expression, physical or mental disability, marital status, status as a Vietnam era or disabled veteran, or any other basis prohibited by law. Any person having inquiries concerning college compliance with regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, section 504 of the Rehabilitation Act, or the Americans with Disabilities Act, is directed to contact the Dean of Students at 907.852.1766.

FREEDOM FROM HARRASSMENT

Harassment and violence are expressly forbidden. Harassment includes: physical and verbal abuse; sexual harassment; intimidation; and other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment.

INTERVENTION – GRIEVANCE PROCESS

The college has found that it is beneficial to intervene quickly in student disputes, disruptive behavior, or violations of college policy. An intervention group can be called into session at any time regardless of whether a complaint has been filed. Every effort will be made to resolve the problem informally and directly with all involved. Please note the Student Handbook for detailed information regarding this process.

STUDENT CONDUCT

Whether on or off campus, all students are expected to obey all local, state, and federal laws. Students are expected to abide by the Code of Academic Conduct and the Code of Social Conduct found in the Student Handbook.

STUDENT RESPONSIBILITY

Admission to Iļisaġvik College carries with it the students' obligations to conduct themselves as responsible members of the Iļisaġvik learning community. As members of the academic community, students are responsible for studying and learning. Iļisaġvik expects student conduct to be in accordance with traditional Iñupiaq values that address behavior within a community.

Students are responsible for fulfilling all program and other requirements and for knowing the information contained in this catalog. All students are expected to know their rights and responsibilities as well as what types of conduct and activities are prohibited. Student rights and responsibilities are outlined in the Student Handbook, available to each student upon admission. Students are required to abide by all regulations concerning campus life and student conduct.

WILDLIFE ON CAMPUS

Iļisaġvik is located on the Chukchi Sea. Occasionally, arctic foxes and polar bears are seen on and around campus. Wild animals are dangerous and unpredictable. Students, staff, and visitors are strongly encouraged to maintain a safe distance from them and notify college staff or faculty immediately upon spotting them on campus. College staff will make every effort to warn students of wildlife sighted around campus.

STUDENT RESOURCES

- Student Success Center
- Academic Assistance
- Adult Basic Learning Program
- Bookstore
- Computer Services
- Distance Education
- English as a Second Language (ESL)
- Food Services
- General Education Development (GED Testing)
- Internships
- Job Placement
- Recreation and Cultural Activities
- Residential Services
- Service to Our Community
- Student Employment
- Student Government
- Student Organizations
- Student Orientation
- Tuzzy Consortium Library

STUDENT SUCCESS CENTER

Student leaders and staff in Student Success Center invite all students to explore the services and student programs offered through Iḷisaḡvik College. Utqiaḡvik and village-based staff provide individualized student assistance, advocacy, strength-based counseling, referral services and academic assistance. Our Iḷupiaq values are the foundation for all programs and services.

ACADEMIC ASSISTANCE

The Learning Resource Center (LRC) is located at NARL (Building 360, RM 004). Academic assistance is available for Iḷisaḡvik students need academic support. Academic Assistants provide assistance in English, math, and other program-specific coursework.

LRC Walk-in Hours

Located at NARL Building 360, near Door 7.
Walk-in hours are Monday – Sunday, 6 pm – 10 pm
For more information, please call the Student Life Manager at 907.852.1726.

BOOKSTORE

The Iḷisaḡvik College bookstore is located in the main building, next to the cafeteria. The bookstore stocks all required and recommended textbooks and other course materials, which can be purchased in the store, by e-mail (bookstore@ilisagvik.edu) or telephone. Payment may be made through financial aid, credit card, or cash. We also carry books on Iḷupiaq language and culture; Arctic natural science; biographies; stories; novels; children's books with Native and Arctic themes, and Iḷisaḡvik-logo clothing and

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gifts. For questions, or to place a telephone order, call 907.852.1815. The bookstore is open Monday through Friday from 8:30 until 5:00.

COMPUTER SERVICES

The Information Systems (IS) department provides local campus network, computing, telephone, and online services as well as a variety of important and useful technology-related services to students, staff, and faculty.

Email Access

E-mail accounts are available to all students, staff, and faculty. Contact the Information Systems department for more information at 907.852.1776 or 1.800.478.7337 ext. 1776.

Computer Labs

Iḷisaḡvik College makes computers available for student use. These computers require a login to access Iḷisaḡvik College student accounts. This account is created upon enrollment in classes. Computers are located at several locations including:

- The Learning Resource Center (call 907.852.1726 for more information)
- Main Campus Lobby
- Tuzzy Consortium Library
- Browerville Center
- Village Liaison offices in the NSB Teleconference Center in each village Students using computers for academic purposes in open labs have priority over students using computers for other purposes. Call 907.852.1779 for forms and information or e-mail: helpdesk@ilisagvik.edu. Users of college computer labs and accounts are expected to follow Account Guidelines and Network Use as outlined in the Student Handbook.

DISTANCE EDUCATION

Iḷisaḡvik College offers distance education courses utilizing both teleconference and My Campus, the online course management system. Registration for an online course is the same as for other courses in Utqiaḡvik. Village students wishing to take an online course should visit their teleconference center for assistance with registration. To successfully take an online course from home or from any of the village teleconference centers, students must be ready to handle the rigors of the online world. The tools, materials and skills needed to take an online course should not be overlooked. These include:

- A dedicated internet connection at home is essential unless you intend to use your village teleconference center's public computers.

- Competency in computer use on either a Windows or Mac platform.
- A working knowledge of file manipulation and management including attaching files, downloading, unzipping and file extensions.

In Utqiagvik and in the villages, training can be provided on how the MyCampus system works. Village teleconference centers have staff that can help students enroll and order textbooks. Teleconference center personnel can also assist with basic computer troubleshooting. Those with limited computer knowledge should consider enrolling in IC3 – Internet Computing Core Certification (IT 117, IT 118, and IT 119) or IT 100 Introduction to Online Learning. These courses are offered each semester.

In addition, Iļisaġvik uses Moodle a synchronous web conferencing platform, to deliver instruction. Students can participate from their own computer, at their own location, through an internet connection using a headphone with microphone. This format requires students and instructor to meet at agreed upon times. Students should be comfortable in a live internet setting and either have permission of the instructor or have taken IT 100 Introduction to Online Learning course. For more information, contact the Distance Education staff at 907.319.8743.

ENGLISH AS A SECOND LANGUAGE (ESL)

English as a Second Language (ESL) assistance and small group classes provide the opportunity for individuals fluent in another language to strengthen their English speaking, reading, and writing skills. Participants may register at any time. Contact 907-852-1742.

FOOD SERVICES

A full-service cafeteria is open to students, faculty, staff, and the general public. Hours are posted on the Iļisaġvik website. Each year, students work with kitchen staff to review and revise the menu to ensure the kitchen serves culturally appropriate and appetizing meals.

Student Meal Plans

All meals are served in the cafeteria for dine-in or to go. The meal plans vary based on the level chosen, and the cafeteria serves breakfast, lunch, and dinner Monday through Saturday: and brunch and dinner on Sundays. “To-go” meals are a regular portion size. With advance notice, the dining staff can serve meals in a “to-go” container for students who have classes after closing time or under special circumstances for students who cannot be in the dining room during the regular meal hours.

Only the individual student may use his or her card. Students may not share their meal card with anyone. All

purchases in addition to current meal venue will be charged cash. These additional purchases cannot be placed on a meal card.

Campus Dining Expectations and Policies

- Patrons are expected to consume the food they select. Guests are encouraged to enjoy all meals but are reminded not to waste food and/or supplies.
- Student meal plan service starts with lunch the day the residential facility opens and ends with lunch the day the residence hall closes.
- Except for “to-go” meals and sack lunches, students may not take food out of the dining room for later consumption or for giving to others. Plastic ware is available if meals are taken “to go.” Unused meals may not be transferred to any other person.
- Dining customers are expected to return trays of used dishes to the dish return rack.
- Alaska health laws require patrons to wear a shirt and shoes in the dining areas.
- Guests are welcome, but must pay for their meals with cash, check, or credit card.
- Students not living on campus may purchase individual meal cards by contacting the business office directly.

Special Dietary Needs

With advance notice, every effort will be made to accommodate individual dietary needs.

GED TESTING

Iļisaġvik offers GED preparation, tutoring and courses at Tuzzy Library. GED testing is conducted by appointment at the Iļisaġvik Testing Center in Building 360. Students wishing to earn a high school equivalency diploma from the Alaska Department of Labor and Workforce Development may register at any time. Instruction and testing are available in five subject areas: reading, writing, science, social studies, and math, as required by the State of Alaska GED program. Sixteen and seventeen-year-old GED students must provide written consent from their parent or guardian to register. Students under 21 must provide documentation confirming official withdrawal from their respective school district in order to enroll. Call 907.852.1812 or 907.852.4050 for further information.

INTERNSHIPS

Iļisaġvik offers all students assistance with internships, job shadows, on-the-job training, and job placement. Students selected for internship positions must be in good academic standing with the college, degree seeking, and possess demonstrated proficiencies. The work must provide an

opportunity to meet academic, educational, and career objectives.

RECREATION AND CULTURAL ACTIVITIES

Student Success Center staff provide numerous formal and informal recreational and cultural activities to enhance the learning environment. The Student Success Center maintains a recreation center on the main college campus. It is equipped with a half basketball court, weight machines, treadmills, and other exercise and recreational equipment. Regular programming is available throughout the academic year. Hours are posted on the Iḷisaġvik website. Any questions or suggestions for the Recreation Center should be directed to the Student Life Manager at 907.852.1726.

RESIDENTIAL SERVICES

Iḷisaqtuat Tuksumaviat – A Place for Students to Feel at Home Iḷisaġvik College operates a residential facility for full-time students. A cafeteria, lounge area, limited recreational equipment, laundry services and dormitory housing are available for students. The center is supervised by a Residential Advisor who ensures a safe, secure, culturally rich learning environment. All students living on campus are required to participate in an orientation program at the beginning of each semester designed to familiarize them with dorm rules and regulations and the programs and services available at the college.

Housing Application and Admission

Students must have submitted an application for admission to be eligible for student housing. Students may apply for campus housing by completing a residential housing application. Students are encouraged to submit this application along with their admission application. Residential housing applications are available on the Iḷisaġvik College website, at the main campus building, and the North Slope Borough teleconference offices. Admission to the residential facilities will be on a “first come, first served” basis, with North Slope residents given priority over off-Slope applicants. Students accepted into housing will be notified in writing before the beginning of their planned semester at the college. Students living in the residential center must maintain full-time student status (a minimum of 12 credits) unless approved by the Dean of Students.

SERVICE TO COMMUNITY

Iḷisaġvik College supports a community of people committed to its mission. Students are encouraged to become involved in all programs, services, and opportunities available. Service to family, Elders and community is vital. Students have worked on a number of class and community projects that reflect this service.

STUDENT EMPLOYMENT

Iḷisaġvik College provides employment opportunities for qualified students. Student employment will not exceed 20 hours per week during a semester. For information on eligibility criteria for student employment, contact the financial aid director.

STUDENT GOVERNMENT

In keeping with the long-time regional goal of self-determination and governance, Iḷisaġvik College strongly encourages its students to participate in leadership building activities. Iḷisaġvik’s Student Government is the official representative body of students. Student leaders represent student views to the Board of Trustees, administration, staff, and faculty and assist in outreach efforts on behalf of the college. Elections are held each fall. Full-time, part-time, residential, and non-residential students are encouraged to participate. For more information, contact the student government advisor at 907.852.1742 or e-mail us at studentgovernment@ilisagvik.edu.

STUDENT ORGANIZATIONS

Iḷisaġvik College supports organized extracurricular activities, and any suggestions for student organizations and activities are welcome. For information, please contact 907.852.1726.

STUDENT ORIENTATION

Prior to the start of each semester, a student orientation helps new students make the transition to college life with its new surroundings, people, schedules, and other changes that can cause stress and anxiety. Orientation is an opportunity to meet fellow students, faculty, and staff, ask questions, tour the facilities, learn about technology, and generally become familiar with the new environment.

TRANSPORTATION

The Student Success Center operates a convenient van shuttle service for students for getting to and from classes and other college-affiliated activities. The shuttle will also assist in transporting students to and from the airport when checking in or out of the residential center. The van operates throughout the day on a published schedule (907.319.8773). For more information on Iḷisaġvik’s Transportation Policy, please refer to the Student Handbook. Contact the Student Services for general information at 907.852.1758 or studentservices@ilisagvik.edu.

TUZZY CONSORTIUM LIBRARY

The Tuzzy Consortium Library is named in honor of the late Evelyn Tuzroyluk Higbee and serves students, faculty, staff, and the public throughout the North Slope. As a college library, the collection is developed in support of the mission of Iñisaġvik College. The library has a growing Alaska/circumpolar collection and an extensive archive with an emphasis on information relating to the Arctic, polar regions, the North Slope, and Iñupiat history, language, and culture.

The library's online catalog can be accessed from the library's webpage at

<https://www.tuzzy.org> *or directly at*
https://ilc-web.uaa.alaska.edu/client/en_US/tuzzy/

The online catalog is shared in partnership with the statewide Alaska Library Catalog the University of Alaska Fairbanks. All of the holdings of the Tuzzy Library, the archives, and library branches in the villages of the North Slope, as well as more than 80 member libraries in the state of Alaska branches of UAF, can be searched through this link.

The library provides students with access to databases with cultural resources, journals, encyclopedias, newspapers, and other resources that support the College curriculum. Additionally, the library provides reference service and research assistance. Material may be requested from other Alaska libraries may by placing a hold on the item in the online catalog. Materials not available in Alaska can be requested through interlibrary loan (ILL) services. Requests for interlibrary loan materials may be e-mailed to us at ILL@tuzzy.org. Requests for journal articles are usually filled in eight to twelve days. Requests for books and other hard copy material are usually filled within three to four weeks, due to transit time in the mail.

Tuzzy Consortium Library is also home to both a classroom and a conference room that are utilized by many of the departments at Iñisaġvik's College. These spaces are also available to be reserved for private or public use. The library also has a dedicated children's room, a teen room and plenty of quiet study space for students to use. All of the spaces access the library's free Wi-Fi and if all of the 18 public-use computers are occupied, laptop computers may be checked out at the front desk.

Videoconferencing is also available for classes or private meetings as well as group presentations across the state of Alaska and beyond. The videoconference service has been used by Iñisaġvik's College instructors to teach classes to students in locations across the North Slope and the State of Alaska. Private citizens have used it for many purposes including conducting job interviews between Utqiaġvik and Australia, and connecting to oil experts in New Hampshire. The library uses the service regularly to share library

programs and Iñupiat culture with people in libraries throughout the state. To take advantage of this service, please contact a library employee at least two weeks in advance of your anticipated videoconference date.

With a wide array of programming, there is always something happening at Tuzzy Consortium Library. There are programs for children, teens, students, adults, and families. Stop by, call, e-mail, or check the library webpage www.tuzzy.org to see what events and programs the library is currently hosting.

The Tuzzy Consortium Library, located in the Iñupiat Heritage Center on North Star Street, is open six days a week, Monday-Friday from 12:00 p.m. to 6pm, Saturday from 12:00 p.m. to 4:00 p.m. The library can be contacted through e-mail at tuzzy@tuzzy.org, phone at 907.852.4050 or by fax 907.852.4059. The library maintains a toll-free number for village students at 800.478.6916.



INSTRUCTIONAL PROGRAMS



EXAMPLE OF HOW CREDITS APPLY TO DIFFERENT LEVELS OF DIPLOMAS

ENDORSEMENT → CERTIFICATE I → CERTIFICATE II → DEGREE

The credits earned for one level of diploma also apply to the next, higher-level diploma.

CREDITS EARNED FOR CERT I – RED/C1

CERTIFICATE, ACCOUNTING TECHNICIAN I		
Course Requirements		Credits
BUS 101	Principles of Acct. I – C1	3
BUS 151	Intro to Business – C1	3
Any IÑU course		3
Complete ONE the following:		
BUS 105	Business Math – C1	3
MATH 105	College Algebra*	3
Complete ONE of the following:		
BUS 109	Business English	3
ENGL 111	Intro to Acad. Writing – C1	3
Total Credits:		15

CREDITS EARNED FOR CERT I – RED/C1

CREDITS NEEDED FOR CERT II – GREEN/C2

CERTIFICATE, ACCOUNTING TECHNICIAN II		
General Education Coursework		Credits
Communication		(3)
Complete ONE the following:		
BUS 109	Business English	3
ENGL 111	Intro to Academic Writing – C1	3
Math/Science/Technology		(3)
Complete ONE the following:		
BUS 105	Business Math – C1	3
MATH 105	College Algebra	3
Humanities/Social Sciences		(3)
Any INU course		3
Major Coursework		Credits
Certificate Core		(21)
BUS 101	Principles of Acct. I – C1	3
BUS 121	Microeconomics – C2	3
BUS 151	Intro to Business – C1	3
BUS 201	Principles of Acct. II – C2	3
BUS 202	Managerial Accounting – C2	3
BUS 254	Intro to Org. Management – C2	3
IT 140	Comp. Spreadsheets A,B,C – C2	3
Total Credits:		30

CREDITS EARNED FOR CERT I – RED/C1

CREDITS NEEDED FOR CERT II – GREEN/C2

CREDITS NEEDED FOR DEGREE – BLUE/D

ASSOCIATE OF APPLIED SCIENCE, ACCOUNTING		
General Education Coursework		Credits
Communication		(9)
Complete ONE of the following:		
COMM 131	Fund. of Oral Comm. - D	3
Complete ONE of the following:		
BUS 109	Business English	3
ENGL 111	Intro to Academic Writing – C1	3
Complete ONE of the following:		
BUS 220	Applied Bus Comm. – D	3
ENGL 211	Academ. Writing about Lit. – D	3
Math/Science/Technology		(6)
Complete ONE the following:		
IT 140	Comp. Spreadsheets A,B,C – C2	3
BUS 105	Business Math – C1	3
MATH 105	College Algebra	3
Humanities/Social Sciences		(6)
BUS 121 Microeconomics – D		3
Any IÑU course		3
Major Coursework		Credits
Degree Core		(36)
BUS 101	Principles of Acct. I – C1	3
BUS 114	Payroll Accounting – D	3
BUS 121	Microeconomics – C2	3
BUS 151	Intro to Business – C1	3
BUS 201	Principles of Acct. II – C2	3
BUS 202	Managerial Accounting – C2	3
BUS 221	Macroeconomics – D	3
BUS 232	Contemp. Mgmt Issues – D	3
BUS 233	Financial Management – D	3
BUS 239	Culture and Management – D	3
BUS 245	Computerized Accounting – D	3
BUS 254	Intro to Org. Management – C2	3
Electives		(6)
Choose ONE track:		
<u>AAS Degree</u>		
Complete any 6 credits BUS, IT or otherwise approved courses not yet taken above.		
<u>BA Degree Core</u>		
Complete any 6 credits not yet taken: ENGL 200, HIST 100, INU Language Courses, or any course that satisfies the general education requirement of a BA degree.		
Total Credits:		60

ACCOUNTING

- Certificate Programs
 - Accounting Technician I
 - Accounting Technician II
- Associate of Applied Science
 - Accounting

ALLIED HEALTH

- Endorsements
 - Dental Assistant Trainee
- Certificate Programs
 - Allied Health
 - Medical Coding Specialist
- Associate of Arts
 - Human Services Emphasis
- Associate of Science
 - Allied Health

BUSINESS MANAGEMENT

- Certificate Programs
 - Business Specialist I
 - Business Specialist II
 - Entrepreneurship/Small Business Management I
 - Entrepreneurship/Small Business Management II
- Associate of Applied Science
 - Business and Management
- Bachelor's Degree
 - Bachelor's in Business Administration

CONSTRUCTION TECHNOLOGY

- Endorsements
 - Building Maintenance Technology
 - Carpentry I
 - CDL/Heavy Truck Operations
 - Construction Management
 - Electrical I
 - Industrial Safety
 - Pipefitting I
 - Pipeline Insulation I
 - Plumbing I
 - Scaffolding I
 - Welding Materials Technology
- Certificate Programs
 - Construction Technology I
 - Construction Technology II
- Associate of Applied Science
 - Construction Technology

DENTAL THERAPY

- Associate of Applied Science
 - Dental Health Therapy

EDUCATION

- Certificate
 - Indigenous Education I
 - Indigenous Education II
- Associate of Arts
 - Indigenous Education

INDIGENOUS HUMAN SERVICES

- Certificate Programs
 - Indigenous Human Services II
- Associate of Applied Science
 - Indigenous Human Services

INFORMATION TECHNOLOGY

- Endorsement
 - Computer Foundations
- Certificate Programs
 - Data Analysis I
 - Data Analysis II
 - Digital Arts in the Arctic I
 - Digital Arts in the Arctic II
 - Information Technology Specialist I
 - Information Technology Specialist II
- Associate of Applied Science
 - Information Technology

IÑUPIAQ STUDIES

- Certificate Programs
 - Iñupiaq Language and Culture I
 - Iñupiaq Language and Culture II
- Associate of Arts
 - Iñupiaq Studies

LIBERAL ARTS

- Certificate
- Associate of Arts

OFFICE MANAGEMENT

- Endorsement
 - Office Productivity
- Certificate Programs
 - Medical Office Management I
 - Medical Office Management II
 - Office Management I
 - Office Management II
- Associate of Applied Science
 - Office Management
 - Medical Office Management

PRE-NURSING

- Certificate Program
 - Pre-Nursing

ACCOUNTING

Overview

- The Accounting program offers a course of study that will prepare participants for employment at many different levels depending upon their previous experience. This program offers students a career ladder approach to business office-related careers, which has the following advantages:
- The Accounting Technician I and II certificates are awarded to students for their progress and prepare them with the skills they need to obtain employment in a variety of entry-level positions. Some course flexibility is allowed within the certificate requirements to facilitate student progress and allow students to tailor the certificates to match their personal and career goals.
- The certificates ultimately count towards an Associate of Applied Science degree.
- The Associate of Applied Science program is designed to place students on a pathway towards a supervisory position in an accounting and financial office environment.

In addition, the accounting program offers students the opportunity to take courses that satisfy nearly all of the general core requirements of a four-year college. This track is recommended for students who wish to earn an associate degree, but who plan to continue their education and earn a bachelor's degree.

Courses are offered at varying times of day in order to allow students to pursue their career goals on either a full-time or part-time basis.

Degree Outcomes

Upon successful completion of the Accounting programs, graduates are able to:

- Understand fundamental accounting principles and how they are applied to achieve proper financial oversight and management.
- Balance and reconcile accounting information using generally accepted accounting principles to ensure that financial data is compiled completely and accurately
- Use information from financial statements and other documents to support managerial decision making and assess the financial well-being of an organization.
- Gain a working knowledge of the functions of a business, including: general management, operational effectiveness, and financial accountability.
- Understand the importance of ethical behavior in business and how organizations influence ethical

behavior; demonstrate ethical behavior in personal, academic, and professional activities.

Admission Requirements and Prerequisites

Students must meet general admissions requirements.

CERTIFICATE, ACCOUNTING TECHNICIAN I		
Course Requirements		Credits
BUS 101	Principles of Acct. I	3
BUS 151	Intro to Business	3
Any IÑU course/s		3
Complete ONE the following:		
BUS 105	Business Math	3
MATH 105	College Algebra*	3
Complete ONE of the following:		
BUS 109	Business English	3
ENGL 111	Intro to Acad. Writing	3
Total Credits:		15

Note: Some course substitutions may be made with approval of advisor, but only program required courses may serve as substitute courses.

CERTIFICATE, ACCOUNTING TECHNICIAN II		
General Education Coursework		Credits
Communication		(3)
BUS 109	Business English	3
ENGL 111	Intro to Academic Writing	3
Math/Science/Technology		(3)
Complete ONE the following:		
BUS 105	Business Math	3
MATH 105	College Algebra	3
Humanities/Social Sciences		(3)
Any IÑU course/s		3
Major Coursework		Credits
Certificate Core		(21)
BUS 101	Principles of Acct. I	3
BUS 121	Microeconomics	3
BUS 151	Intro to Business	3
BUS 201	Principles of Acct. II	3
BUS 202	Managerial Accounting	3
BUS 254	Intro to Org. Management	3
DATA 140	Comp. Spreadsheets A,B,C	3
Total Credits:		30

Note: Course substitutions can be made for BUS 121, BUS 201, BUS 202, and BUS 254 with approval of advisor.

Note: Students who earn the first and/or second certificate(s) in the accounting program are not eligible to earn the same certificate(s) in the business management program.

ASSOCIATE OF APPLIED SCIENCE, ACCOUNTING		
General Education Coursework		Credits
Communication		(9)
COMM 131	Fund. of Oral Communication	3
Complete ONE of the following:		
BUS 109	Business English	3
ENGL 111	Intro to Academic Writing	3
Complete ONE of the following:		
BUS 220	Applied Bus Communication	3
ENGL 211	Academic Writing about Lit.	3
Math/Science/Technology		(6)
DATA 140	Comp. Spreadsheets A,B,C	3
Complete ONE the following:		
BUS 105	Business Math	3
MATH 105	College Algebra	3
Humanities/Social Sciences		(3)
Any IÑU course/s		3
Major Coursework		Credits
Degree Core		(36)
BUS 101	Principles of Acct. I	3
BUS 114	Payroll Accounting	3
BUS 121	Microeconomics	3
BUS 151	Intro to Business	3
BUS 201	Principles of Acct. II	3
BUS 202	Managerial Accounting	3
BUS 221	Macroeconomics	3
BUS 232	Contemp. Mgmt Issues	3
BUS 233	Financial Management	3
BUS 239	Culture and Management	3
BUS 245	Computerized Accounting	3
BUS 254	Intro to Org. Management	3
Electives		(6)
AAS Degree		
Complete any 6 credits BUS, IT or otherwise approved courses not yet taken above.		
BA Degree Core		
Complete any 6 credits not yet taken: ENGL 200, HIST 100, IÑU Language Courses, or any course that satisfies the general education requirement of a BA degree.		
Total Credits:		60

Note: No course can be counted more than once to meet a requirement in more than one category

Note: At least 20 credits must be at the 200-course level.



CAREERS IN ACCOUNTING

Forensic Accounting

Also known as forensic auditors or investigative auditors, these professionals are generally employed in case of a dispute or potential litigation (lawsuit). Cases may range from insurance claims, personal injury suits and royalty audits to insolvency, divorce, or breach of contract issues.

Managerial Accounting

Managerial accountants work within companies and organizations to direct internal financial processes; monitor costs, sales, spending and budgets; conduct audits; identify past trends and predict future needs; and assist company leaders with financial decisions.

Public Accounting

Public accountants assist individuals and corporations with a variety of financial tasks, including computing and filing income taxes, reviewing financial records, staying up to date on fiscal regulations, creating financial statements and providing general accounting advice. They may work in private practice or be employed at an accounting firm.

Financial Accounting

Financial accountants are responsible for the public reporting of a company or organization's financial status. This work involves collecting and maintaining data, detecting trends, and forecasting future needs.

Auditing

Auditors work with a range of clients to review financial documents for accuracy and compliance with laws and regulations.

Government Auditing

As public servants, government accountants manage budgets, expenses, and revenues at the federal, state, and local levels for organizations such as the military, law enforcement, and public schools.

Source: <https://www.accounting.com/careers/>

ALLIED HEALTH

Overview

Allied Health Division offers various courses of study that prepare students for health careers. In addition to academic offerings, Iñisaġvik College collaborates with the Arctic Slope Native Association and the North Slope Borough in offering internship experience. Some programs will be offered as employment opportunities become available, for example, the Dental Assistant Trainee program and the Certified Nurse Aide and Personal Care Attendant training programs.

Admission Requirements and Prerequisites

Students must meet general admission requirements. Allied Health courses may require separate admission requirements and acceptance.

DENTAL ASSISTANT TRAINEE ENDORSEMENT

This training program is offered in direct response to the staffing needs of the Samuel Simmonds Memorial Hospital Dental Clinic and taught as an on-the-job training course (OJT). Students must apply in advance and complete ASNA hiring procedures for the training prior to being accepted.

Degree Outcomes

Upon successful completion of the Dental Assistant Trainee program, trainees will:

- Collect diagnostic and treatment data.
- Manage infection and hazard control.
- Perform clinical supportive treatments.
- Take diagnostic radiographs.
- Perform dental laboratory procedures.
- Provide patient oral health instruction.
- Assist in managing medical emergencies.
- Model professional behaviors, ethics, and appearance.

ENDORSEMENT, DENTAL ASSISTANT TRAINEE

<i>Course Requirements</i>		<i>Credits</i>
HLTH D101	Essentials of Dentistry	3
HLTH D121	Chairside Procedures I	4
Total Credits:		7

MEDICAL CODING SPECIALIST, CERTIFICATE

Degree Outcomes

Upon successful completion of the Medical Coding Specialist Certificate, graduates will:

- Assign diagnostic and procedure codes using ICD coding system.

- Assign procedure codes using HCPCS/CPT coding system.
- Adhere to security, privacy and confidentiality policies
- Perform mathematical calculations involving algebra.
- Support data collection and reimbursement systems.
- Communicate in a professional manner.
- Model professional behaviors, ethics, and appearance.
- Be prepared to take national credentialing exams.

CERTIFICATE, MEDICAL CODING SPECIALIST

<i>General Education Coursework</i>		<i>Credits</i>
Communication		(3)
<i>Complete ONE of the following:</i>		
COMM 131	Fund. of Oral Comm.	3
ENGL 111	Intro to Academic Writing*	3
Math/Science/Technology		(11)
BIOL 211	Human Anatomy & Physio. I	4
BIOL 212	Human Anatomy & Physio. II	4
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH 105	College Algebra	3
<i>Major Coursework</i>		<i>Credits</i>
Certificate Core		(19-21)
HIM 110	Intro to Health Management	3
HIM 210	ICD-9-CM Coding	3
HIM 211	CPT-4 Coding	3
HIM 215	Health Ins. Claims Process. & Reimbursement	3
HLTH 204	Medical Terminology	3
HLTH 299	Allied Health Internship	1-3
<i>Complete ONE of the following:</i>		
HLTH 270	Intro to Pathology	3
HLTH 271	Intro to Pharmacology	3
		Total Credits: 33-35

ASSOCIATE OF SCIENCE DEGREE, ALLIED HEALTH

Overview

This degree offers students a variety of electives to choose from to best fit the paraprofessional or professional program being applied for after obtaining the A.S. degree in Allied Health.

Popular programs include nursing, paramedic, medical technology, radiology technology, pharmacy, and medicine. Please note that the Allied Health electives CANNOT double count as general requirements. The student should contact the Allied Health advisor for more information on these choices.

Degree Outcomes

Upon successful completion of the Associate of Science in Allied Health degree, graduates will:

- Identify and ask focused questions, and apply scientific methodology including observation, hypothesis formulation and testing, and evaluation of evidence in laboratory, academic, and everyday situations.
- Perform mathematical calculations involving counting, arithmetical operations, algebra, and the evaluation of functions.
- Demonstrate competency in the methodologies used to study living systems, with a focus on human biology.
- Identify the significant epidemiological, social and community changes on the North Slope as a result of first contact.
- Be prepared to pursue paraprofessional or professional degree in the health care field of their choice.

CERTIFICATE, ALLIED HEALTH		
<i>General Education Coursework</i>		<i>Credits</i>
Communication		(3)
<i>Complete ONE of the following:</i>		
COMM 131	Fund. of Oral Comm.	3
ENGL 111	Intro to Academic Writing*	3
Math/Science/Technology		(3)
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH 105	College Algebra	3
Humanities/Social Sciences		(3)
<i>Complete ONE of the following:</i>		
PSY 101	Intro to Psychology	3
PSY 150	Lifespan Development	3
Major Coursework		Credits
Certificate Core		(24)
BIOL 211	Human Anatomy & Phys. I	4
BIOL 212	Human Anatomy & Phys. II	4
CHEM 103	Intro to General Chemistry	4
HLTH 204	Medical Terminology	3
Electives		
Complete 9 credits from the following not taken above: ANTH 100, BIOL 103, BIOL 105, BIOL 106, BIOL 240, CHEM 100, CHEM 104, HLTH 101, HLTH 103, HLTH 270, HLTH 271, HLTH 299, MATH 107, PHIL 101, PSY 101, PSY 150, PSY 240		
Total Credits:		33

ASSOCIATE OF SCIENCE, ALLIED HEALTH		
<i>General Education Coursework</i>		<i>Credits</i>
Communication		(9)
COMM 131	Fund. of Oral Communication	3
ENGL 111	Intro to Academic Writing	3
ENGL 213	Academic Writing about Nat/Social Sciences	3
Math/Science/Technology		(19)
BIOL 211	Human Anatomy & Physio I	4
BIOL 212	Human Anatomy & Physio II	4
CHEM 103	Intro to General Chemistry	4
HLTH 204	Medical Terminology	3
LS 101	Library Info & Research	1
MATH 105	College Algebra	3
Humanities/Social Sciences		(9)
<i>Complete ONE of the following:</i>		
PSY 101	Intro to Psychology	3
PSY 150	Lifespan Development	3
<i>Complete ONE of the following:</i>		
ANTH 100	Indiv. Society and Culture	3
HIST 100	Modern World History	3
HIST 131	US History to 1865	3
HIST 132	US History 1865 to Present	3
PHIL 101	Intro to Logic	3
<i>Complete ONE of the following:</i>		
Complete any 3-credit IÑU course		
Major Coursework		Credits
Certificate Core		(23)
Complete 23 credits from the following not taken above: ANTH 100, BIOL 103, BIOL 105, BIOL 106, BIOL 240, CHEM 100, CHEM 104, HLTH 101, HLTH 103, HLTH 270, HLTH 271, HLTH 299, MATH 107, PHIL 101, PSY 101, PSY 150, PSY 240		
Total Credits:		60

ASSOCIATE OF ARTS DEGREE, HUMAN SERVICES EMPHASIS

For students interested in Human Services, please follow the requirements for the Liberal Arts A.A. degree. Contact the Allied Health advisor for more information. This transfer degree is ideal for students interested in psychology, counseling, social work, behavioral health, and substance abuse specialties.

Any HUMS, PSY or SWK course would be added to the general electives under that degree for a total of 18–19 HUMS, PSY or SWK credits.

BUSINESS AND MANAGEMENT

Overview

Iñisaġvik College offers a number of business-related programs of study to prepare participants for employment at many different levels. The various programs offer students a career ladder approach to business and office-related careers. The programs vary in length, but all coursework ultimately counts toward an Associate of Applied Science degree, which certifies the highest level of employment readiness offered by Iñisaġvik College.

The Associate of Applied Science Degree in Business and Management provides students with the knowledge and tools to succeed as mid-level managers in a business environment or as an entrepreneur. The program emphasizes how Iñupiaq values fit into management practices and how such values help create a positive management environment. This program also uses the career ladder approach, so that:

- Students are recognized at each level of accomplishment as they earn the Business Specialist I and II certificates.
- The students are prepared for a variety of entry level positions as they learn the requisite skills for each certificate.
- The requirements of the certificates apply towards the Associate of Applied Science in Business and Management degree.

Some course flexibility is allowed within the certificate requirements to facilitate student progress and allow students to tailor the certificates to match their personal and career goals.

In addition, the business program offers students the opportunity to take courses that satisfy nearly all of the general core requirements of a four-year college. This track is recommended for students who wish to earn an Associate degree, but who plan to continue their education and earn a bachelor’s degree.

The program offers participants the knowledge and information with which to plan and manage time, people, and finances. It teaches basic concepts of law, business systems, accounting principles, and written and oral communication. Emphasis is also placed on how information technology tools can be used for problem solving in the workplace. Students may select program specialties in Business, Information Technology, Public Management, Small Business Management or Health Management.

Degree Outcomes

Upon successful completion of the Associate of Applied Science Degree in Business and Management, graduates are able to:

- Demonstrate how leadership and managerial functions, roles, and skills are applied to improve organizational strategy, operational effectiveness, employee and team performance, and stakeholder well-being.
- Show how managers adapt and innovate business practices so that an organization can thrive within changing economic, competitive, technological, social, and global environments.
- Understand how an organization’s structure and culture must be suited to its unique purpose and characteristics, and recognize how structure and culture can be used to enable strategy execution, improve performance, establish ethical behavior, and mitigate risk.
- Gain a working knowledge of the functions of a business, including general management, operational effectiveness, and financial accountability.

Admission Requirements and Prerequisites

Students must meet general admissions requirements.

CERTIFICATE, BUSINESS SPECIALIST I		
Course Requirements		Credits
BUS 101	Principles of Acct. I	3
BUS 151	Intro to Business	3
	Any IñU course	3
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH 105	College Algebra	3
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
ENGL 111	Intro to Acad. Writing	3
Total Credits:		15

Note: Some course substitutions may be made with approval of advisor, but only program required courses may serve as substitute courses.

CERTIFICATE, BUSINESS SPECIALIST II ***		
General Education Coursework		Credits
Communication		(6)
COMM 131	Fund. of Oral Comm.	3
<i>Complete ONE the following:</i>		
BUS 109	Business English	3
ENGL 111	Intro to Academic Writing	3
Math/Science/Technology		(3)
<i>Complete ONE the following:</i>		
BUS 105	Business Math	3

INSTRUCTIONAL PROGRAMS: Business and Management | 50

MATH 105	College Algebra	3
Humanities/Social Sciences		(6)
BUS 121	Microeconomics	3
Any IñU course/s		3
Major Coursework		Credits
Certificate Core		(15)
BUS 101	Principles of Acct. I	3
BUS 151	Intro to Business	3
BUS 201	Principles of Accounting II	3
BUS 254	Intro to Org. Management	3
DATA 140	Computer Spreadsheets	3
Total Credits:		30

Note: Course substitutions can be made for BUS 121, BUS 201, BUS 254, and COMM 131 with approval of advisor.

Note: Students who earn the first and/or second certificate(s) in the business management program are not eligible to earn the same certificate(s) in the accounting program

ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT CERTIFICATES

The Entrepreneurship/Small Business Management Certificate Program provides students with the knowledge and skills required to begin and run a small business. The program allows students to take advantage of the resources and funding available for rural entrepreneurial endeavors such as the Alaska Marketplace business plan competition. The program emphasizes how Iñupiaq values fit into management practices and how such values help create a positive working environment.

Degree Outcomes

Upon successful completion of the Entrepreneurship/Small Business Management (ESBM) certificate programs, graduates are able to:

- Understand basic financial, legal, and economic concepts that apply to small business management.
- Understand the steps for developing an effective business plan that can be used as a means for attracting financing and as an operational guide for starting, running, and growing an entrepreneurial venture.
- Understand fundamental managerial skills and techniques and how they are applied to achieve organizational strategies and create a positive and rewarding work environment.
- Recognize unique challenges that confront small business managers in rural Alaska and understand how to plan for, and deal with, such challenges.
- Understand the importance of ethical behavior in business and how organizations influence ethical

behavior; demonstrate ethical behavior in personal, academic, and professional activities.

- Integrate Iñupiaq knowledge, values, and culture into business practice.

Admission Requirements and Prerequisites

Students must meet general admissions requirements.

CERTIFICATE, ESBM SPECIALIST I		
Course Requirements		Credits
BUS 101	Principles of Acct. I	3
BUS 121	Microeconomics	3
BUS 151	Intro to Business	3
Complete ONE of the following:		
BUS 105	Business Math	3
MATH 105	College Algebra	3
Complete ONE of the following:		
BUS 109	Business English	3
ENGL 111	Intro to Acad. Writing	3
Total Credits:		15
CERTIFICATE, ESBM SPECIALIST II ***		
General Education Coursework		Credits
Communication		(6)
COMM 131	Fund. of Oral Comm.	3
Complete ONE the following:		
BUS 109	Business English	3
ENGL 111	Intro to Academic Writing	3
Math/Science/Technology		(3)
Complete ONE the following:		
BUS 105	Business Math	3
MATH 105	College Algebra	3
Humanities/Social Sciences		(3)
Any IñU course/s		3
Major Coursework		Credits
Certificate Core		(18)
BUS 101	Principles of Acct. I	3
BUS 121	Microeconomics	3
BUS 151	Intro to Business	3
BUS 232	Contemp. Mgmt Issues	3
BUS 254	Intro to Org. Management	3
BUS 260	Modern Market. Strategies	3
Complete ONE the following:		
BUS 201	Principles of Accounting II	3
BUS 202	Managerial Accounting	3
Total Credits:		30

** Check with advisor for possible course substitutions.

Key Skills/Traits for Business Management

Communication
Both verbal and written communication skills are vital for internal and external communication, such as during negotiations and in meetings with clients or coworkers.

Leadership
Business managers handle multiple issues in their companies every day; keeping track of them can be challenging. Leadership skills help you know when to address issues yourself and when to delegate authority and responsibilities to others. They also enable business managers to know how to tactfully and positively give constructive criticism to their employees.

Budget Management
Business managers ensure employees adhere to the budget when using the company's money to accomplish their tasks. They know how to plan budgets and have knowledge of financial software that tracks how money is spent in the company.

Motivation
To be an effective business manager, you must be a motivator and boost staff morale. Motivated employees feel like valued members of the team.

Learn more about Business Management skills at <https://www.indeed.com/career-advice/career-development/business-management-skills>

BUS 221	Macroeconomics	3
BUS 232	Contemp. Mgmt Issues	3
BUS 239	Culture and Management	3
BUS 254	Intro to Org. Management	3
<i>Complete ONE of the following:</i>		
BUS 233	Financial Management	3
BUS 234	Human Resource Mgmt	3
Electives		(15)
Note: No course can be counted more than once.		
Option 1: Business Management Concentration BUS, IÑU, IT, or any other approved courses (IÑU credits: limited to 6, 3 of which must be language)		
Option 2: Information Technology Concentration IT 101, IT 117, IT 118, IT 119, IT291, IT 292, any BUS course not taken above.		
Option 3: Health Management Concentration HLTH 204, HLTH 299, HIM 110, any 6 credits in HLTH and/or HIM		
Option 4: BA Track (for students planning to pursue BA degree) ANTH 100, ENGL 200, HIST 100, LS 100, up to 6 credits in IÑU language courses, or any approved course that has not been taken for credit.		
Total Credits:		60

Note: No course can be counted more than once to meet a requirement in more than one category.

Note: At least 20 credits must be at the 200-course level.

ASSOCIATE OF APPLIED SCIENCE, BUSINESS AND MANAGEMENT		
General Education Coursework		Credits
Communication		(9)
COMM 131	Fund. of Oral Comm.	3
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
ENGL 111	Intro to Academic Writing	3
<i>Complete ONE of the following:</i>		
BUS 220	Applied Bus Communication	3
ENGL 211	Academic Writing about Lit.	3
Math/Science/Technology		(3)
DATA 140	Comp. Spreadsheets A,B,C	3
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH 105	College Algebra	3
Humanities/Social Sciences		(3)
BUS 121	Microeconomics	3
Any IÑU course		3
Major Coursework		Credits
Degree Core		(30)
BUS 101	Principals of Accounting I	3
BUS 121	Microeconomics	3
BUS 151	Intro to Business	3
BUS 201	Principles of Accounting II	3
BUS 202	Managerial Accounting	3

BACHELOR IN BUSINESS ADMINISTRATION**Overview**

The four-year Bachelor in Business Administration degree builds on the College's two-year Associate of Applied Science degree in Business and Management and offers students the next higher level course of study that will help to support individual career advancement as well as meet employer needs for qualified personnel in mid-level administrative positions. The degree comprises 120 credit hours of course work with an emphasis in general management. In an effort to support working students, traditional as well as blended course formats are combined with distance learning platforms.

Admission Requirements

Students seeking admission to this instructional program fall into one of the following three groups: (1) first-time students; (2) students who have earned an associate degree from Iñisaġvik or another accredited school; (3) and transferring students without an associate's degree. The admission requirements for each group are as follows.

First-time students:

- Graduation from high school with a GPA of at least a 2.5 GPA or successful completion of the GED; and
- Letter of recommendation from an individual who is qualified to evaluate the student's academic ability and potential success; and
- Completion of ACT or SAT with qualifying scores of 18 or 950 respectively

Students who have earned an associate degree from Iñisaġvik or another accredited school:

- Completion of 60 college-level credits with a cumulative GPA of 2.0 or better

Transferring students without an associate degree from an accredited school:

- Less than 24 college-level credits
 - Graduation from high school with a GPA of at least 2.5 GPA or successful completion of the GED; and
 - Have college-level GPA of 2.0 or better; and
 - Completion of ACT or SAT with qualifying scores of 18 or 950 respectively
- 24 college-level credits or more

Completion of all college-level credits with a cumulative GPA of 2.0 or better**Degree Outcomes**

- Demonstrate how leadership and managerial functions, roles, and skills are applied to improve organizational strategy, operational effectiveness, employee and team performance, and stakeholder well-being.
- Show how managers adapt and innovate business practices so that an organization can thrive within changing economic, competitive, technological, social, and global environments.
- Understand how an organization's structure and culture must be suited to its unique purpose and characteristics, and recognize how structure and culture can be used to enable strategy execution, improve performance, guide ethical behavior, and mitigate risk.
- Gain a working knowledge of the functions of a business, including general management, operational effectiveness, and financial accountability.

BACHELOR, BUSINESS ADMINISTRATION		
<i>General Education Coursework</i>		<i>Credits</i>
Communication		(9)
<i>Complete the following:</i>		
COMM 131	Fund. of Oral Communication	3
ENGL 111	Intro to Academic Writing	3
<i>Select ONE of the following:</i>		
ENGL 211	Academ. Writing about Lit.	3
ENGL 213	Academ. Writing about Social/ Natural Sciences	3
Math/Science/Technology		(10+)
<i>Complete the following:</i>		
LS 101	Library Information/Research	1
MATH 105	College Algebra	3
<i>Select TWO of the following:</i>		
BIOL 100	Human Biology	4
BIOL 103	Biology and Society	4
BIOL 104	Natural History of Alaska	4
CHEM 100	Chemistry and Society	4
CHEM 103	Basic General Chemistry	4
GEOS 100	Introduction to Earth Science	4
MATH 107 or higher		3-4
Humanities/Social Sciences		(18)
<i>Complete the following:</i>		
BUS 121	Microeconomics	3
BUS 239	Culture and Management	3
<i>Select TWO of the following:</i>		
ANS 240	Alaska Natives in Film	3
ANTH 100	Indiv. Society and Culture	3
ANTH 242	Native Cultures of Alaska	3
ART 200	Aesth. App: Art, Drama, Music	3
ECON 100/ PS 100	Political Economy	3
ENGL 200	World Literature	3
HIST 100	Modern World History	3
HIST 115	Alaska. Land, and its People	3
HIST 131	U.S. History to 1865	3
HIST 132	U.S. History, 1865 to Present	3
PHIL 101	Introduction to Logic	3
PSY 101	Introduction to Psychology	3
SSC 218	Topics in the Social Sciences	3
SWK 103	Social Work in Hum Services	3
<i>Select TWO of the following:</i>		
IÑU 121	Elementary Iñupiaq I	3
IÑU 131	Elementary Iñupiaq II	3
IÑU 210	Iñupiaq Land, Use, Values	3
IÑU 213	Iñuit Storytelling	3
IÑU 220	NS Iñupiaq Hist., Lang., Cult.	3

Major Coursework		Credits
Degree Core		(50-51)
<i>Complete the following:</i>		
BUS 101	Principals of Accounting I	3
BUS 151	Intro to Business	3
BUS 201	Principles of Accounting II	3
BUS 202	Managerial Accounting	3
BUS 221	Macroeco: NS, Nat'l, Glob. Iss	3
BUS 232	Contemp. Mgmt Issues	3
BUS 260	Modern Marketing Strategies	3
BUS 333	Financial Management	3
BUS 341	Business Law	3
BUS 350	Technology and Business	3
BUS 401	Cultural Values & Bus. Ethics	3
BUS 418	Current Topics in Business	3
BUS 432	Strategic Management	3
BUS 439	Managing a Cult. Diverse Org.	3
BUS 454	Organizational Management	3
BUS 499	Internship in Bus. Admin.	3
DATA 140	Computer Spreadsheets	3
General Management Concentration		(15)
<i>Complete the following:</i>		
BUS 320	Adv. Bus. Communications	3
BUS 334	Human Resources Mgmt	3
BUS 355	Quantitative Analysis	3
BUS 360	Project Management	3
BUS 365	Operations Strategy	3
Electives		(18)
<i>NINE credits must be BUS, IT, MATH, or other approved business-related courses not yet taken for credit.</i>		
		Total Credits: 120-121

NOTE:
WHILE COURSES MAY APPEAR IN MORE THAN ONE CATEGORY, EACH COURSE MAY BE ONLY TAKEN FOR CREDIT ONE TIME.

CONSTRUCTION TECHNOLOGY**Overview**

The Construction Technology program offers training in Carpentry, Electrical, CDL/Heavy Equipment Operations, Industrial Safety, CDL/Heavy Truck Operations, Plumbing, Scaffolding, Pipeline Insulation, Pipefitting, and Welding. The degree, certificates, and endorsements within the program are designed to prepare students to enter the workforce or to provide those currently employed with the opportunity to upgrade their skill level. Iñisaġvik College uses the National Center for Construction Education and Research (NCCER) curricula, which are nationally recognized for craft training. NCCER maintains a National Registry that provides transcripts, certifications and wallet cards to students who successfully complete all required course work. Check the current year schedule to find out which classes are being offered in the spring and fall semesters for that year.

Admission Requirements and Prerequisites

Students must comply with the prerequisite drug testing policy and complete an ACCUPLACER math test (per course prerequisites) to be accepted into these programs. Students must be in good physical condition. They should be able to tolerate confined spaces and heights. Students are expected to be able to read and understand task descriptions, safety manuals, and safety and warning signs. Students must also be able to give and receive oral safety warnings, instructions, and task assignments. Those registering for the complete program have priority enrollment. Students are urged to apply as early as possible for this program. Enrollment is limited and the training is in heavy demand. Students who are put on the waitlist for the semester in which they applied are given preference in the following semester.

Degree Outcomes

In addition to related on-the-job learning, these programs are designed to assist the student in realizing the following outcomes:

- Apply critical thinking skills to investigate, interpret and communicate issues involving the trade, the community, and the home.
- Work within a team unit in a direction that aligns with the legal, regulatory and code parameters of the trade/community.
- Apply the Iñupiaq worldview, knowledge, values, and culture into the professional practices.
- Demonstrate that safety is a culture serving as the foundation to safe operations in the workplace.

CDL/HEAVY EQUIPMENT OPERATIONS**Overview**

The CDL/Heavy Equipment endorsement combines basic operations and control system functions of heavy equipment with Class B Commercial Driver Licensing. The inclusion of a Class B CDL allows a student to operate Heavy Equipment on public roadways. The Heavy Equipment courses include classroom and hands-on techniques utilizing the National Center for Construction Education and Research (NCCER) curriculum.

Admission Requirements and Prerequisites

Students must be able to possess a Commercial Driver License per the Alaska Department of Motor Vehicles requirements. Students must be in good physical condition, be able to pass the vision tests associated with state driver testing and be able to hear safety alarms and noises associated with malfunctioning equipment. Students are expected to be able to read and understand task descriptions, safety manuals, and safety and warning signs. Students must be able to give and receive oral safety warnings, instructions, and task assignments. Students must pass a drug test required by the Alaska Department of Transportation regulations.

Successful applicants will meet general college admission requirements. Students are urged to apply as early as possible for this program. Enrollment is limited and the training is in heavy demand. Students who are put on the waitlist for the semester in which they applied will be given preference in the following semester. Successful applicants must also fulfill general college admission requirements.

CDL/HEAVY TRUCK OPERATIONS**Overview**

The CDL/Heavy Truck Operations endorsement provides training in the safe operation and practical maintenance of a Class 8 tractor-trailer combination towards the completion of a Class A Commercial Driver License. The Heavy Truck program uses the Professional Truck Driving Institute standards and curriculum.

Admission Requirements and Prerequisites

Students must be able to possess a Commercial Driver License per the Alaska Department of Motor Vehicles requirements. Students must be in good physical condition, be able to pass the vision tests associated with state driver testing, and be able to hear safety alarms and noises associated with malfunctioning equipment. Students are expected to be able to read and understand task descriptions, safety manuals, and safety and warning signs. Students must also be able to give and receive oral safety warnings, instructions, and task assignments.

Students must also pass a drug test required by the Alaska Department of Transportation regulations.

Successful applicants will meet general college admission requirements. Students are urged to apply as early as possible for this program. Enrollment is limited and the training is in heavy demand. Students who are put on the waitlist for the semester in which they applied will be given preference in the following semester. Successful applicants must also fulfill general college admission requirements.

INDUSTRIAL SAFETY

Overview

The Industrial Safety endorsement responds to the needs of the employers on the North Slope in a standardized approach to empower students to have the necessary skills to lead and work safely. Successful applicants will meet general college admission requirements.

ENDORSEMENTS

Within the Construction Technology Degree Program, students may earn endorsements in the following trade disciplines, listed below in alphabetical order:

- Building Maintenance Technology, I
- Carpentry
- CDL/Heavy Equipment Operations
- CDL/Heavy Truck Operations
- Construction Management
- Electrical, Level I
- Industrial Safety
- Pipefitting, Level I
- Pipeline Insulation I
- Plumbing I
- Scaffolding I
- Welding Materials Technology

ENDORSEMENT, BUILDING MAINTENANCE TECHNOLOGY I

Course Requirements		Credits
BMT	Carpentry Maintenance I	2
BMT	Electrical Maintenance I	2
BMT	Plumbing Maintenance I	2
CTT 101	Intro to Construction Skills	3
Total Credits:		9

ENDORSEMENT, CARPENTRY LEVEL I

Course Requirements		Credits
CARP 110	Carpentry, Level I	5
CARP 111	Carpentry, Level I Skills Lab	1
CTT 101	Intro to Construction Skills	3
Total Credits:		9

ENDORSEMENT, CDL/HEAVY EQUIPMENT OPERATIONS

Pathway 1		
HEO 178	CDL, Written Entry Level Ops and unrestricted Test Prep	6
Pathway 2		
HEO 105	CDL, Written Test Prep	1
HEO 104	Intro to Heavy Equip. Ops	2
HEO 175	Op. of Class B/CDL Veh.	2
Total Credits:		5-6

ENDORSEMENT, CONSTRUCTION MANAGEMENT

Course Requirements		Credits
CTT 170	Project Supervision	6
CTT 172	Fundamentals of Crew Leadership	1
CTT 270	Project Management	6
Total Credits:		13

ENDORSEMENT, ELECTRICAL LEVEL I

Course Requirements		Credits
CTT 101	Intro to Construction Skills	3
ELEC 101	Electrical, Level I Mod A-D	4
ELEC 111	Electrical, Level I Skills Lab	2
Total Credits:		9

ENDORSEMENT, INDUSTRIAL SAFETY LEVEL I

Course Requirements		Credits
SAFE 110	40-Hour HAZWOPER	1
SAFE 132	30-Hr OSHA Maritime Stand.	1
SAFE 133	30-Hr OSHA Constr. Safety and Hlth Stand.	1
SAFE 134	30-Hr OSHA Gen. Ind. Stand	1
WFDI 117	OSHA-Appr. Dis.-Site Worker w/ICS 100, 200, NIMS 700	1
<i>Complete ONE to THREE credits:</i>		
CTT 101	Intro to Construction Skills	3
CTT 103	Introduction to Welding	1
CTT 104	Pipeline Insulation, Level I	3



CTT 105	Scaffolding, Level I	3
HEO 104	Intro to Heavy Equip Ops	2
HEO 105	CDL Written Test Preparation	1
HEO 108	Equip Specific Training	0.5-2
HEO 175	Op of Class B/CDL Vehicles	1
PMB 103	Pipefitting, Level I	3
WFD 103	Asbest. for Supervisors & Contractors	1
WFDM 102	Basic Maritime Safety	0.5
WFDM 103	Emerg Proced/On Board Drills	0.5
WFDM 104	Protected Species Observer (PSO/MMO)	0.5
WFDM 200	100 Ton and OUPV (6 Pack)	3-4
WFDM 201	Able Seaman	2
WFDU 102	Tank Farm Mgmt/Spill Resp	1
	Any EMS or FIRE course	1-3
Total Credits:		6-8

RECOMMENDED COMPLEMENTARY COURSES		
HEO 011	Forklift Operator Training	1.6 CEU
SAFE 122	Blood Borne Pathogens	0.4 CEU
SAFE 170	Confined Space	0.4 CEU

ENDORSEMENT, PIPEFITTING LEVEL I		
Course Requirements		Credits
CTT 101	Intro to Construction Skills	3
PMB 103	Pipefitting, Level I	3
Total Credits:		6

ENDORSEMENT, PIPELINE INSULATION I		
Course Requirements		Credits
CTT 101	Intro to Construction Skills	3
CTT 104	Pipeline Insulation, Level I	3
Total Credits:		6

ENDORSEMENT, PLUMBING LEVEL I		
Course Requirements		Credits
CTT 101	Intro to Construction Skills	3
PMB 101	Plumbing, Level I, Mod. A-E	5
PMB 111	Plumbing I, Skills Lab	1
Total Credits:		9

ENDORSEMENT, SCAFFOLDING LEVEL I		
Course Requirements		Credits
CTT 101	Intro to Construction Skills	3
CTT 105	Scaffolding, Level I	3
Total Credits:		6

ENDORSEMENT, WELDING MATERIALS TECHNOLOGY		
Course Requirements		Credits
CTT 101	Intro to Construction Skills	3
WMT 101	Welding, Level I, Mod. A-I	9
Total Credits:		12

CERTIFICATE I, CONSTRUCTION TECHNOLOGY		
General Education Coursework		Credits
Math/Science/Technology		(3-4)
<i>Complete at least THREE credits:</i>		
BUS 105	Business Math	3
MATH 105	College Algebra	3
MATH 107	Functions for Calculus	4
MTHC 101	Math for Carp. Mod. A-C	1-3
MTHE 101	Math for Electric., Mod. A-C	1-3
MTHP 101	Math for Plumbers, Mod. A-C	1-3
MTHT 101	Math for Applied Const. Trades, Mod A-C	1-3
Major Coursework		Credits
Certificate Core		(6+)
<i>Complete at least ONE endorsement:</i>		
<i>Note: CTT 101 may only be counted one time.</i>		
	Building Maint. Tech. I	9-10
	Carpentry, Level I	9
	CDL/Heavy Equip Operations	6
	CDL/Heavy Truck Operations	6
Certificate Core		(6+)
<i>Complete at least ONE endorsement:</i>		
<i>Note: CTT 101 may only be counted one time.</i>		
	Building Maint. Tech. I	9-10
	Carpentry, Level I	9
	CDL/Heavy Equip Operations	6
	CDL/Heavy Truck Operations	6
	Construction Management	9
	Electrical, Level I	9
	Pipefitting, Level I	6
	Pipeline Insulation, Level I	6
	Plumbing, Level I	9
	Scaffolding, Level I	6
	Welding Materials Tech.	12
Electives		(0-5)
<i>Any BMT, CARP, CTT, ELEC, HEO, PMB, WMT not taken above and/or</i>		
IT 100	Intro to Online Learning	1
SAFE 110	40-Hour HAZWOPER	1
SAFE 119	Field Safety	2
SAFE 132	30-Hr OSHA Maritime Stand.	1
Total Credits:		15

Course Designations for Construction Technology

BMT	Building Maintenance Technology
BUS	Business
CARP	Carpentry
CCS	College & Career Skills
CTT	Construction Trades Technology
COMM	Communications
ELEC	Electrical
ENGL	English
HEO	Heavy Equipment Operations
INU	Iñupiaq Studies
IT	Information Technology
MATH	Mathematics
MTHC	Mathematics for Carpentry
MTHE	Mathematics for Electrical
MTH	Mathematics for Plumbing
MTHT	Mathematics for the Trades
PMB	Plumbing
WFDI	Workforce Development Industry
WMT	Welding Materials Technology
IT	Information Technology



NOTE: While courses may appear in more than one category, each course may only be taken one time for credit.

CERTIFICATE II, CONSTRUCTION TECHNOLOGY		
General Education Coursework		Credits
Communication		(3)
Complete ONE of the following:		
BUS 109	Business English	3
BUS 220	Applied Bus Communication	3
CTT 171	Comm. for the Trades	3
ENGL 111	Intro to Academic Writing	3
Math/Science/Technology		(7-8)
IT 100	Intro to Online Learning	1
Complete at least THREE credits:		
IT 117	Intro to Personal Computers	1
IT 118	Intro to Microsoft Office	1
IT 119	Internet Use and Security	1
IT 130	Comp. Word Process. A,B,C	3
IT 140	Comp. Spreadsheets A,B,C	3
Complete at least THREE credits:		
BUS 105	Business Math	3
MATH 105	College Algebra	3
MATH 107	Functions for Calculus	4
MTHC 101	Math for Carp. Mod. A-C	1-3
MTHE 101	Math for Electric., Mod. A-C	1-3
MTHP 101	Math for Plumbers, Mod. A-C	1-3
MTHT 101	Applied Const. Trades Math, Mod A-C	1-3
Humanities/Social Science		(1-3)
Any INU course		1-3
Major Coursework		Credits
Certificate Core		(6+)
Complete at least ONE endorsement:		
Note: CTT 101 may only be counted one time.		
	Building Maint. Tech. I	9-10
	Carpentry, Level I	9
	CDL/Heavy Equip Operations	6
	CDL/Heavy Truck Operations	6
	Construction Management	9
	Electrical, Level I	9
	Pipefitting, Level I	6
	Pipeline Insulation, Level I	6
	Plumbing, Level I	9
	Scaffolding, Level I	6
	Welding Materials Tech.	12

Certificate Safety Requirement		1
Complete at least ONE credit		
SAFE 132	30-Hour Maritime Ind. Safety	1
SAFE 133	30-Hour Const. Safety	1
SAFE 134	30-Hour Gen. Ind. Safety	1
Areas of Concentration		(6+)
Option 1: General Construction Trades Tech.		
Any additional BMT, CARP, CTT, ELEC, HEO, IT, PMB, WMT, SAFE not taken above.		
Option 2: Trade Specific Concentration		
Complete Level 1 & Level 2 of a single Trade		
Option 3: Construction Management		
Any 6 credits of CTT Construction Management Option 4: Industrial Safety		
Any 6 credits SAFE/WFDI		
3 IT credits can be substituted for SAFE (IT 127, 130, 140, 209, or 255).		
Option 5: Building Maintenance Technology		
Any 6 credits of BMT courses not taken above		
Electives		(0-14)
Any BMT, CARP, CTT, ELEC, HEO, PMB, WMT not taken above and/or		
SAFE 110	40-Hour HAZWOPER	1
SAFE 119	Field Safety	2
SAFE 132	30-Hr OSHA Maritime Stand.	1
Total Credits		30

NOTE: While courses may appear in more than one category, each course may only be taken one time for credit.

ASSOCIATE OF APPLIED SCIENCE, CONSTRUCTION TECHNOLOGY		
<i>General Education Coursework</i>		<i>Credits</i>
Communication		(3)
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
BUS 220	Applied Bus Communication	3
CTT 171	Comm. for the Trades	3
ENGL 111	Intro to Academic Writing	3
Math, Science, Technology		(3)
IT 100	Intro to Online Learning	1
<i>Complete at least THREE credits:</i>		
IT 117	Intro to Pers. Comp. IC3 Mod.A	1
IT 118	MS Office 2010, IC3 Mod. B	1
IT 119	Intern Use/Secur.,IC3 Mod. C	1
IT 130	Comp. Word Process. A,B,C	3
IT 140	Comp. Spreadsheets A,B,C	3
<i>Complete at least THREE credits:</i>		
BUS 105	Business Math	3
MATH 105	College Algebra	3
MATH 107	Functions for Calculus	4
MHTC 101	Math for Carp. Mod. A-C	1-3
MTHE 101	Math for Electric., Mod. A-C	1-3
MTHP 101	Math for Plumbers, Mod. A-C	1-3
MTHT 101	Math for Applied Construct. Trades, Mod A-C	1-3
Humanities/Social Science		(4-6)
<i>Complete ONE of the following:</i>		
BUS 155	Human Relations	3
BUS 239	Culture and Management	3
CCS 101	Tools for Success	3
COMM 131	Fund. Of Oral Communication	3
<i>Complete ONE of the following:</i>		
Any INU Course		1-3

Areas of Concentration		(6+)
Option 1: General Construction Trades Tech.		
Any additional BMT, CARP, CTT, ELEC, HEO, IT, PMB, WMT, SAFE not taken above.		
Option 2: Trade Specific Concentration		
Complete Level 1 & Level 2 of a single Trade		
Option 3: Construction Management		
Any 6 credits of CTT Construction Management Option 4: Industrial Safety		
Any 6 credits SAFE/WFDI		
3 IT credits can be substituted for SAFE (IT 127, 130, 140, 209, or 255).		
Option 5: Building Maintenance Technology		
Any 6 credits of BMT courses not taken above		
Electives		(0-41)
<u>Any BMT, CARP, CTT, ELEC, HEO, PMB, WMT not taken above and/or</u>		
SAFE 110	40-Hour HAZWOPER	1
SAFE 119	Field Safety	2
SAFE 132	30-Hr OSHA Maritime Stand.	1
Total Credits:		61

Major Coursework		Credits
Certificate Core		(6+)
<i>Complete at least ONE endorsement:</i>		
Note: CTT 101 may only be counted one time.		
	Building Maint. Tech. I	9-10
	Carpentry, Level I	9
	CDL/Heavy Equip Operations	6
	CDL/Heavy Truck Operations	6
	Construction Management	9
	Electrical, Level I	9
	Pipefitting, Level I	6
	Pipeline Insulation, Level I	6
	Plumbing, Level I	9
	Scaffolding, Level I	6
	Welding Materials Tech.	12
Certificate Safety Requirement		1
<i>Complete at least ONE credit:</i>		
SAFE 132	30-Hour Maritime Ind. Safety	1
SAFE 133	30-Hour Const. Safety	1
SAFE 134	30-Hour Gen. Ind. Safety	1

DENTAL THERAPY

Mission

Educate dental therapists to meet the oral health care needs of Alaskan Native people living in rural communities by utilizing evidence-based methodologies.

Vision

Alaska Native people receive culturally appropriate, excellent oral health care in the communities where they live.

Overview

The Dental Therapy Educational Program is operated in partnership with the Alaska Native Tribal Health Consortium (ANTHC). This program supports health providers in the dental profession by offering academic credentials in addition to the certification. Those credentials facilitate the transition into higher level career pathways, such as a baccalaureate degree, or degrees in dental hygiene and dentistry.

Dental Therapy students will complete the didactic (classroom) and preclinical phase in Anchorage. The clinical phase is completed in Anchorage/Bethel and includes travel to remote villages to provide oral health care. The course of study is equivalent to three academic years.

Upon graduation, Dental Health Aide Therapists (DHAT) are typically employed with a Tribal Health Organization and will provide clinical and educational services in rural communities throughout the state.

ADMISSIONS

Those interested in learning more about this training program are encouraged to contact the Program Chair, Dr. Sarah Shoffstall-Cone, at sshoffstallcone@anthc.org



DEGREE OUTCOMES

- Competently and ethically, provide the public with evidence-based dental therapy care using effective decision making within the scope of practice outlined in the CHAP CB Standards and Procedures document (see www.akchap.org/html.chapcb.html).
- Integrate Alaska Native/American Indian knowledge, values, and culture into business practice.
- Communicate effectively with patients, peers, the public and other health professionals using verbal, non-verbal and written language.
- Competently assess, plan, implement and evaluate individual and community oral disease prevention and therapy programs.
- Apply critical thinking skills to investigate, interpret, and communicate issues involving the profession, the practice, the community, and the patient.

ASSOCIATE OF APPLIED SCIENCE, DENTAL THERAPY		
<i>General Education Coursework</i>		<i>Credits</i>
Communication		(9.5)
<i>Complete the following:</i>		
COMM 131	Fund. of Oral Communication	3
DHAT 130	Community Oral Hlth Ed I	1
DHAT 231	Community Oral Hlth Ed II	2
DHAT 232	Community Oral Hlth Ed III	0.5
<i>Complete ONE of the following:</i>		
ENGL 111	Intro to Academic Writing	3
BUS 109	Business English	3
Math, Science, Technology		(7-8)
BIOL 100	Human Biology	4
<i>Complete ONE of the following:</i>		
MATH 105	Basic College Algebra	3
MATH 107	Functions for Calculus	4
MATH 116	Mathematics in Healthcare	3
Humanities/Social Sciences		(3.5)
DHAT 140	Behav. Sc: Oral Hlth Ed I	1
DHAT 151	Behav. Sc: Tobacco Addiction	1
DHAT 221	Prof. DHAT Practice I	0.5
DHAT 222	Prof. DHAT Practice II	0.5
DHAT 241	Behav. Sc: Oral Hlth Ed II	0.5
Iñupiaq Studies		(1-3)
Any advisor-approved 100/200-level Iñu Culture or Language course		1-3
Major Coursework		Credits
Degree Core		(50)
DHAT 101	Intro to Dental Therapy I	3
DHAT 102	Intro to Dental Therapy II	1.5
DHAT 111	Dental Therapy Lab I	2
DHAT 112	Dental Therapy Lab II	2
DHAT 125A	Op. Dent.Therap.Tech. Mod A	1.5
DHAT 125B	Op. Dent.Therap.Tech. Mod B	1.5
DHAT 135	Adv. Diag. & Treatmt Plan. I	2

DHAT 152	Anat, Phys, Path, Head/Neck	2
DHAT 153	Basic Restorative Functions	2
DHAT 154	Cariology/Min Invasive Dent.	1
DHAT 155	Local Anesthesia	1
DHAT 156	Hygiene & Periodontology	1
DHAT 160	Infection Control	0.5
DHAT 161	Infection Control Lab I	1
DHAT 201A	Adv. Dent. Therapy, Mod A	1
DHAT 201B	Adv. Dent. Therapy, Mod B	1.5
DHAT 201C	Adv. Dent. Therapy, Mod C	2
DHAT 201D	Adv. Dent. Therapy, Mod D	1
DHAT 211A	Adv. Dent. Ther. Clinic, Mod A	2
DHAT 211B	Adv. Dent. Ther. Clinic, Mod B	4.5
DHAT 211C	Adv. Dent. Ther. Clinic, Mod C	4
DHAT 211D	Adv. Dent. Ther. Clinic, Mod D	4
DHAT 235	Adv. Diag. & Treatmt Plan. II	1
DHAT 242	Community Clinic. Rotations I	3
DHAT 243	Community Clinic. Rotations II	3
DHAT 251	Pharmacology	0.5
DHAT 262	Infection Control Lab II	0.5
DHAT 263	Infection Control Lab III	1

Total Credits: 71-74

A DHAT's Scope of Practice
 Diagnosis and Treatment Planning
 Prevention
 Cleanings
 Radiographs
 Infection Control
 Restorative Treatment
 Pediatric Treatment
 Medically Necessary Extractions
 Community Prevention & Education
 Clinic Management
 Referral Process

What is a Dental Health Aide Therapist?

A primary oral health care professional who

- Provides basic clinical dental treatment and preventive services
- Advocates for the needs of clients
- Refers for services beyond the scope of the dental therapist's practice



INDIGENOUS EDUCATION

Overview

The Indigenous Education Associate of Arts degree is derived from the National Association for the Education of Young Children (NAEYC) Accreditation Standards and input gathered through the 2012 Uqautchim Uglua Gathering.

The certificate program serves as a stepping stone to the degree program in that all coursework applied to the Certificate I and II will count toward the degree. The purpose of the certificate program in Indigenous Education is to give students the opportunity to explore the discipline as well as recognize and celebrate milestones toward completion of the degree.

DEGREE OUTCOMES

The following degree outcomes are based, in part, on the NAEYC Standards for Early Childhood Professional Preparation and the Alaska Standards for Culturally Responsive Schools. Phrasing and terminology have been modified to better reflect the desired outcomes for students who originate from or plan to serve the local community.

Promoting Child Development & Learning

- Graduates will use understanding of children’s unique characteristics, needs, and interacting influences to create healthy, supportive, challenging, and culturally responsive learning environments

Using Developmentally Effective Approaches

- Graduates will understand and use a wide array of developmentally appropriate and culturally responsive approaches, instructional strategies, and tools to make connections with children and their families and positively influence each child’s development and learning.

Building Meaningful Curriculum

- Graduates will utilize academic and cultural resources to design, implement, and evaluate meaningful, challenging curricula that promote positive developmental and learning outcomes for every child.

Developing Professionalism

- Graduates will know and use ethical guidelines and other professional standards and demonstrate an ability to collaborate, engage in reflective practice, and communicate in culturally and professionally appropriate ways.

PROGRAM ENTRY AND TIMING

The AA program is designed to accommodate full and part-time students. Students who have been admitted to the program meet with their advisor to determine the entry point of their coursework and make a study plan.

The program encourages student engagement both online and in the classroom and provides opportunities for observation and practicum experiences in local settings. All students over the age of 16 will undergo a routine background check prior to interacting with children in a classroom environment.

CERTIFICATE I, INDIGENOUS EDUCATION		
<i>General Education Coursework</i>		<i>Credits</i>
Communication		(3)
<i>Complete ONE of the following:</i>		
COMM 131	Fund. of Oral Communication	3
ENGL 111	Intro to Academic Writing	3
Math/ Science/Technology		(2)
IT 100	Intro to Online Learning	1
LS 101	Library Info & Research	1
Humanities/Social Sciences		(3)
<i>Complete ONE of the following:</i>		
IÑU 111, IÑU 121, IÑU 210, IÑU 220, ANTH 100, ANTH 242, HIST 115		
<i>Major Coursework</i>		<i>Credits</i>
Certificate Core		(6)
<i>Complete TWO of the following:</i>		
Any 3-credit ED course		
Total Credits:		14

CERTIFICATE II, INDIGENOUS EDUCATION		
<i>General Education Coursework</i>		<i>Credits</i>
Communication		(6)
COMM 131	Fund. of Oral Comm.	3
ENGL 111	Intro to Academic Writing	3
Math/Science/Technology		(9-10)
IT 100	Intro to Online Learning	1
LS 101	Library Info & Research	1
<i>Complete ONE of the following:</i>		
MATH 105	College Algebra	3
MATH 107	Functions for Calculus	4
<i>Complete ONE of the following:</i>		
BIOL 100	Human Biology	4
BIOL 103	Biology and Society	4
BIOL 104	Natural History of Alaska	4
CHEM 103	Intro to General Chemistry	4
GEOS 100	Intro to Earth Science	4
Humanities/Social Sciences		(9)
<i>Complete ONE of the following:</i>		
ANTH 100	Indiv. Society and Culture	3
ANTH 242	Native Cultures of Alaska	3
HIST 115	Alaska, Land, and Its People	3
IÑU 210	Iñu Land Use, Val, Resources	3
IÑU 220	NS Iñupiaq Hist, and Culture	3
SSC 218	Topics in the Social Sciences	3
<i>Complete TWO of the following:</i>		

INU Language courses		6
Major Coursework		Credits
Certificate Core		(12)
Complete FOUR of the following:		
ED 101	Intro to Early Childhood Prof.	3
ED 104	Child Development	3
ED 129	Teach. Child. Health/Wellness	3
ED 199	Practicum	3
ED 204	Family/Comm. Partnerships	3
ED 227	Lang. & Creative Expression	3
Or any elective ED course(s)		3-6
Total Credits:		36-37

As students work toward the Associate of Arts degree in Iñupiaq Early Learning, they can choose between two elective options:

Teacher Education Track:

This option is recommended for those students who would like to become certified teachers and work in one of Alaska’s public schools.

Early Learning Career Track:

This option is recommended if the student is interested in becoming a paraprofessional, working in, or operating a childcare business.

IÑU 220	NS Iñupiaq Hist, and Culture	3
SSC 218	Topics in the Social Sciences	3
Complete Iñupiaq language and culture courses approved by advisor.		
Major Coursework		Credits
Degree Core		(18)
Complete FOUR of the following:		
ED 101	Intro to Early Childhood Prof.	3
ED 104	Child Development	3
ED 129	Teach. Child. Health/Wellness	3
ED 199	Practicum	3
ED 204	Family/Comm. Partnerships	3
ED 227	Lang. & Creative Expression	3
Electives		(6)
Option 1: Teacher Education Track:		
Complete TWO of the following not yet taken ANTH 100X, ANTH 242, ART 105, ART 113, ART 200, ART 212, ART 220, HIST 115, MATH 200, MATH 205, SSC 218, and any IÑU or ED Course		
Option 2: Early Learning Career Track:		
Complete TWO of the following not yet taken ANTH 100X, ART 105, ART 113, ART 200, ART 212, ART 220, BUS 126, BUS 151, HIST 131, HIST 132, PSY 101, and any IÑU or ED Course		
Total Credits:		60-61

ASSOCIATES OF ARTS, INDIGENOUS EDUCATION		
General Education Coursework		Credits
Communication		(9)
COMM 131	Fund. of Oral Comm.	3
ENGL 111	Intro to Academic Writing	3
Complete ONE of the following:		
ENGL 211	Acad. Writing about Literature	3
ENGL 213	Acad. Writ.about Nat/Social Sciences	3
Math/Science/Technology		(12-13)
IT 100	Intro to Online Learning	1
LS 101	Library Info & Research	1
MATH	MATH 105 or MATH 107	3-4
Complete ONE of the following:		
BIOL 100	Human Biology	4
BIOL 103	Biology and Society	4
BIOL 104	Natural History of Alaska	4
CHEM 103	Intro to General Chemistry	4
GEOS 100	Intro to Earth Science	4
Complete ONE of the following:		
Any Math or Science Elective not yet taken		3
Humanities/Social Sciences		(15)
Complete ONE of the following:		
ANTH 100	Indiv. Society and Culture	3
ANTH 242	Native Cultures of Alaska	3
HIST 115	Alaska, Land, and Its People	3
IÑU 210	Iñu Land Use, Val, Resources	3

INDIGENOUS HUMAN SERVICES

The Indigenous Human Services program combines a discipline-specific human services course of study with Iñupiaq language and culture courses to prepare graduates for entry-level positions with local health care agencies. While the program was primarily designed to meet regional needs in cultural context, students from other regions should consult their advisor, as some of the Iñupiaq course work may be substituted with other indigenous language/culture course work relevant to the student's background. This degree provides a foundation for careers in counseling, social work, behavioral health, and psychology.

CERTIFICATE,

INDIGENOUS HUMAN SERVICES

<i>General Education Coursework</i>		<i>Credits</i>
Communication		(6)
COMM 131	Fund of Oral Comm.	3
ENGL 111	Intro to Academic Writing	3
Math/Science/Technology		(5-6)
IT 100	Intro to Online Learning	1
LS 101	Library Info & Research	1
<i>Complete ONE of the following:</i>		
MATH 105	Basic College Algebra	3
MATH 107	Functions for Calculus	4
MATH 116	Math in Healthcare	3
Humanities/Social Sciences		(3)
PSY 101	Intro to Psychology	3
Major Coursework		Credits
Certificate Core		(15)
<i>Complete TWO of the following:</i>		
HUMS 210	Crisis Interv. & Grief Couns.	3
HUMS 215	Indiv Interview & Assessment	3
SWK 103	Social Work in Human Serv.	3
<i>Complete the following:</i>		
INU 121	Elementary Iñupiaq I	3
INU 131	Elementary Iñupiaq II	3
Any IñU language or culture course/s not taken elsewhere		3
Total Credits:		29-30

**ASSOCIATES OF APPLIED SCIENCE,
INDIGENOUS HUMAN SERVICES**

<i>General Education Coursework</i>		<i>Credits</i>
Communication		(9)
COMM 131	Fund of Oral Comm.	3
ENGL 111	Intro to Academic Writing	3
ENGL 213	Acad Writing about Social & Nat. Sciences	3
Math/Science/Technology		(9-10)
IT 100	Intro to Online Learning	1
LS 101	Library Info & Research	1
<i>Complete ONE of the following:</i>		
MATH 105	Basic College Algebra	3
MATH 107	Functions for Calculus	4
MATH 116	Math in Healthcare	3
<i>Complete the following:</i>		
Advisor-approved Science course w/lab		4
Humanities/Social Sciences		(9)
PSY 101	Intro to Psychology	3
PSY 150	Lifespan Development	3
<i>Complete ONE of the following:</i>		
ANTH 100	Individual, Society & Culture	3
HIST 100	Modern World History	3
HIST 131	US History to 1865	3
HIST 132	US History, 1865 to Present	3
PHIL 100	Introduction to Logic	3
Major Coursework		Credits
Certificate Core		(33)
<i>Complete the following:</i>		
HUMS 210	Crisis Intervention and Grief	3
HUMS 215	Indiv. Interview & Assessmt	3
SWK 103	Social Work in Human Serv.	3
<i>Complete SIX credits</i>		
Advisor-approved courses in BHA, HLTH, HUMS, PSY		6
<i>Complete the following:</i>		
INU 121	Elementary Iñupiaq I	3
INU 131	Elementary Iñupiaq II	3
INU 210	Iñu Land, Use, Values, Res.	3
INU 220	NS Iñu History and Culture	3
<i>Complete SIX credits</i>		
Any IñU language or culture course/s not taken elsewhere		6
Total Credits:		60-61

INFORMATION TECHNOLOGY

Overview

Iñisaġvik College’s Information Technology program currently offers multiple pathways to earn certificates and a degree which should help students gain entry to technical positions, earn industry-recognized certification and/or go on to pursue further education in computer science, technical support and/or design. The degree offers the flexibility to earn technical knowledge and take elective courses in their field of interest (e.g., Allied Health, Business, Education, Construction Technology).

DEGREE OUTCOMES

Upon successful completion of the program, students are able to:

- Use current and emerging software applications proficiently in the student’s field of interest.
- Apply technical knowledge in a variety of situations and environments.
- Work effectively in a team environment and interact effectively with clients and customers.

Digital Literacy

Certiport’s IC3 Digital Literacy certification is the ideal certification for anyone who wants to demonstrate critical computer and Internet skills valued in today’s academic and professional environments. IC3 certifications help students learn and demonstrate Internet and digital literacy through a worldwide industry standard. This program also provides a solid foundation for advanced training in Information Technology. Upon completing the courses, students are invited to complete the certification exam through Certiport.

DIGITAL LITERACY COURSES

- IT 117 Intro to Personal Computers (1 credit)
- IT 118 Intro to Microsoft Office (1 credit)
- IT 119 Internet Use and Security (1 credit)

ENDORSEMENT, COMPUTER FOUNDATIONS

By fulfilling the requirements of this endorsement, students will complete numerous projects in computer programs widely used by local employers. They will learn basic computer and internet terms and concepts. They will also have a chance to explore the use of technology in digital arts and business.

Student Learning Outcomes:

- Describe basic computer operations, the basic components and their functions and relationships
- Explain key terms and basic issues related to internet use, security and online learning

- Use current and emerging technologies to produce documents that are clear, concise and mechanically correct
- Identify educational and career opportunities related to technology

ENDORSEMENT, COMPUTER FOUNDATIONS

<i>Course Requirements</i>		<i>Credit</i>
IT 100	Intro to Online Learning	1
IT 101	Keyboarding Skills	1
IT 117	Intro to Personal Computers	1
IT 118	Intro to MS Office	1
IT 119	Internet Use and Security	1
Any DA	or DATA designated course	2-3
<i>Complete THREE credits from the following:</i>		
IT 130	Word-Processing A, B, C	1 ea
IT 140	Computer Spreadsheets A, B, C	1 ea
IT 255	Presentations, A, B, C	1 ea
Total Credits:		10-11

CERTIFICATE, DIGITAL ARTS IN THE ARCTIC I, II

These certificates intend to support development of job opportunities for the North Slope workforce by increasing students’ skill set for locally, in-demand technical capabilities. This program also provides a proper context of Indigenous culture, language, values, and traditions for those capturing video, photos, and other digital media regarding the local community.

CERTIFICATE, DIGITAL ARTS IN THE ARCTIC I

<i>Course Requirements</i>		<i>Credit</i>
<i>Complete SIX credits from the following:</i>		
DA 106	Prod. Creative Ed. Videos	1
DA 124	Tech. in Filmmaking	3
DA 135	Intro to Graphic Design	1
DA 181	Intro to Arctic Photography	1
DA 190	Working with Digital Media	3
DA 281	Adv. Arctic Photography	2
<i>Iñupiaq Studies</i>		
Any 100/200-level IÑU course(s)		3
<i>Complete ONE of the following:</i>		
ART 105	Beginning Drawing	3
ART 113	Intro to Painting	3
INU 135	Inuit Art Studio	3
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
ENGL 111	Intro to Academic Writing	3
Total Credits:		15

CERTIFICATE, DIGITAL ARTS IN THE ARCTIC II

General Education Coursework		Credit
Communication		(6)
COMM 131	Fund. of Oral Comm.	3
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
ENGL 111	Intro to Academic Writing	3
Math/Science/Technology		(3-4)
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH	MATH 105 or higher	3-4
Humanities/Social Sciences		(3)
<i>Complete ONE of the following:</i>		
ANS 240	Alaska Natives in Film	3
ART 200	Aesthetic Appreciation	3
Major Coursework		Credit
Certificate Core		(18)
<i>Complete NINE credits from the following:</i>		
BUS 260	Modern Market. Strategies	3
DA 106	Prod. Creative Ed. Videos	1
DA 124	Tech. in Filmmaking	1
DA 135	Graphic Design	3
DA 181	Intro to Arctic Photography	1
DA 190	Working with Digital Media	3
DA 281	Adv. Arctic Photography	2
<i>Complete SIX credits from the following:</i>		
Any 100/200-level IñU course(s)		6
<i>Complete ONE of the following:</i>		
ART 105	Beginning Drawing	3
ART 113	Intro to Painting	3
INU 135	Iñuit Art Studio	3
Total Credits:		30-31

CERTIFICATE, DATA ANALYSIS I, II

These certificates are intended to increase student skills for jobs requiring fundamental data analysis skills by increasing their skill set for in-demand technical capabilities. Students interested working in this field will be ready to transfer to other programs for more training in data or computer science. Students will complete projects such as business reports, presentations that provide data insights and computer programs through a variety of courses to demonstrate both technical and analytical skills.

General Education Coursework		Credit
Communication		(6)
COMM 131	Fund. of Oral Comm.	3
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
ENGL 111	Intro to Academic Writing	3
Math/Science/Technology		(3-4)
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH	MATH 105 or higher	3-4
Humanities/Social Sciences		(3)
<i>Complete ONE of the following:</i>		
ANS 240	Alaska Natives in Film	3
ART 200	Aesthetic Appreciation	3
Major Coursework		Credit
Certificate Core		(18)
<i>Complete NINE credits from the following:</i>		
BUS 260	Modern Market. Strategies	3
DA 106	Prod. Creative Ed. Videos	1
DA 124	Tech. in Filmmaking	1
DA 135	Graphic Design	3
DA 181	Intro to Arctic Photography	1
DA 190	Working with Digital Media	3
DA 281	Adv. Arctic Photography	2
<i>Complete SIX credits from the following:</i>		
Any 100/200-level IñU course(s)		6
<i>Complete ONE of the following:</i>		
ART 105	Beginning Drawing	3
ART 113	Intro to Painting	3
INU 135	Iñuit Art Studio	3
Total Credits:		14-15

CERTIFICATE, DATA ANALYSIS II

General Education Coursework		Credit
Communication		(6)
COMM 131	Fund. of Oral Comm.	3
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
ENGL 111	Intro to Academic Writing	3
Math/Science/Technology		(3-4)
<i>Complete ONE of the following:</i>		
MATH	MATH 105 or higher	3-4
Humanities/Social Sciences		(3)
<i>Complete ONE of the following:</i>		
ANTH 100	Indiv. Society and Culture	3
BUS 239	Culture and Management	3
BUS 254	Intro to Organization Mgmt	3
Major Coursework		Credit
Certificate Core		(18-20)
DATA 127	Presenting Data Effectively	2
DATA 140	Comp. Spreadsheets A,B,C	3
DATA 180	Database Design Fund.	3
DATA 227	Intro to Programming	3
STAT 200	Element. Probability & Stat.	3
<i>Iñupiaq Studies</i>		
Any 100/200-level IñU course(s)		1-3
<i>Complete THREE credits from the following:</i>		
BUS 151	Introduction to Business	3
HIM 110	Intro to Healthcare IM	3
IT 220	Intro to Proj. Plan/Schedul.	2
IT 221	MS Project	1
PHIL 101	Intro to Logic	3
Total Credits:		30-33

CERTIFICATE, INFORMATION TECHNOLOGY SUPPORT SPECIALIST I, II

The Information Technology Support Specialist Certificate prepares students not only with basic computer knowledge and skills, but also prepares them to work effectively in a business setting. Students earning this certificate will be able to demonstrate to prospective employers the knowledge and skills they have learned and their readiness for employment in an entry level IT position.

General Education Coursework		Credit
Communication		(6)
COMM 131	Fund. of Oral Comm.	3
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
ENGL 111	Intro to Academic Writing	3
Math/Science/Technology		(3-4)
<i>Complete ONE of the following:</i>		
MATH	MATH 105 or higher	3-4
Humanities/Social Sciences		(3)
<i>Complete ONE of the following:</i>		
ANTH 100	Indiv. Society and Culture	3
BUS 239	Culture and Management	3
BUS 254	Intro to Organization Mgmt	3
Major Coursework		Credit
Certificate Core		(18-20)
DATA 127	Presenting Data Effectively	2
DATA 140	Comp. Spreadsheets A,B,C	3
DATA 180	Database Design Fund.	3
DATA 227	Intro to Programming	3
STAT 200	Element. Probability & Stat.	3
<i>Iñupiaq Studies</i>		
Any 100/200-level IñU course(s)		1-3
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
ENGL 111	Intro to Academic Writing	3
Total Credits:		14-17

CERTIFICATE, INFORMATION TECHNOLOGY SUPPORT SPECIALIST II		
<i>General Education Coursework</i>		<i>Credits</i>
Communication		(6)
COMM 131	Fund. of Oral Comm.	3
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
ENGL 111	Intro to Academic Writing	3
Math/Science/Technology		(3-4)
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH	MATH 105 or higher	3-4
Humanities/Social Sciences		(3)
Any 100/200-level INU course/s		3
<i>Major Coursework</i>		<i>Credits</i>
Certificate Core		(18-20)
BUS 151	Intro to Business	3
IT 101	Keyboarding Skills	1
IT 117	Intro to Personal Computers	1
IT 118	Intro to MS Office	1
IT 119	Internet Use and Security	1
IT 291	Network Install. & Maint.	4
IT 292	PC Hardw. & Troubleshoot.	3
<i>Iñupiat Studies</i>		
Any 100/200-level INU course(s)		1-3
<i>Complete ONE of the following:</i>		
DATA 140	Comp. Spreadsheets A,B,C	3
IT 130	Comp. Word Process A,B,C	3
IT 150	Comp. Databases A,B,C	3
Total Credits:		30-33

ASSOCIATE OF APPLIED SCIENCE DEGREE, INFORMATION TECHNOLOGY

The Associate of Arts in Information Technology offers students both in-demand technical knowledge but also an opportunity to explore specific interests or take specialized courses required in their anticipated baccalaureate programs. The program incorporates the history, values, traditions, and knowledge systems of the Iñupiat to enhance student learning.

Students working towards this degree have some flexibility to earn certificates in multiple areas of interest. In addition to meeting their General Education requirements, students are required to earn at least two certificates or endorsements in the IT program. Once these requirements have been met students can take courses in their field of interest (e.g., allied health, business, science, history, construction technology) to earn the remaining credits required for an Associate Degree (60 credits total).

ASSOCIATE OF APPLIED SCIENCE DEGREE, INFORMATION TECHNOLOGY		
<i>General Education Coursework</i>		<i>Credits</i>
Communication		(9)
COMM 131	Fund of Oral Comm.	3
BUS 220	Applied Business Comm.	3
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
ENGL 111	Intro to Academic Writing	3
Math/Science/Technology		(4-5)
LS 101	Library Info & Research	1
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH	MATH 105 or higher	3-4
Humanities/Social Sciences		(3)
Any 100/200-level INU course/s		3
<i>Major Coursework</i>		<i>Credits</i>
Degree Core		(20-27)
DATA 127	Presenting Data Effectively	2
<i>Complete at least TWO of the following:</i>		
Digital Arts in the Arctic Certificate I		10
Digital Arts in the Arctic Certificate II		16
Data Analysis Certificate I		6
Data Analysis Certificate II		15
Endorsement, Computer Foundations		10-11
IT Support Specialist Certificate I		11
IT Support Specialist Certificate II		18
Office Productivity Endorsement		12
<i>Iñupiat Studies</i>		
Any 100/200-level INU courses		3
General Electives		(16-24)
In consultation with advisor, select any combination of 100 or 200 level courses not yet taken, preferably in a specific subject, consistent with future career interests.		
Total Credits:		60

Information technology (IT) is the use of computers to create, process, store, and exchange electronic data and information. IT is frequently used within the context of business operations as opposed to personal or entertainment technologies. An information technology system (IT system) is generally an information system, a communications system, or, more specifically speaking, a computer system – including all hardware, software, and associated equipment – operated by a limited group of IT users.

IÑUPIAQ STUDIES

Overview

The Iñupiaq Studies program offers students an opportunity to pursue an Associate of Arts degree or certification focused on Iñupiaq culture and language. The program incorporates the history, values, traditions, and knowledge of Iñupiat people to enhance student learning.

The program is designed to accommodate full and part-time students. Students may begin at any point and may take classes for which they meet the prerequisites.

DEGREE OUTCOMES

Upon successful completion of the Iñupiaq Studies program, graduates will:

- Have an understanding of fundamental principles of the Iñupiaq language
- Be able to read, write and speak Iñupiaq at the beginner level
- Be able to develop objects of art in the Iñupiaq style
- Demonstrate increased understanding of the relationship of Iñupiaq culture to the land, sea, and animals

IÑUPIAQ LANGUAGE & CULTURE

CERTIFICATE I, IÑUPIAQ CULTURE AND LANGUAGE

<i>Course Requirements</i>		<i>Credit</i>
COMM 131	Fundamentals of Oral Comm.	3
IÑU 121	Elementary Iñupiaq I	3
IT 101	Intro to Online Learning	1
LS 101	Library Inform. and Research	1
<i>Complete SEVEN credits of the following:</i>		
ART 103	Beginning Drawing	3
ART 113	Introduction to Painting	3
IÑU 111	NS Iñupiaq Grammar I	3
IÑU 114	Found. of Iñu Lang. Learning	1
IÑU 118	Topics in Iñupiaq Studies	1-3
IÑU 131	Elementary Iñupiaq II	1-3
IÑU 135	Iñuit Art Studio	3
IÑU 158	Trad. & Contemp. Native Food Preparation	3
IÑU 199	Practicum in Iñupiaq Studies	1-3
IÑU 210	Iñu. Land Use, Values & Resources	3
IÑU 213	Iñuit Storytelling	3
IÑU 220	North Slope Iñupiaq History & Culture	3
IÑU 221	Exploring Iñupiaq Identity Today Through Creative Writing	3
IÑU 224	Iñupiaq Knowledge & Use of Arctic Plants	3
IÑU 257	Trad. & Contemp. Skin Sewing	3
IÑU 260	Iñupiaq Songs, Dances, & Drumming	3

IÑU 260	Iñupiaq Songs, Dances, & Drumming	3
Total Credits:		15

CERTIFICATE II, IÑUPIAQ CULTURE AND LANGUAGE

<i>General Education Coursework</i>		<i>Credits</i>
Communication		(6)
COMM 131	Fund. of Oral Communication	3
ENGL 111	Intro to Academic Writing	3
Math/Science/Technology		(2)
IT 100	Intro to Online Learning	1
LS 101	Library Info & Research	1
Humanities/Social Sciences		(3)
ANTH 100	Indiv., Society and Culture	3
Major Coursework		Credits
Certificate Core		(19)
IÑU 121	Elementary Iñupiaq I	3
<i>Complete SIXTEEN credits of the following:</i>		
ART 103	Beginning Drawing	3
ART 113	Introduction to Painting	3
IÑU 111	NS Iñupiaq Grammar I	3
IÑU 114	Found. of Iñu Lang. Learning	1
IÑU 118	Topics in Iñupiaq Studies	1-3
IÑU 131	Elementary Iñupiaq II	1-3
IÑU 135	Iñuit Art Studio	3
IÑU 158	Trad. & Contemp. Native Food Preparation	3
IÑU 199	Practicum in Iñupiaq Studies	1-3
IÑU 210	Iñu. Land, Use, Values & Res.	3
IÑU 213	Iñuit Storytelling	3
IÑU 220	North Slope Iñupiaq History & Culture	3
IÑU 221	Exploring Iñupiaq Identity Today Through Creative Writing	3
IÑU 224	Iñupiaq Knowledge & Use of Arctic Plants	3
IÑU 257	Trad. & Contemp. Skin Sewing	3
IÑU 260	Iñupiaq Songs, Dances, & Drumming	3
Total Credits:		30

ASSOCIATE DEGREE, IÑUPIAQ STUDIES		
ASSOCIATE OF ARTS, IÑUPIAQ STUDIES		
General Education Coursework		Credits
Communication (9)		
COMM 131	Fund. of Oral Communication	3
ENGL 111	Intro to Academic Writing	3
<i>Complete ONE of the following:</i>		
ENGL 211	Acad. Writing about Lit.	3
ENGL 213	Academic Writing about Nat/Social Sciences	3
Math/Science/Technology (12-14)		
IT 100	Intro to Online Learning	1
LS 101	Library Info & Research	1
MATH	MATH 105 or higher	3-4
<i>Complete ONE of the following:</i>		
BIOL 100	Human Biology	4
BIOL 103	Biology and Society	4
BIOL 104	Natural History of Alaska	4
CHEM 103	Intro to General Chemistry	4
GEOS 100	Intro to Earth Science	4
<i>Complete ONE of the following:</i>		
Advisor-approved Math or Science Elective not yet taken		3-4
Humanities/Social Sciences (15)		
Indigenous Peoples Perspectives		
Complete ONE of the following not yet taken:		
ANS 240, ANTH 242, HIST 115, HIST 200, IÑU 213, IÑU 220		
Art and Culture Perspectives		
Complete ONE of the following not yet taken:		
ART 200, HUM 201		
Global Perspectives		
Complete ONE of the following not yet taken:		
ANTH 100, ENGL 200, HIST 200		
U.S. Perspectives		
Complete ONE of the following not yet taken:		
ECON 100, HIST 131, HIST 132		
Individual and Community Perspectives		
Complete ONE of the following not yet taken:		
JUST 110, PSY 101, PSY 150, SWK 103, any 3 credit HUMS course.		

Major Coursework		Credits
Degree Core (15)		
IÑU 121	Elementary Iñupiaq I	3
<i>Complete FOUR of the following:</i>		
IÑU 210	Iñupiaq Land, Use, Values, and Resources	3
IÑU 213	Iñuit Storytelling	3
IÑU 220	North Slope Iñupiaq History & Culture	3
IÑU 221	Exploring Iñupiaq Identity Today Through Creative Writing	3
IÑU 257	Trad. & Contemp. Skin Sewing	3
IÑU 260	Iñupiaq Songs, Dances, and Drumming	3
Electives (9)		
Complete 9 credits from the following (not taken above): ART 103, ART 113, IÑU 111, IÑU 114, IÑU 118, IÑU 131, IÑU 135, IÑU 158, IÑU 199, IÑU 210, IÑU 213, IÑU 220, IÑU 221, IÑU 224, IÑU 257, IÑU 260,		
Total Credits:		60-62

*Not available for credit by examination. IÑU 210 may be substituted for IÑU 220

Note:

Students must complete 60 credits at the 100 level or above, with at least 20 of the 60 credits earned at the 200 level or above.



Source:

<http://www.alaskool.org/language/languageindex.htm>

Did You Know?

Iñupiat are Alaska Native peoples; our homelands span northeast from Norton Sound on the Bering Sea to the northernmost part of the Canada–United States border. Iñupiat people reside in 34 villages across Iñupiat Nunajat (Iñupiaq lands): Eight villages in the North Slope Borough, affiliated with the Arctic Slope Regional Corporation; eleven villages in Northwest Arctic Borough; and sixteen villages affiliated with the Bering Straits Regional Corporation.

LIBERAL ARTS

Overview

The Liberal Arts Associate of Arts degree offers students an opportunity to explore a variety of disciplines, focus on specific interests, or take specialized courses required for their anticipated baccalaureate programs. The program incorporates the history, values, traditions, and knowledge systems of the Iñupiat to enhance student learning. The AA degree is usually considered a transfer degree and can serve as the freshman and sophomore years at four-year colleges and universities. Students wishing to transfer are strongly urged to meet with their academic advisors early in their first year. The AA degree is also an excellent preparation for many career fields. The general education portion of the Associate of Arts degree consists of core courses providing a base of knowledge in several domains.

DEGREE OUTCOMES

Upon successful completion of the Associate of Arts degree, graduates will be able to:

- Make inferences based upon scientific methods and interpretation
- Retrieve, analyze, and synthesize information for responsible decision making
- Effectively integrate concepts and knowledge for multiple disciplines
- Effectively communicate using written and oral communication

PROGRAM ENTRY AND TIMING

The AA program is designed to accommodate full and part-time students. Students may begin at any point and may take classes for which they meet the prerequisites.

COURSE REQUIREMENTS

The following matrix is designed to assist in program planning and may be modified by the student in order to meet specific requirements of the intended four-year program at a university. Each student is urged to consult with an academic advisor early in his/her freshman year to plan a program of study with reference to a specific four-year program at a university.

IMPORTANT

All credits must be at the 100 level or above with at least 20 credits at the 200 level. Two semester-length courses in a non-English, indigenous language (e.g., Iñupiaq) may substitute for one (3-credit hour) course in the Indigenous Peoples' Perspectives category of the Humanities and Social Science courses. A student who achieves the IT competency rating through testing at admission will add

INSTRUCTIONAL PROGRAMS: Liberal Arts | 70

equivalent General Electives Credit requirements so that in all cases an AA degree will require 60 credit hours.

CERTIFICATE, LIBERAL ARTS		
<i>General Education Coursework</i>		<i>Credits</i>
Communication		(6)
COMM 131	Fund. of Oral Communication	3
ENGL 111	Intro to Academic Writing	3
Math/Science/Technology		(9-10)
IT 100	Intro to Online Learning	1
LS 101	Library Info & Research	1
MATH	MATH 105 or MATH 107	3-4
Any science course w/Lab		4
<i>Complete the following:</i>		
Any advisor-approved Math or Science course not yet taken		3-4
Humanities/Social Sciences		(9)
<i>Choose TWO categories from the five below:</i>		
1. Indigenous Peoples Perspectives		
<i>Complete ONE of the following not yet taken:</i>		
ANS 240, ANTH 203, ANTH 242, GEOS 203, HIST 115, HIST 200, IÑU 213, IÑU 220		
2. Art and Culture Perspectives		
<i>Complete ONE of the following not yet taken:</i>		
ART 200, HUM 201		
3. Global Perspectives		
<i>Complete ONE of the following not yet taken:</i>		
ANTH 100, ENGL 200, HIST 100		
4. U.S. Perspectives		
<i>Complete ONE of the following not yet taken:</i>		
ECON 100, HIST 131, HIST 132		
5. Individual & Community Perspectives		
<i>Complete ONE of the following not yet taken:</i>		
PSY 101, PSY 150, SWK 103, any 3 credit HUMS course		
Iñupiaq Studies		(3)
<i>Complete the following not yet taken:</i>		
Any 100 or 200-level IÑU language and/or culture course/s totaling three credits.		
General Electives		(6)
With advisor, select any combination of 100 or 200 level courses not yet taken		
Total Credits:		30

OFFICE MANAGEMENT

Overview

Iḷisaḡvik College offers a number of business-related programs of study to prepare participants for employment at many different levels. The Office Management program is designed to provide students with the necessary skills to seek promotional advances from general office and clerical work to beginning-level Administrative Assistant toward management in an office environment.

Admission Requirements and Prerequisites

All students must meet the College’s general admissions requirements.

DEGREE OUTCOMES

Upon successful completion of the Office Management Program graduates are able to:

- Use current and emerging technologies to produce organizational documents, spreadsheets and presentation materials that are clear, concise, and mechanically correct.
- Individually and collaboratively, manage multiple office tasks, prioritizing and reprioritizing in response to changing demands.
- Perform the general office procedures of typing, filing, mail distribution, phone calls, and tasks requiring basic math calculations.
- Work ethically and effectively with subordinates, superiors, customers, and other stakeholders in professional matters.
- Gain a working knowledge of the functions of a business, including general management, operational effectiveness and financial accountability

ENDORSEMENT, OFFICE PRODUCTIVITY

This endorsement intends to motivate students to gain a breadth of technical knowledge in commonly used office programs. Through various assignments, students will learn how to type in the Iñupiat language in office applications. Students will complete numerous projects in programs widely used by local employers.

ENDORSEMENT, OFFICE PRODUCTIVITY

<i>Course Requirements</i>		<i>Credit</i>
DATA 140	Comp. Spreadsheets A,B,C	3
IT 118	Intro to MS Office	1
IT 130	Comp. Word Process A,B,C	3
IT 255	Comp. Presentations A,B,C	3
<i>Complete TWO credits from the following:</i>		
BUS 108	Ten-Key Mastery	1
IT 101	Keyboarding Skills	1
IT 117	Intro to Personal Computers	1
IT 209	Using MS Outlook	2
Total Credits:		12

THE FIELD OF OFFICE MANAGEMENT

Office management involves the planning, design, and implementation of work in an organization and its offices. Office managers are often responsible for desk space, supplies, office or administrative budget, staff training, arranging travel, and managing other facility staff. A successful office manager in any field must understand the behavior and needs of their employees, so they can learn how to best motivate their workers with the appropriate incentives.

TYPES OF POSITIONS IN THE FIELD OF OFFICE MANAGEMENT

- **Corporate office managers**, such as the manager at each branch of a given company. A district manager oversees the branch managers and may travel between company branch locations. Additionally, corporate office managers plan new organizational approaches for human resources and marketing campaigns.
- **Medical office managers** must have knowledge of anatomy and lab procedures, as well as health care laws. They typically work in doctor's offices, where they may supervise medical assistants. Other responsibilities include patient confidentiality and the proper disposal of medical waste.
- **Legal office managers** have practical law experience and an understanding of law procedures. Law office managers oversee a practice's legal administrative assistants, payroll management, and the firm's human resources department.
- **Virtual office managers** may work for several smaller companies part-time because small businesses often contract out virtual office management jobs. Teleworking is on the rise; therefore, virtual office managers are an attractive option for steadily growing small businesses that don't yet require an on-site office manager.

CERTIFICATES, OFFICE MANAGEMENT I, II

CERTIFICATE I, OFFICE MANAGEMENT		
Course Requirements		Credits
BUS 105	Business Math	3
BUS 106	Time Management	1
BUS 108	Ten-Key Mastery	1
BUS 109	Business English	3
IT 101	Keyboarding Skills	1
IT 118	Introduction to MS Office	1
Any 100/200 level INU course(s)		3
<i>Complete ONE of the following:</i>		
BUS 182	Office Procedures	3
BUS 199	Business Practicum	3
Total Credits:		15

CERTIFICATE II, OFFICE MANAGEMENT		
General Education Coursework		Credits
Communication		(6)
BUS 109	Business English	3
COMM 131	Fund. of Oral Communications	3
Math/Science/Technology		(4)
BUS 105	Business Math	3
LS 101	Library Info & Research	1
Humanities/Social Sciences		(3)
Any 100/200 level INU course		3
Major Coursework		Credits
Certificate Core		(17)
BUS 106	Time Management	1
BUS 108	Ten-Key Mastery	1
BUS 119	Office Finance	1
BUS 203	Records Management	3
IT 101	Keyboarding Skills	1
IT 117	Intro to Pers. Comp	1
IT 118	Introduction to MS Office	1
IT 130	Comp. Word Process. A,B,C	3
IT 209	Using MS Outlook	2
<i>Complete ONE of the following:</i>		
BUS 182	Office Procedures	3
BUS 199	Business Practicum	3
Total Credits:		30

***Coursework for Office Administration II Certificate includes coursework for Office Administration I Certificate plus additional credits for a total of 30 credits.

CERTIFICATES, MEDICAL OFFICE MANAGEMENT I, II

The Office Administration program also offers certificates and an Associate of Applied Science degree with a Medical Emphasis for students seeking to work or already working in the healthcare industry in a medical-related office position. This option allows students to substitute several courses required for the general Office Management degree and certificates with courses specifically designed for the healthcare industry.

CERTIFICATE I, MEDICAL OFFICE MANAGEMENT		
Course Requirements		Credits
BUS 106	Time Management	1
BUS 109	Business English	3
HLTH 204	Medical Terminology	3
IT 101	Keyboarding	1
IT 118	Introduction to MS Office	1
Any 100/200 level INU course(s)		3
<i>Complete ONE of the following:</i>		
BUS 182	Office Procedures	3
HLTH 299	Allied Health Internship	3
Total Credits:		15

CERTIFICATE II, MEDICAL OFFICE MANAGEMENT		
General Education Coursework		Credits
Communication		(6)
BUS 109	Business English	3
COMM 131	Fund. of Oral Comm.	3
Math/Science/Technology		(3)
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH 105	College Algebra	3
Humanities/Social Sciences		(3)
Any 100/200 level INU course(s)		3
Major Coursework		Credits
Certificate Core		(18)
BUS 106	Time Management	1
BUS 108	Ten-Key Mastery	1
HIM 110	Intro to Health Infor. Mgmt	3
HLTH 204	Medical Terminology	3
IT 101	Keyboarding Skills	3
IT 118	Introduction to MS Office	1
IT 130	Comp. Word Process A,B,C	3
IT 209	Using MS Outlook	2
<i>Complete ONE of the following:</i>		
BUS 182	Office Procedures	3
HLTH 299	Allied Health Internship	3
Total Credits:		30

ASSOCIATE OF APPLIED SCIENCE, OFFICE MANAGEMENT ***		
General Education Coursework		Credits
Communication		(9)
BUS 109	Business English	3
BUS 220	Applied Bus Communication	3
COMM 131	Fund. of Oral Communication	3
Math/Science/Technology		(4)
BUS 105	Business Math	3
LS 101	Library Info & Research	1
Humanities/Social Sciences		(3)
Any 100/200 level INU course(s)		3
Major Coursework		Credits
Degree Core		(35)
BUS 101	Principles of Accounting I	3
BUS 106	Time Management	1
BUS 107	Proofreading and Editing	2
BUS 108	Ten-Key Mastery	1
BUS 119	Office Finance	1
BUS 151	Intro to Business	3
BUS 203	Records Management	3
DATA 127	Presenting Data Effectively	2
DATA 140	Comp. Spreadsheets A,B,C	3
IT 101	Keyboarding Skills	1
IT 117	IC3 – Intro to Personal Comp	1
IT 118	Introduction to MS Office	1
IT 130	Comp. Word Process. A,B,C	3
IT 220	Intro to Proj.Plan./Scheduling	2
IT 221	Microsoft Project	1
IT 209	Using MS Outlook	2
IT 255	Micro Comp. Graphics PowerPoint, A,B,C	3
Complete ONE of the following:		
BUS 182	Office Procedures	3
BUS 199	Business Practicum	3
HLTH 299	Allied Health Internship	3
Electives		(9-12)
In consultation with advisor, select any combination of 100 or 200 level course not yet taken, preferably in a specific subject consistent with career interests.		
Total Credits:		60

***Coursework for the Associate of Applied Science Degree includes coursework for the certificates in Office Administration or Medical Office Administration plus 33 additional credits for a total of at least 60 credits

PRE-NURSING

Overview

The primary purpose of this program is to prepare students for admission to the Utqiagvik cohort of the Alaska Pacific University Nursing program. Students considering pursuing a nursing program at another institution should consult with the Allied Health Coordinator to ensure that the Certificate requirements align with the program of their choice. The program can also serve as a foundation for the Allied Health degree.

Admission into Nursing Program

All courses below must have been completed within the last 10 years prior to submission of the application and students must have received a grade of "C" or better in the course. The Certificate courses are prerequisites to successful application; however, they do not guarantee admission into the Nursing Program.

For more information regarding the entire admissions process, students should consult with the Allied Health Coordinator.

Explore Careers in Nursing

Nursing is a profession within the health care field that focuses on the care of individuals, families, and communities so they may attain, maintain, or recover optimal health and quality of life. Depending upon personal interests, the nursing career path offers many options, some of which are listed below:

- Cardiac Nurse
- Certified Nursing Assistant (CNA)
- Certified Registered Nurse Anesthetist (CRNA)
- Clinical Nurse Specialist (CNS)
- Critical Care Nurse
- ER Nurse
- Family Nurse Practitioner (FNP)
- Forensic Nurse
- Geriatric Nursing
- Licensed Practical Nurse (LPN)
- Mental Health Nurse
- Neonatal Nurse
- Nurse Educator
- Nurse Practitioner
- Oncology Nurse
- Orthopedic Nurse
- Pediatric Nurse
- Perioperative Nurse (Surgical/OR Nurse)
- Public Health Nurse
- Registered Nurse (RN)
- Travel Nurse

Learn more about nursing careers at <https://nursejournal.org/careers/>

CERTIFICATE OUTCOMES

- Prepare NSB students for entry into the Nursing Program offered in Utqiagvik through Alaska Pacific University.
- Provide students with background necessary to enter nursing programs nationally through on-line and other programs.
- Demonstrate competency in the methodologies used to study living systems, with a focus on human biology.
- Prepare students to pursue other programs with health and science orientations at the Associate level, such as Allied Health.

CERTIFICATE, PRE-NURSING

<i>General Education Coursework</i>		<i>Credits</i>
Communication		(3)
ENGL 111	Intro to Aca. Writing	3
Math/Science/Technology		(3)
MATH 105	College Algebra	3
<i>Major Coursework</i>		<i>Credits</i>
Certificate Core		(19)
BIOL 211	Anatomy & Physiology I	4
BIOL 212	Anatomy & Physiology II	4
CHEM 103	Basic General Chemistry	4
PSY 150	Lifespan Development	3
<i>Complete ONE of the following:</i>		
BIOL 105	Fund. of Biology I	4
BIOL 106	Fund. of Biology II	4
BIOL 240	Intro to Microbiology	4
Total Credits:		25



FOUNDATIONAL STUDIES



FOUNDATIONAL STUDIES

Iñisaġvik College offers a series of courses that help students master the foundational skills necessary for college success. Classes are eight (8) weeks long and taught twice each semester. They focus on strengthening English and Math skills, so students can confidently and successfully transition into 100-level courses.

Frequently, adult students who have been out of the educational environment for an extended period of time may find that their skills have become “rusty.” The Foundational Studies program is designed to advance all students to college-level course work (100 or higher) as quickly as possible. At the end of each course, students have the opportunity to retake the ACCUPLACER and based on the new scores, may skip one or more classes in the foundational course sequence, and may even advance directly to the next college-level course.

ACCUPLACER TEST

ACCUPLACER is a computer-adaptive placement test that helps to place students into the appropriate course levels. Students do not pass or fail the test, and they do not earn a grade. The sole purpose of the test is to place the students in the course level that they are able to complete successfully. In order to do so, students will take the following tests:

- Math
- English: Reading Comprehension
- English: Writing

Based on scores in one or more tests, students are placed into foundational and or college-level courses.

Math Placement

Course	Placement Test	Score
MATH 055A	Arithmetic	<250
MATH 055B	Arithmetic	250 - 300
BUS 105 w/031	Algebra	240-249
MATH 060A	Algebra	<250
MATH 060B	Algebra	250-300
BUS 105	Algebra	250-300
MATH 105	Adv. Algebra	230-249
MATH 107	Adv. Algebra	≥250

English Placement

Students must have a minimum writing score of 4 in order to place into ENGL 111.

Writing Score: 1

Reading Score: ≤252 → **ENGL 075**

Reading Score: ≥253 and ≤269 → **ENGL 111 w/ 031**

Writing Score: 2

Reading Score: ≤251 → **ENGL 075**

Reading Score: ≥252 and ≤268 → **ENGL 111 w/ 031**

Writing Score: 3

Reading Score: ≤250 → **ENGL 075**

Reading Score: ≥251 and ≤267 → **ENGL 111 w/ 031**

Writing Score: 4

Reading Score: ≤249 → **ENGL 075**

Reading Score: ≥250 and ≤266 → **ENGL 111 w/ 031**

Reading Score ≥267 → **ENGL 111**

Writing Score: 5

Reading Score: ≤248 → **ENGL 075**

Reading Score: ≥249 and ≤265 → **ENGL 111 w/ 031**

Reading Score ≥266 → **ENGL 111**

Writing Score: 6

Reading Score: ≤247 → **ENGL 075**

Reading Score: ≥248 and ≤264 → **ENGL 111 w/ 031**

Reading Score ≥265 → **ENGL 111**

Writing Score: 7

Reading Score: ≤246 → **ENGL 075**

Reading Score: ≥247 and ≤263 → **ENGL 111 w/ 031**

Reading Score ≥264 → **ENGL 111**

Writing Score: 8

Reading Score: ≤245 → **ENGL 075**

Reading Score: ≥246 and ≤262 → **ENGL 111 w/ 031**

Reading Score ≥263 → **ENGL 111**

PROGRAM OUTCOMES

The Foundational Studies course sequence is based on individual student need; therefore, upon completion of the identified sequence of courses, students will have gained one or more of the following:

- Basic skills in preparation for college-level course participation
- An academic foundation to gain proficiency in writing and arithmetic skills
- General knowledge of college life



ADULT EDUCATION



ADULT EDUCATION

The Iḷisaḡvik College Adult Learning Center helps adults improve their basic skills in reading, writing, and mathematics for educational, vocational, and personal success. We offer General Educational Development (GED®) preparation and testing, as well as English as a Second Language (ESL) assistance. In addition, the Adult Basic Education (AE) program has incorporated College and Career Readiness assistance. The Iḷisaḡvik Adult Learning Center is an open entry/open exit program. Our AE program services are also available to village residents. The program recognizes the importance of life-long learning, and that philosophy is central to the mission of Iḷisaḡvik College.

GENERAL EDUCATION DEVELOPMENT (GED®)

The General Educational Development (GED®) now consists of four tests in the subjects of language arts, mathematics, science, and social studies, which verify high school level skills for those who successfully complete the exams. New students are initially assessed to determine academic proficiencies in various subject areas. Then staff will work with each student to design a personalized education plan with short-term and long-term goals to successfully complete the GED® requirements to facilitate gaining employment or entering a post-secondary education program.

ENGLISH AS A SECOND LANGUAGE

The AE Program also has an ESL (English as a Second Language) component through which students may learn to improve their conversational English skills. Iḷisaḡvik recognizes the importance of life-long learning, and that philosophy is central to the mission of AE/GED.

TUTORING SERVICES AT TUZZY LIBRARY

Monday – Friday

9:00 am – 12:00 pm (by appointment)

1:00 pm – 5:00 pm (by appointment or walk-in)

Evenings and weekends by appointment

Call 907-852-1812 or 907-852-4050

Email: adulted@ilisagvik.edu**TESTING SERVICES AT BUILDING 360,****MAIN CAMPUS**

Monday – Friday

9:00 am – 5:00 pm (by appointment)

Call 907.852.1802 or email testing.center@ilisagvik.edu**to make an appointment.****CONTACT INFORMATION****Main Office:**

852.1812

852.4050

Email:adulted@ilisagvik.edu**OPERATING HOURS**



TEACHER CERTIFICATION



TEACHER CERTIFICATION

Iñisaġvik College offers courses to help teachers meet the state requirements for continuing education and thereby maintain their certification. All courses are approved by the Alaska Department of Education and Early Development.

For general information regarding teacher certification, please check the Department's website at <https://education.alaska.gov/teachercertification>. The Department uses two designations for courses that apply towards certification:

- Alaska Studies Courses
- Multicultural Courses

The following Iñisaġvik courses may be applied towards teacher certification:

DEED-APPROVED ALASKA STUDIES COURSES

ANTH 242	Native Cultures of Alaska (3 cr)
HIST 115	Alaska, Land, and Its People (3 cr)
IÑU 210	Iñupiaq Land Use, Values and Resources (3 cr)
IÑU 220	North Slope Iñupiaq History and Culture (3 cr)
SSC 218	Topics in the Social Sciences: Contemporary North Slope History (3 cr)

DEED-APPROVED MULTICULTURAL COURSES

ANS 239	Native American/Alaska Native Children's Literature (3 cr)
ANS 240	Alaska Natives in Film (3 cr)
ANTH 242*	Native Cultures of Alaska (3 cr)

* Course may be used to satisfy either the Alaska Multicultural or Alaska Studies requirement: (ANTH 242). Please note: If you use a course to fulfill the Alaska Multicultural requirement, you cannot use it to satisfy the Alaska Studies requirement as well. (https://education.alaska.gov/teachercertification/pdf/Approved_Multicultural_Ed_Courses.pdf)

For any questions regarding the course offerings, please contact the Dean of Academic Affairs, Dr. Peter Snow at peter.snow@iñisaġvik.edu.

Note

Teachers with any specific questions/concerns regarding the process and the credits they need to secure for their own individual certification, should contact either their school district's administration and/or the Department of Education and Early Development. The College does not provide guidance as to which class(es) may be appropriate to maintain an individual teacher's certification.

Tuition Waivers

North Slope Borough School District (NSBSD) certified teaching staff enrolled in Department of Education & Early Development (DEED) approved courses for initial/renewal certification and/or any course with IÑU or ANS designator are eligible for a tuition waiver (does not include fees and books). The application to receive the waiver can be found on the College website under "Forms" and must be completed and submitted to the Registrar's office **prior** to the start of the class. The College reserves the right to make changes, so for the most current information, please contact the Registrar's Office at 907-852-1763.



NORTH SLOPE
BOROUGH SCHOOL DISTRICT

— *Striving For Excellence* —



TUITION & FEES



TUITION

2023-2024	\$205 for each credit hour
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Tuition is not charged for CEU courses. These courses may be subject to course fees or other charges. The tuition schedule is subject to change.

TUITION WAIVERS

In an effort to support students in their pursuit of higher education, Ilisagvik College makes available several tuition waivers. Please note that tuition waivers are limited to tuition only and do not apply to any course or administrative fees. Waivers will not be applied retroactively and must be submitted during the semester in which the student is taking courses. For more information, please contact the Financial Aid Office at 907.852.1708 (fin.aid@ilisagvik.edu) or Registration at 907.852.1757 (registration@ilisagvik.edu).

FEES
ADMINISTRATIVE FEES

<i>Registrar's Office Fees</i>	<i>Cost</i>
Registration Fee (per semester)	\$ 50
Graduation Application Processing Fee	\$ 50
Late Graduation Application Processing Fee	\$ 100
Official transcript fee – ELECTRONIC	\$ 5.25
Official transcript fee – HARD COPY	\$ 10.25
(Official transcripts can be ordered through the National Student Clearing House at https://nscsso.my.site.com/student/s/)	
<i>Student Support Services Fee</i>	
1-11 credits/semester (part time)	\$ 60
12+ credits/semester (full-time)	\$ 120

COURSE AND MATERIAL FEES

Courses which require the use of special materials, supplies, or services, may have a materials or lab fee in addition to any applicable credit-hour charge. Many vocational programs, as well as science and other lab courses, require students to buy special supplies to supplement those furnished by the program. Students are responsible for these fees as well as for purchasing textbooks and tools. Some workshops, community education classes, and special interest courses have a fee.

ART	Course #	Course Name	Fee
	ART 105	Beginning Drawing	\$ 75
	ART 113	Introduction to Painting	\$ 100
	ART 205	Intermediate Drawing	\$ 75
	ART 212	Baleen Art	\$ 100

Course #	Course Name	Fee
ART 220	Fundamentals of Carving	\$ 150
CONSTRUCTION TECHNOLOGY		
Course #	Course Name	Fee
CARP 101	Carpentry, Level I*	\$ 50/ea
CARP 111	Carpentry I, Skill Lab	\$ 250
CARP 201	Carpentry, Level II*	\$ 50/ea
CARP 211	Carpentry II, Skill Lab	\$ 250
CTT 103	Introduction to Welding	\$ 50
CTT 104	Insulation, Level I	\$ 150
CTT 105	Scaffolding, Level I	\$ 150
CTT 145	Intro to Weatherization	\$ 50
CTT 146	Weatherization Technician*	\$ 50/ea
ELEC 101	Electrical, Level I*	\$ 50/ea
ELEC 106	Blueprints and Design	\$ 25
ELEC 111	Electrical I, Skill Lab	\$ 250
ELEC 201	Electrical, Level II*	\$ 50/ea
ELEC 202	Electrical, Level III*	\$ 50/ea
ELEC 203	Electrical, Level IV*	\$ 50/ea
ELEC 206	Comm. Wiring, I (Mod. A-C)*	\$ 50/ea
ELEC 211	Electrical II, Skill Lab	\$ 250
ELEC 212	Electrical III, Skill Lab	\$ 250
ELEC 213	Electrical IV, Skill Lab	\$ 250
PMB 101	Plumbing, Level I*	\$ 50/ea
PMB 111	Plumbing I, Skill Lab	\$ 250
PMB 201	Plumbing, Level II*	\$ 50/ea
PMB 202	Plumbing, Level III*	\$ 50/ea
PMB 203	Plumbing, Level IV*	\$ 50/ea
PMB 211	Plumbing II, Skill Lab	\$ 250
PMB 212	Plumbing III, Skill Lab	\$ 250
PMB 213	Plumbing IV, Skill Lab	\$ 250
WMT 101	Welding, Level I (Mod. A-I)*	\$ 50/ea

***Add \$100 for textbook (covers all modules)**

DENTAL THERAPY

Course #	Course Name	Fee
	Fee for in-state students for all DHAT courses	\$ 355/credit
	Fee for out-of-state students for all DHAT courses	\$ 755/credit

DRIVER'S EDUCATION

Course #	Course Name	Fee
DE 081	Behind-the-Wheel Driving	\$ 200
DE 082	Behind-the-Wheel Proctoring	\$ 40
DE 084	Basic Driver's Education	\$ 450

HEAVY TRUCK OPERATIONS

Course #	Course Name	Fee
HEO 001	CDL – School Bus	Waived
HEO 104	Intro to Heavy Equip Ops	\$ 750
HEO 105	CDL Writ Exam Preparation	\$ 500
HEO 106	CDL Writ Exam Prep w/ Pre-Trip	\$ 500
HEO 150	CDL Unrestr. Behind-Wheel Test Prep	\$ 2,500
HEO 170	Constr/Heavy Equip Ops	\$ 1,000

HEO 175	Entry Lev Op/Class B Veh.	\$ 2,000
HEO 176	Entry Lev Class B/C CDL	\$ 750
HEO 178	CDL Writ Entry Lev Ops & Unrestr. Test Prep	\$ 4,250

INDUSTRIAL SAFETY

Course #	Course Name	Fee
SAFE 102	CEU Hydrogen Sulfide	Waived
SAFE 103	Unescorted Training w/H25	Waived
SAFE 104	8Hr HAZWOPER	Waived
SAFE 106	NSTC Unescorted Training	Waived
SAFE 110	40-Hour HAZWOPER	Waived
SAFE 115	24-Hour HAZWOPER	*Quote
SAFE 122	Blood Borne Pathogens	*Quote
SAFE 138	24-Hour Spill Response	*Quote
SAFE 170	Confined Space	*Quote
SAFE 174	Respirator Fit Test	\$ 100

*Call for a quote: 907.852.1759, or email us at workforce@ilisagvik.edu

IÑUPIAQ STUDIES

Course #	Course Name	Fee
IÑU 119	Arctic Colloquium	\$200
IÑU 135	Iñuit Art Studio	\$200
IÑU 158	Trad./Contemp. Food Prep	\$150
IÑU 219	Arctic Colloquium	\$200
IÑU 214	Drum Construction & Use	\$150

WORKFORCE DEVELOPMENT

Course fees for WFD depend on the cost of certified instructors, equipment and materials, enrollment numbers and location. Please contact us for a quote regarding the cost of your training needs or if you would like to know more about any of the courses listed below.

Call us at

- 907.852.1759

Email us at

- workforce@ilisagvik.edu

SCIENCE

Course #	Course Name	Fee
All BIOL, CHEM, GEOS courses		\$100

DORMITORY RATES AND MEAL PLANS

Prices listed are for one semester, which generally averages 110-115 days and includes student orientation. Student accounts are debited for dorm fees and meal plans at the beginning of each semester. These fees are not refundable after the last day to drop/add classes. Refunds will be prorated on a percentage basis. Please contact the Business Office for more information at 907.852.1829.

Dorm Rates for Students	
Full-Time Rate per Student	\$2,000/sem
Part-Time Rate per Student	\$70/day
Dorm Rates for Non-Students	
Single Occupancy	\$115/day
Double Occupancy	\$70/day
Long-Term Occupancy:	Call Student Success Center 907.852.1809

Room and board fees are due at the time of registration. Student Housing at the residential center is \$2,000 per semester based on double occupancy. A damage deposit of \$270 must be submitted at the time of admission to the college. After receipt of an acceptable exit report, returning students will be allowed to carry forward the deposit to the next semester. Deposits will be forfeited if the exit report is not acceptable. Students may be charged for additional costs of repairs up to the total cost of the repairs. Students in that case will have to submit another damage deposit, as well as pay for any outstanding repair charges, before entering the residential center for the next semester.

Students who choose to live in the residential center are responsible for all other living expenses such as sheets, towels, toiletries, snacks, etc.

Dorm / Semester (double occupancy)	\$2,000
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Meal Plans

Each residential student is required to purchase a semester meal plan for on-campus meals. Students who pay for a meal plan will receive a meal card. Meals are served cafeteria-style.

Full Residential Meal Plan	\$4,500
Partial Residential Meal Plan	\$3,300

For information about commercial rates or non-student costs, please visit our website.

An Individual meal plan service starts with lunch the day the residential facility opens and ends with lunch the day the residence hall closes. The meal plan includes breakfast, lunch and dinner Monday through Saturday, brunch, and dinner on Sundays. All in-cafeteria meals are buffet style, and Sunday brunch is “all you can eat.” Full-time students not living on campus may also purchase a meal plan card by contacting the Business Office directly.

We debit student accounts for meal plans and dorm fees at the beginning of each semester. These fees are not refundable after the last day to drop/add classes. Refunds

will be prorated on a percentage basis. Please contact the Business Office for more information at 907.852.1829.

are notified of adjustments by mail. Iñisaġvik College reserves the right to change its tuition or fees at any time.

NIĠĠIVIK (CAFETERIA) MEAL RATES

Meal	Student/ Staff	Guest	Seniors Kids 6-12	Kids under 6
Breakfast	\$12	\$18	\$11	--
Lunch	\$18	\$23	\$15	--
Dinner	\$20	\$25	\$17	--
Sunday Brunch	\$20	\$25	\$17	--

PAYMENT PLANS

All fees are due at the time of registration unless the student has established a written, approved payment agreement with the business office. Student accounts will include charges for tuition and registration fees, residential room and deposits, semester length meal plans and other materials, tools, lab, course, and travel fees. In addition, any charges unpaid at the end of the previous semester are due and must be paid before students may register for the next semester. If a student has a debt with the college, registration for the current semester and release of transcripts may be denied and any payments received may be applied to the old debt.

COST FOR FULL-TIME STUDENT OFF-CAMPUS

The following budgets are estimated for a student **NOT** living on campus and enrolled full-time (12 semester hours) for the 2023-2024 academic year.

	Cost to Student
Tuition	\$ 4,920
Registration	\$ 100
Student Support Services	\$ 240
Books	\$ 800
Personal Expenses	\$ 2,730
Total	\$ 8,790

DEFERRED PAYMENT AGREEMENT

Deferred payment agreements are legal contracts between the student and Iñisaġvik College that allow the student to pay tuition and other fees in installments throughout the semester. It is the student’s responsibility to make payments by the due dates agreed upon by the student and the college.

COST FOR FULL-TIME STUDENT ON CAMPUS

The following budgets are estimated for a student living on campus and enrolled full time (12 semester hours) for the 2023-2024 academic year. All expenses are estimates and subject to change. For information on individual program fees, contact the financial aid officer.

	Cost to Student
Tuition	\$ 4,920
Registration	\$100
Student Supp. Services Fee	\$240
Books	\$800
Room	\$4,000
Board	\$6,600-\$9,000
Travel (on-Slope airfare)	\$1,880
Transportation Fee	\$250
Personal Expenses	\$2,730
Total:	\$21,520-\$23,920

Approval for the deferred payment agreement is based on the student’s expected receipt of financial aid, credit history at the college, and academic background, including GPA and the number of credits completed at the college.

By the last day of the fee payment agreement, students must have either paid for their tuition, housing and, if applicable, semester length meal plans, or have been awarded financial aid. Students must be able to prove they have been awarded financial aid and are reasonably assured of receiving payment before the end of the semester. Additionally, students must be eligible to receive the aid when it arrives.

Deferred payment agreements will not be accepted for textbooks, registration fee, course fees less than \$100, and/or individual meal cards unless the student has pending/confirmed financial aid.

PAYMENT

All tuition, fees and other charges for the semester must be paid by the applicable deadline or at the time of registration. Payment may be made in cash, by check, VISA, or MasterCard.

Tuition and fee charges may be audited, corrected, and adjusted before the end of the current semester. Students

DEBTS AND FORFEITURES

Any and all college debts incurred by a student must be paid in full on the specified due dates (where applicable) or before the end of the semester. Any student who becomes delinquent in payment of these debts may have his/her registration canceled by the college. Examples of debts are housing, emergency loans, deferred payment agreements and charges that exceed amounts guaranteed by third party agents or agencies.

Any debts owed to the college by the student will be subtracted from any student refund before issuance of a check to the student. Any refunds or repayments that must be returned to the financial aid providers will be returned before the student receives the balance, if any, of the refund. Diplomas and official transcripts will not be released until all debts to the college are paid or satisfactory arrangements are made for payment. Iñisaġvik College reserves the right to withhold final grades, transcripts, or diplomas from students who have not fulfilled all of their financial obligations to the institution. Students are held financially responsible for all courses for which they register.

STUDENT DEBT POLICY

Iñisaġvik College does not provide loans for students in the form of carried balances or debt. Iñisaġvik College will enforce payment agreements for those who have a debt above \$500.00. If any student has not met his or her full financial obligations, Iñisaġvik College reserves the right to withhold any of its services from the student until the obligations are met. These include, but are not restricted to, the ability to enroll in further classes or workshops, transcripts, letters of recommendation, registration, and additional services such as room and board.

For students who are also employees of Iñisaġvik College and owe more than \$250 to the Iñisaġvik College, Iñisaġvik College will collect this debt to the maximum allowed by law through payroll deduction until this debt is satisfied in full. Iñisaġvik College employees will be required to sign a payroll deduction form at the time of registration.

REFUNDS

It is the responsibility of each student to register for, and drop or withdraw from, classes at Iñisaġvik in accordance with stated policies and timelines. If students do not attend classes, those classes will remain on his/her record and he or she will owe all tuition and fees for them. If a student registers for classes and decides not to attend, he or she must drop the classes before the published drop deadline or will be responsible to pay the appropriate tuition and fees.

Tuition Refund

Tuition and fees are refunded in full for courses canceled by Iñisaġvik College. For students officially dropping from semester length classes, the following refund schedule applies:

- If the student drops during the first two weeks of class, 100% of tuition will be refunded.

- There will be no refund of tuition after the official drop date.

Deadlines are adjusted proportionally for courses that are less than a semester in length. For students officially withdrawing from a modular course, a course less than a semester in length, the following refund schedule applies:

- If the student drops before 15% of class instruction has been completed, 100% of tuition will be refunded.
- There will be no refund of tuition after the official drop date.

REFUND PROCESSING

- The date the drop/withdrawal is received by the Registrar’s Office determines eligibility for a refund.
- Registration canceled as a result of disciplinary action will result in forfeiture of all rights to a refund of any portion of tuition and fees.
- For students who have a debt with the college, any refund resulting from a drop/withdrawal will be applied to that debt.
- Students who receive any type of external funding, including financial aid, may have their refunds applied to the external funding source. In the case of financial aid, the refund will be applied according to federal regulations.
- Material, lab, and course fees are subject to this refund schedule.
- If any portion of the original tuition and fees payment was charged to a credit card, any refunds will first be credited to the credit card account. All remaining credit balance refunds will be paid to the student by check.

TUITION REFUND PETITION

Petitions for refund of college obligations may be granted when a student has been physically disabled, has experienced a death in the family, has a change in employment beyond the student’s control, or has other extenuating circumstances. Written documentation of the condition is required. Petitions are reviewed only after a student has officially withdrawn from the course(s). Refund petitions for students who fail to comply with published deadlines, or withdraw due to changes in employment within the student’s control, will not be considered. Petitions must be filed by the last day of instruction of the term for which the petition is filed. Completed petitions may be submitted to the business office, located in the main NARL campus building. For more information call 907.852.1825.

ROOM AND BOARD REFUND PROCESS

For students officially withdrawing from the residential center, the following room and board refund schedule applies:

Day 1-5: 75% of semester room/board payment refunded

Day 6-15: 50% of semester room/board payment refunded

Day 16-30: 25% of semester Room/board payment refunded

More than 30 days: No refund

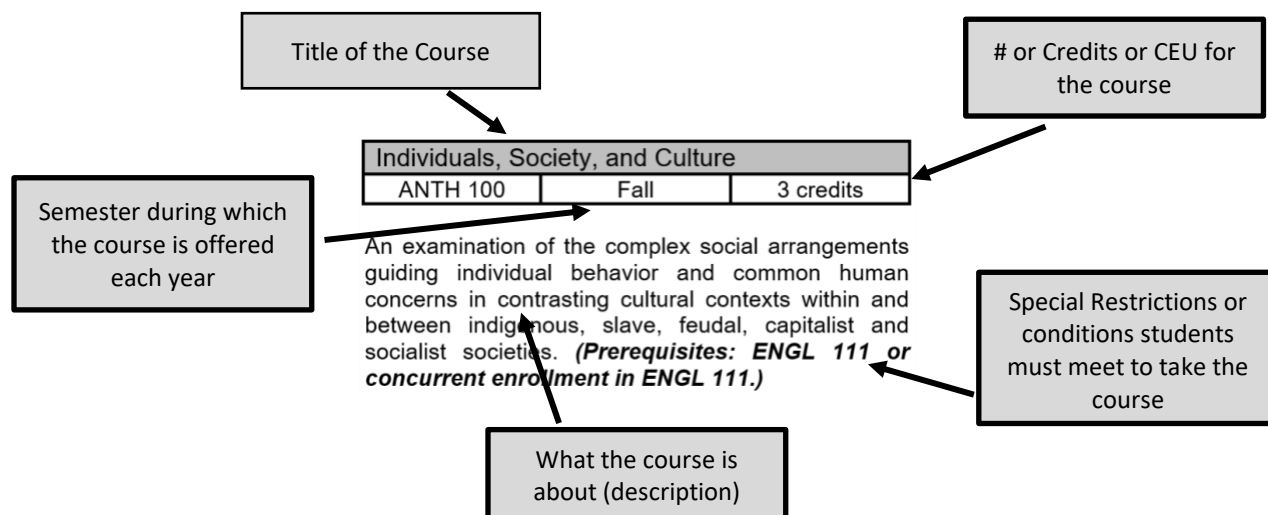
Students arriving late will have their housing charge prorated based on date of arrival.



COURSE DESCRIPTIONS



HOW TO READ THE COURSE DESCRIPTIONS



DISCIPLINES AND ABBREVIATIONS IN ALPHABETICAL ORDER

DISCIPLINE	ABBREVIATION	DISCIPLINE	ABBREVIATION
Alaska Native Studies	ANS	Heavy Equipment Operations	HEO
Anthropology	ANTH	History	HIST
Art	ART	Humanities	HUM
Biology	BIOL	Human Services	HUMS
Building Maintenance Technology	BMT	Industrial Safety	SAFE
Business	BUS	Information Technology	IT
Carpentry	CARP	Iñupiaq Studies	INU
College and Career Skills	CCS	Library Science	LS
Communication	COMM	Mathematics	MATH, MTHC, MTHE, MTHP, MHT
Construction Technology	CTT	Philosophy	PHIL
Data Analysis	DATA	Plumbing	PMB
Dental Health Aid Therapy	DHAT	Political Science	PS
Digital Arts	DA	Psychology	PSY
Driver Education	DE	Social Sciences	SSC
Economics	ECON	Statistics	STAT
Education	ED	Social Work	SWK
Electrical	ELEC	Tribal Healing	TH
English	ENGL	Tribal Management	TM
Geoscience	GEOS	Welding Materials Technology	WMT
Health	HLTH	Workforce Development	WFD
Health Information Management	HIM		

COURSE DESCRIPTIONS

ALASKA NATIVE STUDIES

Native American/Alaska Native Children’s Literature

ANS 239	Spring	3 credits
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This course will explore Native American storytelling and literature for children with an emphasis on Alaska Native/Iñupiaq literature and oral tradition. Topics covered will include: the history of multicultural literature for children, the representation (and misrepresentation) of Native American/ Alaskan Natives in children’s literature, and storytelling traditions. Students will examine the pedagogical aspects of multicultural literature, learning, through practical application, techniques for using literature, including oral literature, as a means of incorporating language and culture into the curriculum. ***This course meets the initial teacher certification requirements of AS 14.20.20(h) and 4 AAC 12.075(b) of the Alaska Department of Education and Early Development, Office of Teacher Education and Certification, Approved Courses (for specific certification requirements, please see <http://www.eed.state.ak.us/TeacherCertification/>).*** (Prerequisites: ENGL 111 or permission of instructor)

Alaska Natives in Film

ANS 240	Fall	3 credits
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This class analyzes the portrayal of Alaska’s Iñupiaq and Yup’ik peoples, and Iñuit in Canada and Greenland, as seen in films from the United States, Canada, and Greenland. The focus of the class is on an examination of the social impact of the films and discussion of relevant political, educational, and social topics that affect Alaska Natives. The course also explores how various film techniques are accomplished and how those techniques portray northern peoples in film. ***This course meets the initial teacher certification requirements of AS 14.20.20(h) and 4 AAC 12.075(b) of the Alaska Department of Education and Early Development, Office of Teacher Education and Certification, Approved Courses (for specific certification requirements, please see <http://www.eed.state.ak.us/TeacherCertification/>).*** (Prerequisites: ENGL 111 or permission of instructor. ART 200 is also recommended.)

Northern Alaska Indigenous Leadership Seminar (Cross-Listed IÑU 295)

ANS 295	Spring	3 credits
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The Northern Alaska Indigenous Leadership Seminar is designed to engage a cohort of students interested in the

areas of leadership development, community-based wellness, and sustainable development. Integrating best practices from successful leadership development and training programs, students will explore qualities of Indigenous knowledge and leadership, increase their knowledge of healing and wellness, draw insight and wisdom from elders and experienced leaders in building a foundation for community sustainability. The intensive seminar will be delivered via (3) three-hour audio-conferences and a (5) day face-to-face session.

ANTHROPOLOGY

Individuals, Society, and Culture

ANTH 100	Fall	3 credits
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An examination of the complex social arrangements guiding individual behavior and common human concerns in contrasting cultural contexts within and between indigenous, slave, feudal, capitalist, and socialist societies. (Prerequisites: ENGL 111 or concurrent enrollment in ENGL 111.)

Indigenous Sciences and Traditional Ecological Knowledge

ANTH 203	Fall	4 credits
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This course explores the way that tribal peoples around the world have approached some of the classic questions of scientific inquiry. Specific topics include -ethnocentrism in science as well as indigenous approaches to logic, math, and knowledge of the physical environment (i.e., geology, astronomy). Special emphasis will fall upon Alaska Native approaches to climate and ecology. Labs serve as vehicles to learn scientific methodology and to provide evidence to illustrate topics presented in lectures. Meets the general education requirement for a 4-credit natural science course with laboratory. (Prerequisite: English 111; Placement in Math 105; or permission of instructor). See fee schedule for lab fees.

Native Cultures of Alaska

ANTH 242	Fall	3 credits
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Examines the traditional Aleut, Eskimo and Indian cultures of Alaska including: linguistic and cultural groupings, technology, subsistence patterns, social organization, religion, human ecology, history and current political, social and economic issues. ***This course meets the initial teacher certification requirements of AS 14.20.20(h) and 4 AAC 12.075(b) of the Alaska Department of Education and Early Development, Office of Teacher Education and***

Certification, Approved Courses (for specific certification requirements, please see <http://www.eed.state.ak.us/TeacherCertification/>. (Prerequisites: ENGL 111 or permission of instructor.)

ART

Beginning Drawing		
ART 105	Fall	3 credits

This course serves as an introduction to the basic elements in drawing. Emphasis is placed on a variety of techniques and media. **See fee schedule for material fees.**

Introduction to Painting		
ART 113	Spring	3 credits

Introduction of basic materials, various media, and techniques available for painting will capture the artistic minds for those who have wanted to learn to paint. Students are taught about basic materials and techniques in various media. Pictorial principles and organization of paintings is also discussed. **See fee schedule for material fees.**

Introduction to Arctic Photography (Cross-listed as DA 181)		
ART 181	As demand warrants	1 credit

Students are introduced to the basic skills of shooting with correct manual operation of a digital SLR or Smartphone as well as introductory editing techniques with online editing software. The class covers techniques, creative vision, composition, and equipment for shooting in an Arctic Environment.

Working with Digital Media (Cross-listed as DA 190)		
ART 190	Fall (odd years)	3 credits

This course will provide students with skills to use software and application procedures for digital media. Skills developed in this course include techniques used to edit images for graphics applications, video creation and editing, internet skills, web content manipulation, file sharing and file transfer procedures. Students also become familiar with online research methods and hardware and software skills used in the digital editing profession.

Aesthetic Appreciation: Interrelation of Art, Drama, and Music		
ART 200	Spring	3 credits

Gain understanding and appreciation of art, drama, and music through an exploration of their relationship. Topics include the creative process; structure; cultural applications and diversity; the role of the artist in society; and popular movements and trends. **(Prerequisite: ENGL 111)**

Intermediate Drawing		
ART 205	As Demand Warrants	3 credits

Intermediate drawing builds upon the fundamentals of drawing and augments an understanding of art concepts that were introduced in ART 105. Students are expected to demonstrate greater understanding of drawing techniques as they create a cohesive body of work. A portfolio and exhibition are required at the end of the semester. **(Prerequisite: ART 105, or permission of instructor). See fee schedule for material fees.**

Baleen Art		
ART 212	Spring	3 credits

Learn the art of baleen use by the Iñupiat of the North Slope. Students will learn to separate baleen, soak, clean, and cut for future use. Students will have an option to learn to shape baleen into a whaling boat, cut and strip for basket and/or other objects. Other options may include learning to sketch on baleen using contemporary tools and history of how baleen was used for survival in the old days and how baleen is used for creating art objects of today will be emphasized throughout the course. **See fee schedule for material fees.**

Please note: Because the Marine Mammal Protection Act of 1972 restricts the possession and use of raw baleen to Alaska Natives only, and as this course uses raw baleen, non-Native students are not eligible to enroll.

Advanced Arctic Photography (Cross-listed as DA 281)		
ART 281	As demand warrants	2 credits

Students are introduced to the advanced skills of shooting with a digital SLR or smartphone as well as advanced editing techniques with online editing software. The course covers techniques, creative vision, composition, and equipment for shooting in an Arctic Environment. Topics to include but are not limited Aurora and night photography,

white-one-white, wildlife, land and sea photo tips and tricks **Prerequisites: ART 181 or permission of instructor.**

BIOLOGY

Human Biology

BIOL 100	As demand warrants	4 credits
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An introduction to scientific methodology and biological principles that focuses on humans as biological organisms. Topics include organization of the human body and the relationship between our bodies and health. For non-science majors and those who seek preliminary instruction before beginning study in health-related areas. Meets the general education requirement for a 4-credit natural science course with laboratory. (**Prerequisites: Placement in ENGL 111; Placement in MATH 105; or permission of instructor.**) *See fee schedule for lab fees.*

Biology and Society

BIOL 103	As demand warrants	4 credits
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Fundamental principles of biology; emphasis on their application to humans in the modern world. Lectures, laboratory demonstrations, experiments, and discussions of contemporary biological topics. Meets the general education requirement for a 4-credit natural science course with laboratory. (**Prerequisites: Placement in ENGL 111; Placement in MATH 105; or permission of instructor.**) *See fee schedule for lab fees.*

Natural History of Alaska

BIOL 104	Spring	4 credits
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An introduction to the biological environment in the Arctic, including the physical environment and its impacts on the biological setting; arctic ecosystems, arctic plants and animals and their adaptations; and human impacts on the Arctic, including historical impact, land use issues and wildlife management decision-making. Meets the general education requirement for a 4-credit natural science course with laboratory. (**Prerequisites: Placement in ENGL 111; Placement in MATH 105; or permission of instructor.**) *See fee schedule for lab fees.*

Fundamentals of Biology I

BIOL 105	As demand warrants	4 credits
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First semester of a two-semester biology series for science majors. This course will focus on chemistry of life, introduction to cell structure and function, molecular biology, and animal structure and function. Meets the general education requirement for a 4-credit natural science course with laboratory. (**Prerequisites: Placement in ENGL 111; Placement in Math 105, Recommended: high school biology or permission of instructor.**) *See fee schedule for lab fees.*

Fundamentals of Biology II

BIOL 106	As demand warrants	4 credits
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Second semester of a two-semester biology series for science majors. This course will focus on ecology, genetics, evolution, diversity of life, plant structure and function. Meets the general education requirement for a 4-credit natural science course with laboratory. (**Prerequisites: BIOL 105 or permission of instructor.**) *See fee schedule for lab fees.*

Individual Research Project (n)

BIOL 197	Fall, Spring	1-3 credits
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Consists of a student research project selected jointly by the student and supervising instructor. Designed to support the student's own specialty interest area of biology. Course may be repeated for a total of 6 credits. (**Prerequisite: Placement in ENGL 111; Placement in MATH 105; completion of one high school or college science course.**) *See fee schedule for lab fees.*

Human Anatomy and Physiology I

BIOL 211	Fall (Even years)	4 credits
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Integrated view of human structure and function for students in pre-professional allied health programs and biology. This course covers cells, tissues, and the integumentary, muscular, skeletal, nervous, special senses, and the endocrine systems. Meets the general education requirement for a 4-credit natural science course with laboratory. (**Prerequisites: Placement in ENGL 111; Placement in MATH 105; or permission of instructor. Recommended: CHEM 103.**) *See fee schedule for lab fees.*

Human Anatomy and Physiology II		
BIOL 212	Spring (Odd years)	4 credits

Integrated view of human structure and function for students in pre-professional allied health programs and biology. This course examines the lymphatic, immune, respiratory, digestive, excretory, and reproductive systems. Meets the general education requirement for a 4-credit natural science course with laboratory. **(Prerequisite: BIOL 211 or permission of instructor.) See fee schedule for lab fees.**

Topics in Modern Science (Cross-listed as GEOS 215)		
BIOL 215	Spring	3 credits

This course is for you if you wonder about the science reports that you hear in the media and wish you understood them better. Topics will range from advances in genetics and medicine, to climate change and the extinction of the dinosaurs, to resource availability and management. **(Prerequisite: Placement in ENGL 111; Placement in MATH 105; or permission of instructor).**

Introduction to Microbiology		
BIOL 240	Spring (even years)	4 credits

Survey of the microbial world, interactions between microbes and host, microbial human diseases, the environmental and economic impact of microorganisms. Provides background in basic and applied microbiology, with emphasis on the role microorganisms play in human health, as preparation for Allied Health careers. Meets the general education requirement for a 4-credit natural science course with laboratory. **(Prerequisites: Placement ENGL 111; Placement in MATH 105. and Successful completion of one high school or college level biology or chemistry course.) See fee schedule for lab fees.**

BUILDING MATERIALS TECHNOLOGY

Carpentry Maintenance I		
BMT 111	As Demand Warrants	2 credits

This course introduces students to building materials, fasteners, and adhesives used in construction work and discusses the methods of squaring a building. Students will be able to layout walls and ceilings including openings, corners, partitions, bracing, and applying sheathing.

Introduces types of stairs and common building code requirements related to stairs. Focuses on measuring and calculating rise, run, and stairwell openings, laying out stringers, and fabricating basic stairways. (NCCER Modules 27102-13; 27111-13; 27110-13). **Prerequisites: CTT 101 or instructor permission.**

Electrical Maintenance I		
BMT 131	As Demand Warrants	2 credits

Covers safety rules and regulations for electricians, including precautions for electrical hazards found on the job. Also covers the OSHA-mandated lockout/tagout procedure. Provides a road map for using the NEC®. Introduces the layout and the types of information found within the code book. Allows trainees to practice finding information using an easy-to-follow procedure. Covers the electrical devices and wiring techniques common to residential construction and maintenance. Allows trainees to practice making service calculations. Stresses the applicable NEC® requirements. (NCCER modules 26102-17; 26105-17; 26111-17). **Prerequisites: CTT 101 or instructor permission.**

Plumbing Maintenance I		
BMT 151	As Demand Warrants	2 credit2

Introduces trainees to the different types of plastic pipe and fittings used in plumbing applications. Describes sizing, labeling, how to measure, cut, join, and support pipe according to manufacturer’s instructions and applicable codes. Also addresses insulation, pressure testing, seismic codes, and handling and storage requirements. Explains how DWV systems remove waste safely and effectively. Discusses how system components, such as pipe, drains, traps, and vents work. Reviews drain and vent sizing, grade, and waste treatment. (NCCER modules 02106-12; 02107-12; 02111-12). **Prerequisites: CTT 101 or instructor permission.**

Introduction to Hydronic Systems		
BMT 201	Spring	1 credit

Introduces hydronic heating systems. In hydronic heating systems, fluids (typically water) are used to transfer heat. Fuels, such as gas or oil are used to heat the water in a boiler. Pumps then circulate that heated water throughout the structure where terminal devices such as radiators release the heat into different areas. (NCCER Module ID 03203). **Prerequisites: CTT 101 or instructor permission.**

Fuel Gas & Fuel Oil Plumbing Systems Basics		
BMT 202	Fall	2 credits

Introduces hydronic heating systems. In hydronic heating systems, fluids (typically water) are used to transfer heat. Fuels, such as gas or oil are used to heat the water in a boiler. Pumps then circulate that heated water throughout the structure where terminal devices such as radiators release the heat into different areas. (NCCER Module ID 03203). **Prerequisites:** *CTT 101 or instructor permission.*

BUSINESS

Principles of Accounting I		
BUS 101	Fall, Spring	3 credits

Accounting concepts and procedures for service and merchandising businesses owned by a single proprietor. Basic accounting principles including analyzing business transactions, T-accounts, journal entries, ledger accounts, posting and closing entries, accounts receivable and payable, payroll computations, and taxes. Includes recognizing accounting requirements and preparing financial statements. **Prerequisites:** *Completion of or enrollment in MATH 060B or BUS 105, or permission of instructor.*

Personal Finance		
BUS 102	As demand warrants	1 credit

Introduction to consumer financial issues including balancing a checkbook, creating a personal budget and savings plan, and methods of setting and obtaining personal financial goals. Opportunities and requirements for professional business careers are also discussed.

Personal Income Tax		
BUS 104	As demand warrants	1 credit

Details of taxable income, deductions, credits and exemptions, and forms. New tax law changes are emphasized. Record-keeping requirements and suggestions are given. Use of computer software in determining taxes, completing proper forms, and electronic filing are also covered. Students may receive assistance in completing their own taxes as time permits.

Business Math		
BUS 105	Fall, Spring	3 credits

Review and application of math skills as they apply to various areas of business including retail applications and finance. Designed to provide the skills necessary to make better business decisions. **(Prerequisites: Completion of MATH 060B with a C grade or better, or ACCUPLACER QAS score of 250 or higher or permission of instructor.)**

Time Management		
BUS 106	Fall	1 credit

Effective time management is essential to every employee's job. Completing tasks on time and remaining productive throughout the day are essential to job advancement. This course is designed to give employees the skills to effectively manage their time in order to maximize efficiency. Includes learning to set boundaries, organize and prioritize, and design action plans to achieve personal and professional goals.

Proofreading and Editing		
BUS 107	Spring	2 credits

Provides instruction and practice in finding, marking and correcting errors commonly made, but often overlooked in business communication. Provides practice using special symbols to highlight errors and corrections to be made.

Ten Key Mastery		
BUS 108	Fall, Spring	1 credit

Develop proficient operating skills for the ten-key machine for such applications as discounting amount and percent change, prorating interest, commissions, and payroll.

Business English		
BUS 109	As demand warrants	3 credits

Participants will develop skills in English fundamentals with an emphasis on language usage. Intensive study on grammar, punctuation, capitalization, spelling, word usage, and sentence structure. Also, participants will develop skills in writing business documents with emphasis on e-mails, letters, memos, reports, and other business documents. **Prerequisites:** *Completion of ENGL 075B or ACCUPLACER Reading score of 270 or higher w/Writing score or ACCUPLACER Reading score of 252-262 w/Writing score and concurrent enrollment in ENGL 031.*

Payroll Accounting		
BUS 114	Fall	3 credits

Methods to compile and calculate payroll information, earnings, deductions, and net wages. Includes payroll records and city, state, and federal tax report forms and laws. **(Prerequisite: BUS 101.)**

Office Finance		
BUS 119	Fall, Spring	1 credit

Introduction to keeping business records and banking procedures as they relate to general office transactions. Language and documents of banking, including check processing, deposits, credits, payment functions, and reconciling bank statements.

Microeconomics		
BUS 121	Spring	3 credits

The study of the economic decisions faced by the firm and the individual. Discussions and reading materials cover scarcity, opportunity costs, supply, demand, utility, pricing, cost, production, and consumer choice. **(Prerequisites: BUS 151 or permission of instructor).**

Small Business Planning for Childcare		
BUS 126	As demand warrants	3 credits

This course teaches students to write a business plan, focusing on telling a story about the business, explaining who, what, when, where, and why. This course will focus on small and home-based businesses and will define specific business objectives and goals with parameters to assist students through the writing process.

Introduction to Business		
BUS 151	Fall, Spring	3 credits

Business organization and structure, major business functions, business ownership, management, marketing, human resources, economics, production, and finance. Opportunities and requirement for professional business careers are also discussed. **(Prerequisites: ACCUPLACER Writing score of 6 or higher or permission of instructor.)**

Human Relations		
BUS 155	Fall, Spring	3 credits

A survey of human relations to include attitudes, self-concepts, personal communication styles, motivation, goal setting, ethics, and managing change as applied to the

business environment. **(Prerequisites: ACCUPLACER Writing score of 6 or higher or permission of instructor.)**

Introduction to Tourism		
BUS 157	As demand warrants	3 credits

Practices and concepts which enhance tourism to include hospitality, recreation, and leisure travel both domestic and international. Methods of developing, organizing, funding, and planning a successful tourism economy. North Slope tourism opportunities are emphasized.

Customer Service		
BUS 175	Spring	3 credits

Course presents service to both internal and external customers as integral to the success of any organization. Includes empowering service providers, dealing with difficult people, building customer retention and satisfaction in the context of performance enhancement. **(Prerequisite: BUS 151 recommended.)**

Office Procedures		
BUS 182	Fall, Spring	3 credits

Duties and responsibilities of general office employees including filing, processing mail, telephone communication, office supplies, employment procedures, basic requisitioning, office technology, tracking logs and travel arrangements, timesheets, reimbursement procedures, scheduling, and planning meetings.

Independent Project		
BUS 198	As demand warrants	1-3 credits

Project will include learning and applying business concepts to significant problems and demonstrating the result to others. **(Prerequisite: Permission of instructor.)**

Practicum in Business Management		
BUS 199/299	As demand warrants	1-3 credits

For the student who is working in a business field who can apply and relate the impact of that experience on his/her academic coursework. Requires supervised training and work experience. The student and instructor together will analyze the student's work experience and relationship of the job to career and academic goals. Written report and student contract required. **(Prerequisite: Permission of instructor.)**

Principles of Accounting II		
BUS 201	Spring	3 credits

Accounting concepts and procedures for businesses which are organized as partnerships or corporations and perform manufacturing operations. Accounting principles include notes payable and receivable, merchandise inventory, long-term bonds, statement analysis, corporate transactions, capital stock transactions, and property, plant, and equipment. **(Prerequisites: BUS 101 or permission of instructor.)**

Managerial Accounting		
BUS 202	Spring	3 credits

Managerial accounting covers the internal use of financial information for decision-making, cost measurement and management, and performance evaluation. **(Prerequisites: BUS 101 and IT 140A.)**

Records Management		
BUS 203	Spring	3 credits

Instruction in basic alphabetic storage with filing rules and cross-reference and procedures for retrieving records manually. Includes adaptations of alphabetic storage methods including geographic, numeric, and subject; storage and retrieving special records (card files, visible records, micro recorders); organizations and operations of records management programs and control of record systems. **(Prerequisites: Current enrollment in or completion of BUS 182; or permission of instructor.)**

Applied Business Communication		
BUS 220	Fall	3 credits

Students will become acquainted with the process and conventions of business and technical communication. Emphasis will be placed on creating, designing, and formatting business documents and conveying technical information in a manner that is easy to read and understand. **(Prerequisites: ENGL 111, BUS 109, or permission of instructor.)**

Macroeconomics		
BUS 221	Fall	3 credits

Concepts and measurements of income, aggregate demand and supply, price levels, employment, and economic growth are covered in this course. As relevant, these concepts will be used to examine the economic development of the North Slope. **(Prerequisite: BUS 151 or permission of instructor.)**

Contemporary Management Issues		
BUS 232	Spring	3 credits

Explores management functions, which include planning, organizing, motivating, directing, monitoring, problem-solving, and decision making. This course identifies how values, character, and trust are a necessary foundation for effective management and leadership. Inupiaq values fit naturally into the concepts, discussions, and assignments of this class. **(Prerequisite: BUS 151 or permission of instructor.)**

Financial Management		
BUS 233	Fall	3 credits

Corporate financial planning and control, asset management, capital budgeting, financial markets, and instruments. **(Prerequisite: BUS 151 or permission of instructor.)**

Human Resources Management		
BUS 234	Fall	3 credits

Introduction to management principles and personnel practices in industry; analysis of labor-management problems; methods of recruiting; selecting; training and compensating employees; employee supervision, and labor laws and their applications. **(Prerequisite: BUS 151 or permission of instructor.)**

Culture and Management		
BUS 239	Fall	3 credits

Course explores methods and strategies for integrating Inupiaq values into team building, daily supervision, managerial processes, and leadership roles. A range of research demonstrate how values are an important foundation for improving organizational effectiveness and dealing with conflict and change. **(Prerequisites: ACCUPLACER writing score of 6 or higher or permission of instructor)**

Business Law		
BUS 241	Fall	3 credits

Legal aspects of business problems and issues. Principles of law in contracts, employment, personal sales, and property ownership. Overview of the judicial system, legal processes, administrative procedures, business ethics, and the Uniform Commercial Code. **(Prerequisite: BUS 151 or permission of instructor.)**

Computerized Accounting		
BUS 245	Fall	3 credits

Emphasizes the use of computerized accounting software and spreadsheets to perform basic accounting functions. Using automated software, students set up company accounts, analyze and input transactions, generate and customize financial reports, and complete end-of-period closing transactions. Spreadsheet applications are also used to create, enhance, and present financial information. **(Prerequisites: BUS 101 and IT 140 A, B, C; or permission of instructor.)**

Grant Writing Essentials		
BUS 253	As demand warrants	3 credits

This course teaches the basics of grant writing and creating budgets. Students will develop abstracts, program descriptions, budgets, and budget narratives. Effective proposal management skills and program development will also be taught. **(Prerequisites: Knowledge of Microsoft Word and Excel, research ability and an ACCUPLACER Reading score of 270 or higher w/Writing score.)**

Introduction to Organization Management		
BUS 254	Spring	3 credits

Methods of creating proper attitudes, communication styles, motivation, interactions, positive reinforcement, team building, and leadership skills. Evaluating and monitoring employees. **(Prerequisite: BUS 151 or permission of instructor.)**

Grant Compliance and Reporting		
BUS 255	As demand warrants	3 credits

This course provides a strong foundation in monitoring activities and requirements of grant agreements to ensure program/project and financial compliance. Office of Management and Budget Circulars for Administrative Requirements and Cost Principles will be studied. Topics will include reducing the risk of mismanagement of grant funds, interagency agreements, and program compliance. **(Prerequisites: Knowledge of Microsoft Word and Excel, research ability and an ACCUPLACER Reading score of 270 or higher w/Writing score.)**

Modern Marketing Strategies		
BUS 260	Fall	3 credits

This course emphasizes the management and coordination of all marketing and promotional elements, such as

advertising, sales promotion, branding, public relations, and more. Students will learn how to build a brand that attracts long-term loyalty from customers. **(Prerequisite: BUS 151 or permission of instructor.)**

Public Relations		
BUS 263	As demand warrants	3 credits

Introduces the student to public relations and the role it plays in our world and society. Public relations involves image-making, repair and promotion. PR involves promotion, selling, advertising, and creating public, corporate, government, church, and other institutional images. Public relations professionals need skills in psychology, writing, mass media theory, image construction, persuasion, and audience analysis.

Small Business Management		
BUS 273	As demand warrants	3 credits

The process of starting, managing or owning a small business. Includes the development of a business plan, budgeting, operations, and management. **(Prerequisite: BUS 151 or permission of instructor.)**

Economic Development on the North Slope		
BUS 279	As demand warrants	1-3 credits

Course explores past and current economic development activities on the North Slope. Topics include: sharing and exchanging goods; early development; small business and entrepreneurship development; workforce development; balancing subsistence with cash economy and impacts of existing and future industry development.

Advanced Business Communications		
BUS 320	Fall	3 credits

Students will advance their knowledge of the processes and conventions of business communications. This course focuses on the theory and practice of effective oral, written, and electronic communications in the business environment. **(Prerequisite: Upper division standing or permission of instructor.)**

Financial Management		
BUS 333	Fall	3 credits

This course teaches how managers use financial management techniques to assess the financial health of a company, maximize return on investments, and make

better management decisions. **Prerequisite: Upper division standing or permission of instructor.)**

Human Resources Management		
BUS 334	Fall	3 credits

This course focuses on how human resource managers develop employees into a source of competitive advantage. The implications of global economics, technology changes, workforce diversity, skill requirements, continuous improvement initiatives, decentralization, and employee involvement will be examined. **(Prerequisite: Upper division standing or permission of instructor.)**

Business Law		
BUS 341	Spring	3 credits

This course presents explanations and examples of essential business law subjects including introduction to law, crimes and torts, contracts, business organization, commercial paper, agency, property, creditors, and Uniform Commercial Code. Iñupiaq cultural values are pertinent to many of the subjects discussed. **(Prerequisite: Upper division standing or permission of instructor.)**

Technology and Business		
BUS 350	Spring	3 credits

This course teaches how information technology can be used to achieve competitive advantage and to improve decision-making, business processes, operations, and organizational design. Students will study analysis concepts and computer-based tools used in business information systems and understand principles of database management. **(Prerequisite: Upper division standing or permission of instructor.)**

Quantitative Analysis		
BUS 355	Fall	3 credits

This course offers an introduction to quantitative reasoning methods used for business applications. Content explores algebraic and statistical concepts that promote effective problem solving and managerial decision making in a business world. **(Prerequisite: MATH 105 and IT 140 or permission of instructor.)**

Project Management		
BUS 360	Spring	3 credits

The course covers key components of project management including project integration, project scope management, project time and cost management, quality management,

human resource considerations, communications, risk management, and procurement management. **(Prerequisite: Upper division standing or permission of instructor.)**

Operations Strategy		
BUS 365	Spring	3 credits

This course explores how managerial processes are used to build effective operations in both goods-producing and service-rendering organizations and strengthen internal and external relationships. Topics include operations strategy, process design, capacity planning, facilities location and design, production scheduling, inventory control, quality assurance, and project management. This course also assesses a firm’s competitive position through cost, quality, and innovativeness. **(Prerequisite: Upper division standing and BUS 355; or permission of instructor.)**

Small Business Strategy and Entrepreneurship		
BUS 373	As Demand Warrants	3 credits

This course explores how entrepreneurs develop, launch, and manage small business ventures. Topics include growth stages, preliminary research, business plan, financing, management factors, marketing, customer relations, vendor relations, and technology applications. **(Prerequisite: Upper division standing or permission of instructor.)**

Cultural Values and Business Ethics		
BUS 401	Fall	3 credits

A discussion of Iñupiaq and other cultural values, ethical theories, and issues of moral thought, with examples that highlight potential ethical dilemmas managers are likely to face. Examines how organization structure and management processes can be designed to promote ethical behavior. **(Prerequisite: Upper division standing and BUS 320; or permission of instructor.)**

Current Topics in Business		
BUS 418	As Demand Warrants	3 credits

This course will examine the variety of challenges that business leaders and managers face in both the for-profit and not-for-profits sectors. May be taken multiple times with different topic names. **Prerequisites: Upper division standing or permission of instructor (requires 2.0 of better GPA).**

Strategic Management		
BUS 432	Spring	3 credits

In this course, students will learn how managers establish and achieve organizational goals through a strategic decision-making process, capitalizing on short-term and long-term perspectives and effectiveness and efficiency tradeoffs. Students will study and demonstrate the process of strategic analysis, strategy formulation, and strategic leadership. The case study method is used throughout this course. **(Prerequisite: Upper division standing, BUS 320, BUS 333, and BUS 334; or permission of instructor.)**

Managing a Culturally Diverse Organization		
BUS 439	Fall	3 credits

Using Iñupiaq culture and values as a reference point, this course explores how understanding cultural differences and behavioral responses can help managers address the challenges that face modern, diverse organizations. **(Prerequisite: Upper division standing or permission of instructor.)**

Organizational Management		
BUS 454	Spring	3 credits

Using leadership strategies, students gain skills in resolving disputes, managing diversity, and building productive teams. Using case studies and small-group discussions, students explore issues such as organizational conflict and power, management development, interpersonal influence, and participative management. **(Prerequisite: Upper division standing or permission from instructor.)**

Internship in Business Administration		
BUS 499	As Demand Warrants	3 credits

A supervised practical work experience to enable students to apply their course work in a business environment. Sponsored arrangements must be approved by faculty supervisor. Can be repeated for a maximum of six credits. **(Prerequisite: Upper division standing and permission of instructor (requires 2.0 or better GPA).)**

CARPENTRY

Carpentry, Level I		
CARP 101	As demand warrants	1-5 credits

Introduces the carpentry trade, tools, and materials. Concentrates on rough carpentry used in floor systems, framing walls, ceilings and roofs, basic stair layout, and an introduction to building envelope systems. Uses NCCER instructional modules. **(Prerequisites: Complete CTT 101; Pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.) See fee schedule for material fees.**

- Module A (1cr):** Orientation to the Trade, Building Materials, Fasteners, Adhesives, Hand, and Power Tools (NCCER Modules 27101, 27102, 27103)
- Module B (1cr):** Intro to Constr. Drawings & Specs (NCCER Module 27104)
- Module C (1cr)** Layout Floor Systems, (NCCER Modules 27105)
- Module D (1cr)** Wall Systems and Basic Stair Layout (NCCER Module 27110 & 27111)
- Module E (1cr)** Ceiling Joist & Roof Framing; Intro to Building Envelope Systems (NCCER Modules 27112, 27109)

Carpentry I, Skill Lab		
CARP 111	As demand warrants	1 credit

Required hands-on proficiency development on skills taught in Carpentry Level I, CARP 101. **(Prerequisites: Complete CTT 101, pass a drug test and ACCUPLACER Pre-Algebra math score of 20 or higher; or permission of instructor.) See fee schedule for material fees.**

Carpentry, Level II		
CARP 201	As demand warrants	1-6 credits

Carpentry Level II will build on the skills students learned in Level I and introduce them to roofing materials and application, thermal and moisture protection, exterior finishing, steel framing, drywall installation and finishing, doors, windows, cabinet installation, and trim. Uses NCCER instructional modules. **(Prerequisites: CTT 101; CARP 101 & 111; MTHC 101A or equivalent; or permission of instructor. Pass a drug test and ACCUPLACER Arithmetic score of 250 or higher.) See fee schedule for material fees.**

- Module A (1cr):** Roofing Applications (NCCER Modules 27202)

Module B (1cr): Exterior Finishing, Thermal and Moisture Protection (NCCER Modules 27203, 27204)

Module C (1cr): Cold-Formed Steel Framing, Suspended Ceilings (NCCER Modules 27205, 27209)

Module D (1cr): Drywall Installation, Drywall Finishing (NCCER Modules 27206, 27207)

Module E (1cr): Doors & Door Hardware, (NCCER Modules 27208)

Module F (1cr): Windows, Door, Floor, & Ceiling Trim; Cabinet Installation (NCCER Modules 27210, 27211)

Carpentry II, Skill Lab		
CARP 211	As demand warrants	2 credits

Carpentry Level II Skill Lab will develop skills and reinforce the material students have learned in the classroom instruction for CARP 120. Students will be involved with labs or small projects around the college campus. **(Prerequisites: Complete CTT 101; CARP 101, CARP 111; MTHC 101A; pass a drug test and an ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.) See fee schedule for material fees.**

CHEMISTRY

Chemistry and Society		
CHEM 100	Spring (Even Years)	4 credits

Fundamentals of chemistry with an emphasis on the role of chemistry in environmental and life systems. The role of feedback systems on chemical behavior is illustrated in atmospheric, aquatic, nuclear and nutritional systems. Meets the general education requirement for a 4-credit natural science course with laboratory. **(Prerequisites: Placement in ENGL 075B; Placement in MATH 060A; or permission of instructor.) See fee schedule for lab fees.**

Basic General Chemistry		
CHEM 103	Fall (Odd years)	4 credits

Fundamentals of chemistry including historical and descriptive aspects as well as basic mathematical concepts. Covers units of measurement, periodic table, chemical equations, atomic and molecular structure, chemical bonding, radioactivity, oxidation-reduction reactions, solutions, acids, bases, and buffers. Meets the general education requirement for a 4-credit natural science course with laboratory. **(Prerequisites: Placement in ENGL**

111; Placement in MATH 105, or permission of instructor.) See fee schedule for lab fees.

Survey of Organic and Biochemistry		
CHEM 104	As demand warrants	4 credits

Fundamentals of chemistry as applied to biological systems. Bridges the gap between a general chemistry course and biochemical concepts of other health related sciences. Recommended for health- science degree candidates and non-science majors interested in the central role of chemistry in life. Meets the general education requirement for a 4-credit natural science course with laboratory. **(Prerequisite: CHEM 103 or permission of instructor.)** See fee schedule for lab fees.

COLLEGE & CAREER SKILLS

Intensive Foundational Studies		
CCS 011	As demand warrants	1-6 credits

This course provides students with an intensive tutoring and assistance program intended to help them develop study skills necessary for success in college. Coursework includes use of academic self-assessment tools to identify areas in need of improvement, construction of a plan for developing the necessary skills, and execution of that plan. Students may take a lifetime maximum of 6 credits. **(Prerequisites: Enrollment in foundation studies courses and referral from both the Dean of Students and Dean of Academic Affairs.)**

College Prep Skills for High School Students		
CCS 021	Fall, Spring	2 credits

This online course utilizes web-based tools to prepare students for college-level coursework as well as standardized exams such as ACT, SAT, and ACCUPLACER. Students will practice a variety of writing forms, increase vocabulary, and practice math computation techniques.

English for Second Language Speakers		
CCS 080	Fall, Spring	1-3 credits

English language skills for the second language speaker. Class will focus on improving speaking, listening, reading, and writing skills critical for success in college or the workplace. Does not fulfill any English requirement. May be repeated for credit. This course is intended for students

who are able to read, write, and speak some English. This course is pass/fail. (**Prerequisite: Permission of instructor**)

Career Exploration		
CCS 060	Fall, Spring	1 credit

Students explore avenues for identifying employment opportunities, gather experience completing formal job applications, build and strengthen interview skills, and develop resumes, cover letters, and personal education and work histories for use in their searches for employment.

Tools for Success		
CCS 101	Fall, Spring	3 credits

Provides information on the human relations skills needed to obtain and retain employment. Focuses on building good work attitudes and habits, building relations with supervisors, how to work effectively with others, analyzing personal work behavior, managing stress, and resolving conflicts, thinking critically, and giving and receiving constructive criticism.

Aullaqisaagunnat: Seminar for the Start		
CCS 111	Fall, Spring	1 credit

This course introduces students to the context of higher education by applying classroom content to indigenous knowledge and real-life experiences. The course encourages students to become engaged members of the college learning community and provides the means by which they can succeed by taking full advantage of the various support services of the college.

Foundations for College Success		
CCS 120	Fall, Spring	3 credits

This course introduces students to a variety of strategies that support the development of skills essential for success in college. Key topics include: introduction to campus systems and resources, goal setting and planning, critical thinking skills, key practices for college-level learning, time/task management, mindset principles, and self-reflection. Students receive guidance and support as they develop habits that lead to a purposeful, productive, and personally satisfying college experience.

College Success Strategies		
CCS 196	Fall, Spring	2 credits

Designed to increase the skills necessary to achieve academic and career goals. Includes time management,

goal setting, understanding motivation, and changing non-productive habits and patterns. Also focuses on building good study habits and attitudes; building relationships with students and instructors; analyzing personal study behavior; managing stress and resolving conflicts; thinking critically and giving and taking constructive criticism.

COMMUNICATION

Fundamentals of Oral Communications: Group Context		
COMM 131	Fall, Spring	3 credits

The communication process with a focus on listening, perception, verbal and nonverbal communication, ethics, research, and organization. Emphasizes effective performance and increased understanding of small group communication contexts. Students make several oral presentations in different formats.

CONSTRUCTION TECHNOLOGY

Introduction to Construction Skills		
CTT 101	Fall, Spring	3 credits

Overview of the construction industry to include basic safety, construction math, tool use and maintenance, reading basic construction blueprints, and the use of rigging equipment. This course is a prerequisite for any Carpentry, Electrical, Plumbing or Pipefitting course. Uses NCCER Core instructional modules. (**Prerequisites: Pass a drug test and ACCUPLACER Pre-Algebra math score of 20 or higher, or permission of instructor.**)

Introduction to Welding		
CTT 103	As demand warrants	1 credit

Basic welding procedures and safety practices used in cutting steel with oxyfuel equipment and shielded metal arc welding. See fee schedule for material fees.

Pipeline Insulation, Level I		
CTT 104	As demand warrants	3 credits

This course introduces the student to the Insulation Industry as it is involved with the Process Piping Industry. The student will learn about the importance of communication with other trades in the construction

industry. Identifies the tools of the trade, their safe and proper use as well as proper care of them. Covers the proper handling, storage, and distribution of material. Identification of and relationship between pipe size and insulation size. Students will learn about the characteristics of fiberglass pipe insulation and size requirements, and insulation requirements for basic types of fittings, valves, and flanges. Uses NCCER Mechanical Insulating Level I instructional modules. **(Prerequisites: Pass a drug test and an ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.)**

Scaffolding, Level I		
CTT 105	As demand warrants	3 credits

This course introduces the student to the scaffold building industry. The student will learn about the different types of scaffold and terms: stationary, mobile, and suspension scaffolds. Includes an overview of the safety regulations and guidelines of the industry, safe use and applications of tools used in the trade. Explains math calculations of scaffold loads, live loads, and wind loads. Uses NCCER Scaffolding instructional modules. **(Prerequisites: Pass a drug test and ACCUPLACER Pre-Algebra math score of 20, or permission of instructor.)**

Construction Codes and Regulations		
CTT 112	As demand warrants	3 credits

This course is a study in the requirements of regulatory agencies pertaining to the construction industry, shop safety, and First Aid. This course also includes a comprehensive overview of the current edition of the Uniform Building Code and other regulations applicable to light construction. **(Prerequisites: None)**

Construction Drawings & Specifications		
CTT 121	As demand warrants	3 credits

This course is a study of construction drawings and specifications commonly used in the construction industry. Plan views, elevations, sections, schedules, and symbols are examined in-depth. Students will examine and navigate specifications and how they connect to the drawings. Students will practice visualizing the three-dimensional building from two-dimensional drawings.

Construction Estimating		
CTT 122	As demand warrants	3 credits

This course covers the estimation process of materials, labor, and equipment required for the construction industry. Students will prepare a complete residential estimate from quantity take-off to bid proposal. Students will understand the role of subcontractor and vendor competition and the competitive bidding process. **(Prerequisite: None)**

Introduction to Weatherization		
CTT 145	As demand warrants	1 credit

This course introduces students to the weatherization initiative and its purpose by examining the economic and environmental effects of the inefficient use of energy in heating and cooling. Presenting the common ways in which heat is lost and how cold air infiltrates a house. Introduces air sealing and insulation and explores career opportunities.

Weatherization Technician, Level I		
CTT 146	As demand warrants	3 credits

Weatherization Technician Level I provides an overview of the materials and techniques used in constructing buildings along with the selection and installation of product used to reduce thermal loss. It also provides basic knowledge of HVAC ducts and duct systems as well as pipes and piping systems. The building science knowledge and specialized techniques learned in this course will give students the skills necessary to perform weatherization installations.

- Module A (1cr):** Wood & Masonry Methods; thermal & moisture Protection (NCCER Modules 33102, 27203)
- Module B (1cr):** Thermal & moisture Protection; Sealing the building envelope (NCCER Module 27203, 59106)
- Module C (1cr):** Sealing the building envelope; insulating pipes, ducts, & water Heaters (NCCER Modules 59106, 59103)

Project Supervision		
CTT 170	Fall	3 credits

Project Supervision provides the basis for a comprehensive, competency-based program that gives both veteran and new field managers a step-by-step approach to honing their natural abilities, developing

essential skills, and generally improving their performance as leaders. Uses NCCER Project Supervision instructional modules. *(Prerequisite: Permission of instructor.)*

Communication for the Construction Trades		
CTT 171	Fall	3 credits

Communication for the Construction Trades focuses on verbal and written communication commonly used within the construction trades. This class will assist the student in developing a professional portfolio consisting of cover letters, resumes, and letters of recommendation. This class will also prepare the student to give a presentation in front of a small group. Uses NCCER Tools for Success instructional modules.

Fundamentals of Crew Leadership		
CTT 172	Fall, Spring	1 credit

While this class has been designed to assist the recently promoted crew leader, it is beneficial for anyone in management. The course covers basic leadership skills and explains different leadership styles, communication, delegation, and problem solving. Job-site safety and the crew leader’s role in safety are discussed as well as project planning, scheduling, and estimating. This class includes performance tasks to assist in the learning process. Uses NCCER Fundamentals of Crew Leadership instructional modules.

Project Management		
CTT 270	Spring	4 credits

A construction project is a short-term endeavor based on specifications and requirements that are driven by functional, budgetary, customer, and time constraints. The construction project manager needs to be sensitive to the project itself as well as the customer’s desires and company’s constraints that can appear between pre-construction and final completion of the project. This course provides students with an overview of the responsibilities and characteristics of project management. Uses NCCER Project Management instructional modules.

Construction Technology Internship		
CTT 299	As demand warrants	1-3 credits

This course provides students with the opportunity to practice newly acquired skills in a real-life work environment, where they will observe and work with professionals in the field for 45 hour per credit. Goals and objectives for each internship are developed by the student and faculty advisor. Documentation of time spent

and assessment of progress towards goals and objectives are required. *(Prerequisite: Permission of instructor.)*

DATA ANALYSIS

Presenting Data Effectively		
DATA 127	As demand warrants	2 Credits

This course uses computer applications and critical thinking skills to solve real world business problems. Students integrate the use of word processing, spreadsheet, presentation, and internet resources to manage data to solve problems. Upon completion, students should also be able to effectively use graphical tools to communicate insights about data. The course assumes prior successful experience with and knowledge of individual Microsoft Office computer applications programs. **Prerequisites: Math 060A and let 140A or permission of instructor.**

Computer Spreadsheets		
DATA 140	Fall, Spring	1-3 Credits

Use of spreadsheets as analysis and decision-making tools and their use in the business environment. Introduces fundamental, intermediate, and advanced spreadsheet concepts and operations and covers how to create, format, and revise spreadsheets, create graphs, as well as using a spreadsheet as a business analysis and decision-making tool. Offered in 1-credit modules.

- Module A (1cr):** Prerequisite: IT 118 or permission of instructor
- Module B (1cr):** Prerequisite: Successful completion of Module A or permission of instructor
- Module C (1cr):** Prerequisite: Successful completion of Module B or permission of instructor

Database Design Fundamentals		
DATA 180	Fall	3 Credits

This course of introduces students to basic relational database concepts. The course teaches students relational database terminology, as well as data modeling concepts, building Entity Relationship Diagrams (ERDs), and mapping ERDs. Oracle SQL Developer Data Modeler is utilized to build ERDs, and The Structured Query Language (SQL) is used to interact with a relational database and manipulate data within the database. Oracle Application Express is utilized to provide practical, hands-on, engaging activities. Leveraging project-based learning techniques, students will create and work with projects which challenge them to

design, implement, and demonstrate a database solution for a business or organization.

Introduction to Programming		
DATA 227	Spring	3 Credits

This course introduces students to the concepts of problem solving, code development, and code organization. Students learn how to: Define a problem, develop a solution, translate the solution into code, compile it, and run the program. Students learn to analyze existing algorithms and develop their own algorithms for solving applied problems. These concepts are taught using a contemporary programming language. **Prerequisites: BUS 105 or MATH 105 and DATA 127 or permission of instructor.**

DENTAL THERAPY

Introduction to Dental Therapy I		
DHAT 101	Summer	3 credits

This course introduces the Community Health Aide Program history, structure and Standards and Procedures. It provides an introduction to the theory and practice of dentistry therapy, public health dentistry, basic dental procedures, dental anatomy, dental assisting, infection control, dental radiology, dental problems, and referrals. **(Prerequisite: Admission to Dental Therapy program)**

Introduction to Dental Therapy II		
DHAT 102	Spring	1.5 credits

This course builds on the knowledge and skills learned in Introduction to Dental Therapy I by delving deeper into the theory and practice of dentistry as a dental health aide. New concepts introduced in this course will be Pharmacology, Ethics, and equipment management. **(Prerequisite: DHAT 101).**

Dental Therapy, Lab I		
DHAT 111	Fall	2 credits

This is a preclinical skills building course. Introducing students to the artistic nature and fine motor skills needed to perform cavity preparations. Students sculpt clay models of teeth and begin working with dental hand pieces. Skills include: paying attention to detail, visualizing three dimensional relationships, hand-eye coordination and critical evaluation. **(Prerequisite: Admission to Dental Therapy program).**

Dental Therapy, Lab II		
DHAT 112	Spring	2 credits

In this preclinical, hands-on course, students will simulate patient encounters and be required to pull from all areas of previous instruction. This course emphasizes critical thinking and appropriate self-assessment. This course prepares the student to see live patients in clinic during future aspects of the DHAT program. **(Prerequisite: DHAT 111).**

Operative Dental Therapy Techniques		
DHAT 125	Fall, Spring	1.5-3 credits

This course provides the theoretical background for the pre-clinical operative technique course in the primary and adult dentitions. Students receive instruction on a range of skills needed prior to beginning work on patient simulators (mannequins). The material will be presented in lecture, laboratory, web-based, and self-study format. **(Prerequisite: DHAT 153).**

- Module A (1.5cr)** Classification of basic cavity preparation design. (Prerequisite: DHAT 153)
- Module B (1.5cr)** Classification of complex cavity preparation design (Prerequisite: DHAT 125A)

Community Oral Health Education I		
DHAT 130	Spring	1 credit

This course is designed to help students learn how to communicate effectively and culturally appropriately with individuals in group settings in predominately rural, Native communities. Students will learn a series of practical methods shown helpful with a wide range of serious health-related problems, from addictive behaviors to the need for exercise and dietary change. **(Prerequisite: DHAT 101).**

Advanced Diagnosis and Treatment Planning I		
DHAT 135	Spring	1.5 credits

This course prepares students to collect and analyze oral and general health information, including clinical and psychological data, in order to develop a comprehensive dental treatment plan prioritized on urgency and risk assessment, and tailored to the individual needs of the patient. **(Prerequisite: DHAT 154).**

Behavioral Sciences: Oral Health Education I		
DHAT 140	Spring	1 credit

This course introduces the art and science of preventing dental disease. The student will learn how to provide targeted instruction on aspects of public health dentistry and working with individual patients and target populations. Subtopics covered in this course are Nutrition, Patient Education, Motivational Interview Technique, and Managing Fearful/Avoidant Patients. **(Prerequisite: DHAT 154).**

Behavioral Sciences: Tobacco Addiction		
DHAT 151	Fall	1 credit

This course introduces the student to working with patients around tobacco use and teaches quit support techniques. This course was developed by the Mayo Clinic. Topics explored include: Biology and Pharmacology of Nicotine Dependence, Counseling Theory and Practice, Treatment Strategies, Intake, Assessment and Treatment Planning. **(Prerequisite: Admission to Dental Therapy program).**

Anatomy, Physiology, Pathology of the Head and Neck		
DHAT 152	Fall	2 credits

This course introduces the anatomy of the head and neck with special emphasis on intraoral tissues, bones, and muscles. The student will explore how these structures interact together and what happens when pathological processes develop. **(Prerequisite: BIOL 100).**

Basic Restorative Functions		
DHAT 153	Fall	2 credits

This course provides the theoretical and practical components for placing amalgam and composite restorations in pre-prepared teeth in the primary and permanent dentitions. Students learn practical skills on patient simulators (typodonts). They learn to perform a range of restorative functions in preparation for seeing their first clinical patients. **(Prerequisite: DHAT 101).**

Cariology and Minimally Invasive Dentistry		
DHAT 154	Fall	1 credit

This course introduces the dental caries (cavity) process and emphasizes the concepts of minimally invasive dentistry and evidence based operative dentistry. This course will also introduce the student to Atraumatic

Restorative Technique, Interim Therapeutic Restorations, and caries control procedures. **(Prerequisite: DHAT 101).**

Local Anesthesia		
DHAT 155	Spring	1 credit

In this course students will demonstrate a working knowledge of local anesthetic agents, the armamentarium to administer the agents, and complications associated with administration of the agents. Students will demonstrate competency in providing clinical local anesthesia. **(Prerequisite: BIOL 100.)**

Hygiene and Periodontology		
DHAT 156	Summer	1 credit

This course provides an introduction and clinical application of the theory of hygiene practice and the management of diseases of the gingiva (gums) and other supporting structures of the teeth. This intensive course was developed by the Indian Health Service to train dental assistants to provide supervised dental cleanings. **(Prerequisite: DHAT 101).**

Infection Control		
DHAT 160	Summer	0.5 credit

This course introduces infection control principles necessary for dental auxiliaries to operate safely within a dental office and to prevent the spread of microbial diseases. **(Prerequisite: Admission to Dental Therapy degree program).**

Infection Control, Lab I		
DHAT 161	Spring	1 credit

This course applies the infection control principles and skills learned in the didactic course Infection Control to maintaining an appropriate infection control program in a working dental clinic setting. Student will be closely monitored to ensure adherence to clinical protocols. This hands-on course does not have fixed, scheduled hours, but takes place during the semester as students are assigned specific duties in the clinic sterilization area and as students are cleaning the clinic as required by clinical protocols. Students will spend a minimum of 40 hours working on various assigned tasks. **(Prerequisite: DHAT 160).**

Advanced Dental Therapy		
DHAT 201	Fa, Sp, Su	1-5.5 credits

This course is designed to provide an overview of all topics learned in the first year of the DHAT program with an emphasis on critical thinking and amalgamating the

knowledge into direct care scenarios. New topics covered will be dental surgery (extractions), operating room dentistry, and urgent care dentistry. The course will be delivered in the following four modules. **(Prerequisite: DHAT 102).**

Module A (1 cr) Application of dental therapy theory. (Prerequisite: DHAT 102).

Module B (1.5cr) Findings of oral cavity and head/neck region (Prerequisite: DHAT 201A)

Module C (2 cr) Abnormal findings of oral cavity and head/neck region (Prerequisite: DHAT 201B)

Module D (1 cr) Evaluation and consultation for traumatic injuries (Prerequisite: DHAT 201C)

Advanced Dental Therapy Clinic		
DHAT 211	Fa, Sp, Su	2-14.5 credits

This course gives students, under the supervisor of a faculty dentist, the opportunity to gain professional dental therapy experience in the training clinic, where they provide clinical care within the DHAT scope of practice. This clinical experience continues throughout the four modules and credits are allocated as follows: **(Prerequisite: Successful completion of Year 1 of Dental Therapy program).**

Module A (2 cr) Application of dental therapy scope of practice in a clinical setting **(Prerequisite: Successful completion of Year 1 of Dental Therapy program)**

Module B (4.5cr) Application of diagnostic and treatment plan skills **(Prerequisite: DHAT 211A)**

Module C (4 cr) Application of clinical skills of crowns for primary teeth **(Prerequisite: DHAT 211B)**

Module D (4 cr) Application of competence in dental therapy skills and knowledge **(Prerequisite: DHAT 211C)**

Professional DHAT Practice I		
DHAT 221	Fall	0.5 credit

This course is an introduction to professional roles. Students develop skills to enable them to begin to think and behave as professionals. Students are introduced to professional ethics and the laws that govern healthcare practice. **(Prerequisites: DHAT 101; DHAT 102).**

Professional DHAT Practice II		
DHAT 222	Summer	0.5 credit

This course is a continuation of introducing students to professional roles. Students develop skills to enable them to begin to think and behave as professionals. The student is introduced to professional ethics and the laws that govern healthcare practice. **(Prerequisite: DHAT 221).**

Community Oral Health Education II		
DHAT 231	Fall	2 credits

This course is designed to increase the depth of knowledge and cultural competency of students in skills and concepts learned in Community Conversations and Disease Prevention I regarding communicating effectively with individuals in group settings in the community. Students will apply a series of practical methods shown helpful with a wide range of serious health-related problems, from addictive behaviors to the need for exercise and dietary change. **(Prerequisite: DHAT 130).**

Community Oral Health Education III		
DHAT 232	Summer	0.5 credit

This course is designed to increase the depth of knowledge and cultural competency of students in skills and concepts learned in Community Conversations and Disease Prevention I regarding communicating effectively with individuals in group settings in the community. Students will apply a series of practical methods shown helpful with a wide range of serious health-related problems, from addictive behaviors to the need for exercise and dietary change. **(Prerequisite: DHAT 130).**

Advanced Diagnosis & Treatment Planning II		
DHAT 235	Summer	1 credit

In this course students present clinical cases, medical conditions and pharmacological agents to their classmates followed by a quiz on pertinent information. The presentations provide a rich amount of information, which will enhance the students' diagnostic and treatment planning skills. **(Prerequisite: DHAT 135).**

Behavioral Sciences: Oral Health Education II		
DHAT 241	Fall	0.5 credit

This course explores things learned in Behavior Sciences I DHAT 141 and begins the process of actively using this knowledge and skills in working with patients and populations. Subtopics covered in this course are Nutrition, Patient Education, Motivational Interview Technique, and

Managing Fearful/Avoidant Patients. **(Prerequisite: DHAT 141).**

Community Clinical Rotations I		
DHAT 242	Fall	3 credits

At the end of this course the student, in the presence of a faculty dentist, will have gained professional experience away from the training clinic implementing and evaluating community prevention projects and providing clinical care in a community practice setting. This course is run as week-long modules in remote Alaska Native villages in the first semester of the second year as scheduled. **(Prerequisite: DHAT 211A).**

Community Clinical Rotations II		
DHAT 243	Spring	3 credits

At the end of this course the student, in the presence of a faculty dentist, will have gained professional experience away from the training clinic implementing and evaluating community prevention projects and providing clinical care in a community practice setting. This course is run as week-long modules in remote Alaska Native villages in the second semester of the second year as scheduled. **(Prerequisite: DHAT 211A).**

Pharmacology		
DHAT 251	Summer	0.5 credit

This course focuses on medication uses in and interactions with dental care. Students research medications and present information to their peers. Students are taught how to recognize and report when a clinical situation requiring medications is beyond their scope of practice. **(Prerequisite: BIOL 100).**

Infection Control, Lab II		
DHAT 262	Summer	0.5 credit

This course applies the infection control principles and skills learned in the didactic course Infection Control to maintaining an appropriate infection control program in a working dental clinic setting. Student will be closely monitored to ensure adherence to clinical protocols. This hands-on, lab course does not have fixed, scheduled hours, but takes place during the semester as students are assigned specific duties in the clinic sterilization area and as students are cleaning the clinic as required by clinical protocols. Students will be involved in lab activities for at least 40 hours over the course of the semester. **(Prerequisite: BIOL 100).**

Infection Control, Lab III		
DHAT 263	Spring	1 credit

This course applies the infection control principles and skills learned in the didactic course Infection Control to maintaining an appropriate infection control program in a working dental clinic setting. Student will be monitored, but expected to have mastery of skills and take ownership of adherence to clinical protocols. This hands-on course does not have regularly scheduled hours; rather, throughout the semester, students are assigned specific duties in the clinic sterilization area and are cleaning the clinic as required by clinical protocols. Students will be involved in lab activities for at least 40 hours over the course of the semester. **(Prerequisite: DHAT 262).**

DIGITAL ARTS

Producing Creative Educational Videos		
DA 106	As demand warrants	1 credit

Students will learn to record simple videos for teaching, sharing Iñupiaq knowledge, and/or presenting class projects using smartphones, cameras and/or webcams. They will learn how to use free online resources and open-source tools for editing content and producing a creative and engaging educational video. They will understand options for sharing and posting videos for a class and/or online.

Techniques in Filmmaking		
DA 124	As demand warrants	3 Credits

Students will study elements of filmmaking including light, sound, and scene prep, story boarding, script writing, camera operation and history of film to direct their own short films. Lectures will concentrate on theory and history; lab will focus on techniques and hands-on skill building. Films will be presented to the Utqiagvik community for all to see and enjoy.

Introduction to Graphic Design		
DA 135	As demand warrants	1 Credits

Introduction to the elements of graphic design. The course touches on all areas of design including layout, type, color, and visual principals. Students learn how to utilize easily accessible design tools for building basic zines, e-books, resumes, posters and more. This class emphasizes the

development of students’ artistic eye and understanding of the basic rules of good design. Topics include possible career paths, the research behind design, and a plethora of academic and professional resources. **(Prerequisite: IT 117 or permission of instructor.)**

Introduction to Arctic Photography (Cross-listed ART 181)		
DA 181	Spring	1 Credit

Students are introduced to the basic skills of shooting with correct manual operation of a digital SLR or Smartphone as well as introductory editing techniques with online editing software. The class covers techniques, creative vision, composition, and equipment for shooting in an Arctic Environment.

Working with Digital Media (Cross-listed as ART 190)		
DA 190	As demand warrants	1-3 Credits

This course will provide students with skills to use software and applications for digital media. Skills developed in this course will include techniques used to edit images for graphic applications, video creation and editing, internet skills, web content manipulation, file sharing and file transfer procedures. Students will also become familiar with online research methods, and hardware and software skills in the digital editing profession.

Advanced Arctic Photography (Cross-listed as ART 281)		
DA 281	Spring	2 Credit

Students are introduced to the advanced skills of shooting with a digital SLR or smartphone as well as advanced editing techniques with online editing software. The course covers techniques, creative vision, composition, and equipment for shooting in an Arctic Environment. Topics to include but are not limited Aurora and night photography, white-one-white, wildlife, land and sea photo tips and tricks **Prerequisites: DA 181 or permission of instructor.**

DRIVER EDUCATION

Online Alaska DMV Test Preparation		
DE 078 (lab)	As demand warrants	0.1 CEU

This course supports students with review material and allows the opportunity to complete the Class D driver’s license online.

Online Alaska DMV Test Preparation		
DE 079 (lab)	As demand warrants	1.0 CEU

This is a self-paced online lab/tutorial that teaches a collection of skills and prepares students with a strong knowledge and understanding of the rules governing motor vehicle operation in the state of Alaska.

Driver’s Education Test Preparation of Written Exam		
DE 080	As demand warrants	1.0 CEU

This course will prepare the student to take the State of Alaska DMV written examination to obtain a basic driver learner’s permit or a restricted “off road” Class D license. Safe operation and driving practices will be stressed including driving under the influence and insurance laws, rules of the road and sign recognition.

Behind the Wheel Driving		
DE 081	As demand warrants	2.0-3.0 CEU

This course will prepare the student with actual behind-the-wheel driving experience in preparation for the State of Alaska Department of Motor Vehicles Driver’s License Examination. Safety and proper vehicle handling will be stressed.

Behind the Wheel Proctoring		
DE 082	As demand warrants	0.1 CEU

This is a proctoring course that will allow the student to take the Alaska Department of Motor Vehicles driver’s License Examination

Basic Driver Education		
DE 084	Fall, Spring	1 Credit

This course will prepare the student to take the State of Alaska written general knowledge test to obtain a basic driver learner’s permit and to take the regular Department of Motor Vehicles Driver Road Test Examination through the provision of behind-the wheel instruction. Safety and

proper vehicle handling will be stressed including rules of the road and sign recognition. See fee schedule for course fees.

ECONOMICS

Political Economy (Cross-listed as PS 100)		
ECON 100	Spring	3 credits

A survey of the evolution and operation of the American political economy at home and around the world. Reviews major issues in political economy such as inflation, poverty, globalization, and budget deficits. Explores linkages between American and global systems and the effects of the American economy on Native peoples including the Iñupiaq of the North Slope. **(Prerequisites: Completion of or concurrent enrollment in ENGL 111.)**

EDUCATION (INDIGENOUS)

Introduction to the Early Childhood Profession		
ED 101	Fall	3 credits

This course includes a historical foundation on current issues and trends surrounding early childhood and provides exposure to a variety of developmentally appropriate programs designed to meet the diverse needs of children and families. Topics include the importance of being an advocate, supporting Indigenous children’s development, creating an inclusive environment, professionalism and ethical conduct, identification of resources such as the National Association for the Education of Young Children (NAEYC), and the exploration of career opportunities.

Child Development		
ED 104	Spring	3 credits

This course provides a foundation designed to increase knowledge and understanding of child development from prenatal to age three. Anticipating the emerging development during the rapid growth of these critical years will be emphasized. Students will examine domains, theories, cultural perspectives, and multiple influences on development, with an emphasis on prenatal development, healthy childbirth, the importance of relationships, and meaningful environments. Opportunities for observation, reflection, and early intervention in a preschool setting will be provided.

Best Practices for Paraprofessionals		
ED 111	Fall, Spring	1-3 credits

This course will address the challenges faced by paraprofessionals as they seek to support classroom teachers and students in 21st century learning environments. Attention will be given to role definitions, confidentiality, professionalism, characteristics of learners, effective instructional support, organization, and classroom/behavior management.

- Module A (1cr)** Explores the role of classroom paraprofessional as part of an educational team and introduces the legal, ethical, and professional aspects of the position.
- Module B (1cr)** Focuses on effective instruction for optimal learning with attention to the learning environment and developmentally appropriate practice
- Module C (1cr)** Explores principles of behavior management, or guidance, and the practice of reflection as a tool for improving instruction.

Topics in Education		
ED 118	As demand warrants	1 - 3 credits

Exploration of various Education topics, such as language and literacy, teaching strategies, classroom management, child guidance, teaching reading across content areas and teaching early childhood STEM. Specific topic to be announced in current semester schedule. Course may be repeated for credit when content varies. **(Prerequisite: None).**

Explorations in the Early Childhood Classroom		
ED 135	As Demand Warrants	1-3 credits

This course introduces current brain research as it applies to early childhood development. Students use what they are learning about the developmental stages of childhood and developmentally appropriate practice (DAP) as they observe, plan, and conduct activities with young children in early learning classrooms. **(Prerequisite: background check may be required.)**

Practicum		
ED 199	Fall, Spring	1-3 credits

This course provides a guided practicum experience to apply knowledge gained in working with children in an

early childhood setting. Opportunities to apply acquired skills in providing quality early care and education based on the knowledge of early childhood theories and approved practices will be provided. Increased competencies in child development and learning will occur along with an increased ability to plan and implement culturally relevant activities designed to support early learning and development (**Prerequisites: ED 104 or permission of instructor; successful criminal background check.**)

Family and Community Partnerships		
ED 204	As demand warrants	3 credits

Focus is on developing skills for establishing effective relationships between the early childhood professionals, families of the children, and the community as a whole. Students will gain knowledge and recognize the uniqueness of cultural and community resources. This course will emphasize the importance of fostering meaningful community partnerships which will support the children and families.

Language and Creative Expression		
ED 227	As demand warrants	3 credits

Students will gain knowledge on culturally and developmentally appropriate curriculum designed to promote language and literacy, creativity, and physical development. Emphasis is on emergent curriculum, active learning, play observation and creative expression methodologies. Understanding of emergent literacy in young children and how to promote children’s development in pre-reading activities will occur. Opportunities to incorporate Indigenous knowledge, local materials, resources, Elders, and parents in addressing language and creative expression development in young children will be included. Lab required. (**Prerequisites: ED 104 or permission of instructor; successful criminal background check.**)

Teaching Children’s Health and Wellness		
ED 229	As demand warrants	3 credits

Students will gain knowledge on methods for establishing a healthy and safe environment for the young child. The course will stress the importance of meeting the child’s nutritional needs and the relationship to growth and development. Current topics related to health and safety and child development will be discussed. (**Prerequisite: ED 101 or permission of instructor.**)

ELECTRICAL

Electrical, Level 1		
ELEC 101	Fall, Spring	1-4 credits

This class is designed to introduce students to the world of electricity and introduce entry level skills for a level one trainee in the workforce. The course is made up of 12 modules starting with electrical safety and covering some of the basics of electrical theory, NEC, conductors, raceways, blueprints, hand bending, residential and commercial wiring. Course uses NCCER instructional modules. (**Prerequisites: Complete CTT101; Pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.**) **Course fee: \$50 per module for materials.**

- Module A (1cr)** Orientation to the Trade, Electrical Safety, Circuits and Theory (NCCER Modules 26101, 26102, 26103, 26104)
- Module B (1cr)** NEC, Device Boxes, Handbending (NCCER Modules 26105, 26106, 26107)
- Module C (1cr)** Raceways and Fittings, Conductors and Cables (NCCER Modules 26108, 26109)
- Module D (1cr)** Elect. Construction Drawings, Residential Services, Test Equipment (NCCER Modules 26110, 26111, 26112)

Electrical Blueprints and Design		
ELEC 106	Fall	1-2 credits

Introduction to reading and working with blueprints for residential and commercial construction and understanding a typical set of building plans. See fee schedule for material fees.

- Module A (1cr)** Introduction, Types of Drawings, Materials, Specifications
- Module B (1cr)** Reading Prints, Estimates, Projects

Electrical I, Skill Lab		
ELEC 111	Fall	2 credits

Beginning labs covering the use of electrical hand and power equipment. Wiring simulations and practice including switches, receptacles, and fixtures. Students complete small wiring projects, practice hand bending of conduit and learn pipe threading. (**Prerequisites: Complete CTT 101, pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.**) **See fee schedule for material fees.**

Introduction to National Electric Code (NEC)		
ELEC 166	Fall	2 credits

Introduction to the National Electrical Code as the basic standard that governs electrical work. The purpose, scope and layout of the NEC will be covered in depth along with how to find answers to common electrical installation questions. **(Prerequisites: Complete CTT 101, ELEC 101, ELEC 111; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or Permission of instructor.) See fee schedule for material fees.**

Electrical, Level II		
ELEC 201	Spring	6 credits

An advanced electrical course covering second year topics such as AC current, motors, grounding, conduit bending, conductor installations, cable tray, electrical services, circuit breakers and fuses, contactors, and electric lighting. Uses NCCER instructional modules. **(Prerequisites: Complete CTT 101, ELEC 101, ELEC 111; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or Permission of instructor.) See fee schedule for material fees.**

Electrical, Level III		
ELEC 202	As demand warrants	7 credits

An advanced electrical course covering third year topics such as load calculations, conductor selection, lighting applications, hazardous locations, overcurrent protection, distribution equipment, transformers, services, motor calculations, motor control, and voice and data. Uses NCCER instructional modules. **(Prerequisites: Complete CTT 101, ELEC 201, ELEC 211; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.) See fee schedule for material fees.**

Electrical, Level IV		
ELEC 203	As demand warrants	8 credits

An advanced electrical course covering fourth year topics such as load calculations for feeders and services, health care facilities, standby and emergency systems, basic electronic theory, fire alarm systems, specialty transformers, advanced controls, HVAC controls, heat trace and freeze protection, motor operation and maintenance, medium voltage terminations, special locations, and skills for the crew leader. Uses NCCER instructional modules. **(Prerequisites: Complete CTT 101, ELEC 202, ELEC 212; pass a drug test and ACCUPLACER**

Arithmetic score of 250 or higher; or Permission of instructor.) See fee schedule for material fees.

Commercial Wiring		
ELEC 206	Fall, Spring	1-3 credits

Introduction to wiring methods and materials used in lighting commercial buildings. Installation of wiring in conduit systems and rules governing these types of installations including services, feeders, and lighting and power distributions systems. See fee schedule for material fees.

- Module A (1cr)** Plans, specifications, and power distribution
- Module B (1cr)** Branch, circuits, and feeders
- Module C (1cr)** Lightening and services

Electrical II, Skill Lab		
ELEC 211	Spring	2 credits

Installation of various types of boxes, drilling, wiring of switches, receptacles, fixtures, setting and wiring panels. Includes single pole switches, three and four-way switches, dimmers, low voltage wiring and various appliances. **(Prerequisites: Complete CTT 101, ELEC 101, ELEC 111; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.) See fee schedule for material fees.**

Electrical III, Skill Lab		
ELEC 212	As demand warrants	2 credits

Hands on lab activities covering the skills introduced in the NCCER Level III course. Labs include motors, branch and feeder circuits, lighting applications, hazardous locations, transformers, and motor controls. **(Prerequisites: Complete CTT 101, ELEC 201, ELEC 211; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.) See fee schedule for material fees.**

Electrical IV, Skill Lab		
ELEC 213	As demand warrants	2 credits

Hands on lab activities covering the skills introduced in the NCCER Level IV course. Labs include feeders and services, standby and emergency systems, fire alarms, HVAC controls, Heat trace and freezing protection, and special locations. **(Prerequisites: Complete CTT 101, ELEC 202, ELEC 212; pass a drug test and ACCUPLACER Arithmetic**

score of 250 or higher; or permission of instructor.) See fee schedule for material fees.

Applied NEC Study		
ELEC 216	Spring	1-3 credits

Application of the National Electric Code and how to use it as a guide for any type of wiring installation. How to find answers to common questions in the code and how to apply it to a wide variety of building situations.

- Module A (1cr)** Chapters 1-4, NEC
- Module B (1cr)** Chapters 5-8, NEC
- Module C (1cr)** Tables and Examples

Advanced Electrical Topics		
ELEC 275	Spring	2 credits

Advanced theory and skill training in electrical and electronic systems. Topics may vary with needs of students but may contain subjects such as electronic theory, voice and data systems, fiber optics, TV and antenna systems, wind, and solar power etc.

Advanced Blueprints and Design		
ELEC 276	Fall, Spring	1-3 credits

Advanced skills in understanding of blueprints and the design process by working with actual prints of construction projects, sheet by sheet, to the completion of the project.

- Module A (1cr)** Residential and multifamily
- Module B (1cr)** Commercial/industrial
- Module C (1cr)** Advanced projects

Electrical Practicum I		
ELEC 289	As demand warrants	1-3 credits

Project where electrical wiring methods, electrical theory, job safety, and the use of tools are utilized to perform a simulated or actual job assignment. Designed to parallel in a learning environment what will be expected on the jobsite. Can be repeated for credit.

Electrical Practicum II		
ELEC 299	As demand warrants	1-3 credits

Project where electrical wiring methods, electrical theory, job safety, and the use of tools are utilized to perform a simulated or actual job assignment. Designed to parallel in

a learning environment what will be expected on the jobsite. Can be repeated for credit.

ENGLISH

Writing Workshop		
ENGL 031	Fall, Spring	3 credits

ENGL 031 is a companion course to ENGL 111 or BUS 109 that supports student success but is graded as an independent course. Students will work to complete assignments from ENGL 111 and BUS 109 as well as further develop critical reading, writing, and thinking skills, and augment their vocabulary through practice and instruction. Content is taken from ENGL 111 or BUS 109 syllabus. **(Prerequisite: Appropriate ACCUPLACER Reading and Writing Score. Consult instructor or Registration)**

Integrated Reading & Writing		
ENGL 075	Fall, Spring	3 credits

This course emphasizes the fundamental English skills necessary for college or the workplace. It includes grammar review, multi-paragraph writing, academic reading, and vocabulary building. **(Prerequisite: Appropriate ACCUPLACER Reading and Writing Score. Consult instructor or Registration)**

Introduction to Academic Writing		
ENGL 111	Fall, Spring	3 credits

Instruction and practice in written inquiry and critical reading. Introduction to writing as a way of developing, exploring, and testing ideas. Concentration on research methods and techniques. **(Prerequisites: Appropriate ACCUPLACER Reading and Writing Score. Consult instructor or Registration. Prerequisite or co-requisite: LS 101, or permission of instructor.)** Students may also enroll with an ACCUPLACER score of 55-89 and concurrent enrollment in ENGL 031.

Topics in English		
ENGL 118	As Demand Warrants	1-3 credits

Exploration of various composition and/or literary topics including fiction and essay writing, literature genres (e.g., biography and native stories), and poetry. Specific topic to be announced in college semester schedules. Past courses have included "Telling Your Story: The Personal Memoir"; "Writings about the Arctic"; and "Folk and Fairytales: Cross-Section of Written and Oral Tales." Course may be

repeated for credit when content varies. **Counts as ELECTIVE only. (No prerequisite or placement required.)**

World Literature		
ENGL 200	Fall	3 credits

Introduction to reading and appreciation of a variety of literary texts from different cultures. Includes exposure to myth, poetry, storytelling, and drama. Students will gain an understanding of cultural differences and universals in texts from American, American minority, Western European and non-Western sources. **(Prerequisite: ENGL 111. Prerequisite or co-requisite: LS 101)**

Academic Writing about Literature		
ENGL 211	Fall	3 credits

Instruction in writing through close analysis of literature (poetry; drama; fiction; nonfiction; and more). The course focuses on critical examination of texts and research. **(Prerequisite: ENGL 111. Prerequisite or co-requisite: LS 101)**

Academic Writing about the Social and Natural Sciences		
ENGL 213	Spring	3 credits

Instruction in critical reading and persuasive writing by reading and responding to essays from the social and natural sciences. Concentration on the research methods and techniques necessary to create an extended written argument. **(Prerequisite: ENGL 111. Prerequisite or co-requisite: LS 101)**

Themes in Literature		
ENGL 218	As demand warrants	3 credits

Exploration of literary themes in various genres of literature, including fiction, poetry, and drama. The specific theme is announced at registration. Course may be repeated for credit when content varies. Past themes have included: Literature for the Writer, Literature of War and Terror, and Literature of the American Southwest. **(Prerequisite: ENGL 111. Prerequisite or co-requisite: LS 101).**

Creative Writing Workshop		
ENGL 271	As demand warrants	3 credits

This course involves the close study and practice of forms in fiction, poetry, essay, and nonfiction writing, for both beginning and advanced writers. The workshop includes

discussion and critique of students' work in class, as well as individual conferences. Students read and write in different styles and genres within the course. **(Prerequisite: Permission of instructor).**

GEOSCIENCE

Introduction to Earth Science		
GEOS 100	As demand warrants	4 credits

Survey of four main disciplines of earth science: geology, oceanography, meteorology, and astronomy. Labs serve as vehicles to learn scientific methodology and to provide evidence to illustrate theories presented in lectures. Meets the general education requirement for a 4-credit natural science course with laboratory. **(Prerequisites: Placement in ENG 111; Placement in MATH 105; or permission of instructor.)** See fee schedule for lab fees.

Indigenous Sciences and Traditional Ecological Knowledge		
GEOS 203	Fall	4 credits

This course explores the way that tribal peoples around the world have approached some of the classic questions of scientific inquiry. Specific topics include -ethnocentrism in science as well as indigenous approaches to logic, math, and knowledge of the physical environment (i.e., geology, astronomy). Special emphasis will fall upon Alaska Native approaches to climate and ecology. Labs serve as vehicles to learn scientific methodology and to provide evidence to illustrate topics presented in lectures. Meets the general education requirement for a 4-credit natural science course with laboratory. **(Prerequisite: English 111; Placement in Math 105; or permission of instructor).** See fee schedule for lab fees.

Topics in Modern Science (Cross listed as BIOL 215)		
GEOS 215	Spring	3 credits

This course is for you if you wonder about the science reports that you hear in the media and wish you understood them better. Topics will range from advances in genetics and medicine, to climate change and the extinction of the dinosaurs, to resource availability and management. **(Prerequisite: Placement in ENGL 111; Placement in MATH 105; or permission of instructor).**

Climate Change and the Local Environment of Alaska		
GEOS 216	Spring	3 credits

This course will give students an integrated overview of the science of climate change and an analysis of the implications of this change for patterns of daily life in their own circumstance, local environment, and their culture. **Prerequisite – Placement into ENGL 111 and MATH 105 or instructor permission.**

HEALTH

Junior Public Health Educator		
HLTH 020	Spring	1 credit

The course is designed for students who have a personal interest in individual and community health and wellness. Instruction utilizes a public health model of health education, promotion, and prevention. Students will choose health topic areas of their own passion and interest. They will be trained in public speaking, presentations, library research and health education. In turn, they will be qualified to participate as active Junior Public Health Educators serving the community through prevention and awareness presentations.

Introduction to Health Profession		
HLTH 101	Fall	3 credits

Explore careers in the health profession. Course content provides the student with knowledge regarding work description, work environment, employment opportunities, education, and skill requirements. Will also cover a brief explanation of the evolution of medicine, health problems and future health care trends.

Introduction to Nutrition		
HLTH 103	Spring	3 credits

This course defines the science of nutrition and discusses importance of nutritional adequacy and balance for optimal growth and health in a subsistence environment. Also identifies dietary subsistence sources of the major nutrients, their effects on health when there is a deficiency and excess and examine the inherent risks and benefits of a subsistence diet.

Medical Terminology		
HLTH 204	Fall	3 credits

Study of medical terminology including analysis and origin of word roots, prefixes, and suffixes. Content presented by body systems, focusing on terms for anatomy, diagnostic, laboratory, and medical specialties. Use of medical dictionary, word pronunciation and abbreviations. Designed for health care providers and those preparing for further study in health-related fields.

Introduction to Pathology		
HLTH 270	Spring (odd years)	3 credits

Introduces basic concepts underlying various pathological processes in human diseases. Pathogenesis, etiology, and predisposing factors will be examined for the most common diseases and disorders of each body system. Discussion also includes diagnostic process, appropriate testing, and various treatment options. **(Prerequisite: HLTH 204)**

Introduction to Pharmacology		
HLTH 271	Spring (even years)	3 credits

This course is designed to give an overview of pharmacology, including how drugs are named, their classifications, routes of administration and mechanism of action. Course content and discussions will focus on giving participants a broad understanding of the discipline and the most frequently used terminology. **(Prerequisite: HLTH 204)**

Allied Health Internship		
HLTH 299	As demand warrants	1-3 credits

This course provides students an opportunity to apply knowledge in a workplace experience. Students spend 40 hours per credit hour working in a healthcare setting and under the supervision of both a qualified professional healthcare worker and a faculty advisor. Students will submit a written report evaluating their experience and grade will be pass/fail. **(Prerequisites: HLTH 101, HLTH 204, BIOL 211, and concurrently taking BIOL 212. Medical Coding internships also require HIM 110, HIM 210, HIM 211, and HIM 215, or by approval of the instructor or student's advisor.)**

Essentials of Dentistry		
HLTH D101	As demand warrants	3 credits

Essentials of Dentistry will provide an overview of dental assisting, oral health education, infection control, and patient record management, and Basic Life Support certification. It includes an introduction to basic dental procedures, safety, dental anatomy, and dental radiography. The course prepares graduates of the Dental Assistant Trainee program for entry-level positions in healthcare settings such as dental assisting in the Utqiagvik and village dental clinics.

Chair-side Procedures I		
HLTH D121	As demand warrants	4 credits

Practical training and experience in beginning skills necessary to function as a chair-side dental assistant in a general dentistry practice. Emphasis on developing clinical skills in four-handed dentistry techniques. Training will occur in the dental clinic setting under the supervision of the SSMH Dental Clinic staff. Students will be required to spend 180 hours in training and pass competency-based performance assessments. **(Prerequisite: HLTH D101)**

HEALTH INFORMATION MANAGEMENT

Intro to Health Information Management		
HIM 110	As demand warrants	3 credits

This course is designed as an overview to the healthcare delivery system and the health information Management profession. During the course, students will learn about the Health Information profession, the organization of healthcare in the United States, the role of providers, Information Systems related to the health record, filing methods, storage and retention, functions of the health record, content and structure, and data sets for various types of healthcare facilities.

ICD-10-CM Coding		
HIM 210	As demand warrants	3 credits

This course reviews the role of the coding professional, the history of classification systems with emphasis on the basic rules and guidelines of the International Classification of Disease, Ninth Revision, Clinical Modification (ICD-10-CM). This course will review the purpose and use the structure

and conventions of ICD-10-CM. Detailed study will cover coding procedures in assigning ICD-10-CM codes for diagnosis and procedures with emphasis on coding in the inpatient care setting, coding compliance programs, performance measurement, staff recruiting and retention, and coding for reimbursement. **(Prerequisite: HLTH 204)**

CPD-4 Coding		
HIM 211	As demand warrants	3 credits

This course reviews the basic principles, characteristics, and conventions of coding with the current procedural terminology (CPT), nomenclature and introduces the concept of compliance programs including auditing and monitoring, compliance considerations unique to certain healthcare settings, and CMS initiatives to reduce Medicare payment errors and high-risk areas for fraud/abuse enforcement. **(Prerequisite: HLTH 204)**

Health Insurance Claims Processing and Reimbursement		
HIM 215	As demand warrants	3 credits

This course explores and provides a contemporary look at the principles and practice of insurance and reimbursement processing, including the completion of the claims for inpatient, outpatient, emergency department and office encounters. The students will also explore the structure and purpose of insurance plan options, charge master review, carrier requirements, State and Federal regulations, and healthcare reimbursement methodologies such as payment systems, fee for service, managed care, and global payments. **(Prerequisite: HLTH 204)**

HEAVY EQUIPMENT OPERATIONS

CDL – School Bus		
HEO 001	As demand warrants	.4 CEU

This course will prepare students to pass the CDL knowledge test. By passing the required DMV knowledge test, the student may now seek additional training and employment as a school bus driver. **(Prerequisites: Valid driver's license for one year prior to CDL license and be 21 years or older or instructor permission.)**

Limited Class A/CDL		
HEO 002	As demand warrants	2.0 CEU

This class will prepare the student to add the Class A/CDL vehicle endorsement to their commercial driver’s license. Additional license endorsements include combination, Air brake and Double/Triple. **(Prerequisites: Valid Class D (Basic) driver license for one year prior to application for CDL license and be 19 years of age or older, or permission of instructor).**

Limited Class B/CDL		
HEO 003	As demand warrants	2.0 CEU

This course will prepare the student to add a Class B/ CDL vehicle endorsement to their Commercial Driver’s License. Additional license endorsements include Tank, Passenger and Hazardous Materials. **(Prerequisites: Valid Class D (Basic) driver license for one year prior to application for CDL license and be 19 years of age or older, or instructor’s permission).**

CDL Tank Vehicles		
HEO 004	As demand warrants	0.4 CEU

This course will prepare students to add the Tank Vehicle endorsement to their class A or B commercial driver’s license. **(Prerequisites: Valid driver’s license for one year prior to application for CDL license and be 19 years of age or older, or permission of instructor).**

CDL – Hazardous Materials		
HEO 005	As demand warrants	0.4 CEU

This course will prepare students to add the Hazardous Materials endorsement to their class A, B or C commercial driver’s license. This endorsement permits the license holder to haul placarded hazardous materials shipments. **(Prerequisites: Valid driver’s license for one year prior to application for CDL license and be 21 years or older, or permission of instructor).**

CDL – Passenger Vehicles		
HEO 006	As demand warrants	0.4 CEU

This course will prepare students to add the passenger vehicle endorsement to their Class A, B or C commercial driver’s license. This endorsement permits the license holder to operate vehicles that can carry 15 or more people

(including the driver) for compensation. **(Prerequisites: Valid driver’s license for one year prior to application for CDL license and be 19 years or older, or permission of instructor).**

CDL – Double/Triple		
HEO 007	As demand warrants	0.4 CEU

This course will prepare students to add the Double/ Triple endorsement to their Class A or B commercial driver’s license. **(Prerequisites: Valid driver’s license for one year prior to application for CDL license and be 19 years of age or older, or permission of instructor).**

CDL – Combination Vehicles		
HEO 008	As demand warrants	0.4 CEU

This course will prepare students to upgrade from a class B or C commercial driver’s license to the class A commercial driver’s license. **(Prerequisites: Valid driver’s license for one year prior to application for CDL license and be 19 years of age or older, or permission of instructor).**

CDL – Air Brake Restriction		
HEO 009	As demand warrants	0.4 CEU

This course will prepare students to pass the air brakes exam in order to remove the restriction from their commercial driver’s license. **(Prerequisites: Valid driver’s license for one year prior to application for CDL license and be 19 years of age or older, or permission of instructor).**

CDL – General Knowledge		
HEO 010	As demand warrants	0.8 CEU

This course will prepare students to upgrade from a Class D (basic) driver’s license to the class A, B and C commercial driver’s license. Successful completion of this course will allow the student to enter the commercial driving industry and to complete other commercial drivers’ license endorsements. **(Prerequisites: Valid driver’s license for one year prior to application for CDL license and be 19 years of age or older, or permission of instructor).**

Forklift Operator Training		
HEO 011	As demand warrants	1.6 CEU

This course of instruction is an employee/employer-based course of instruction. Instruction prepares participants to safely operate multiple types/styles of forklifts. Students learn proper pre-trip inspection procedures and study the policies, procedures, and hazards for each piece of equipment. Proper palletized cargo loading and unloading practices will be stressed. This course complies with OSHA Standard 1926.602. Participants will receive an OSHA compliant certification upon successful completion of the course. **(Prerequisites: Student must be at least 19 years old and have a valid driver license or instructor’s permission; Students must meet state and federal drug and alcohol guidelines).**

Basic Rigging		
HEO 101	As demand warrants	1 Credit

As the demand for homes, roads, bridges, public buildings, and new power plants increases, the need for experienced riggers will increase. This course is designed to help trainees meet the OSHA 29CFR part 1926 Subpart CC-Cranes and Derricks in Construction requirements.

Introduction to Heavy Equipment Operations		
HEO 104	As demand warrants	2 Credits

Familiarization of basic heavy equipment operations. Some basic construction surveying techniques on how to check trench depth. Basic Safety and Equipment pre-start requirements. **(Prerequisite: Permission of instructor; students must meet state and federal drug and alcohol guidelines).**

Commercial Driver’s License – Written Test Prep		
HEO 105	Fall, Spring	1 Credit

Preparation for the written test component of the State of Alaska Commercial Driver’s License. The state exam is given through the Utqiagvik office of the Alaska Department of Motor Vehicles, North Slope Borough Police Department, or the Alaska State Trooper’s Utqiagvik Office. **(Prerequisite: Student must be at least 19 yrs old and have held a regular driver’s license for one year or more.)**

Equipment Specific Training		
HEO 108	As demand warrants	0.5-2.0 CEU

This is an employer-determined course designed to emphasize training on specific pieces of heavy equipment according to defined needs. Each course includes fundamental subject matter in both classroom and practical aspects of each piece of equipment with an emphasis on safety, pre-trip inspections, basic rules of operation, and other areas of concern. Focus is on the hands-on, skills training once the classroom topics have been covered. Equipment may be selected from any of the following: dozer, front loader, skid steer, backhoe, excavator, snow blower, dump truck, forklift, roller, or grader.

Unrestricted Test Preparation – Class A		
HEO 150	As demand warrants	3 Credits

This course will prepare the student to test with an Alaska State DMV Examiner for an unrestricted Class A Commercial Driver’s License. The student will drive a class 8 tractor-trailer in a variety of road and traffic situations. The state exam will be reviewed including driving, backing, and vehicle inspection. **(Prerequisites: Students must possess a Class B license and be able to possess a IA permit license on class day 1, pass all state and federal requirements prior to the exam including meeting drug and alcohol guidelines, and be program active in order to receive priority admission to the course.)**

Operation of Class B/CDL Vehicles		
HEO 175	As demand warrants	2 Credits

This unit will provide actual over-the-road training and include the behind-the-wheel exam with a State of Alaska examiner. During this period the student will receive training in basic vehicle inspection, shifting and backing procedure of a Class B/CDL straight vehicle. **(Prerequisite: Students must meet state and federal drug and alcohol guidelines. Recommendation: Applicants should have prior behind-the-wheel experience in the type of vehicle they choose to operate). See fee schedule for course fees.**

Entry Level Operation of Class B or C Commercial Motor Vehicles		
HEO 176	As demand warrants	1 Credit

This unit will provide actual over the road training and prepare the student for behind the wheel exam with the

State of Alaska examiner. During this period of training the student will receive training in basic shifting and backing procedure of a Class B or C vehicle and vehicle inspection procedures. This truck-driving program aligns with the industry requirements and will prepare a student for an entry-level position in the truck driving industry. **(Prerequisites: Students must possess a valid commercial driver's license with at least the combination and air brake endorsement or possess a State of Alaska commercial drivers permit with air brake endorsement; must meet state and federal drug and alcohol guidelines). See fee schedule for course fees.**

Operation Practice and Road Test Class B Commercial Driver		
HEO 177	As demand warrants	1 CEU

This unit will provide Pre-Trip, brake check inspection practice and behind-the-wheel exam with a state examiner. Applicants should prior behind-the-wheel experience in the type of vehicle they choose to operate. **See fee schedule for course fees.**

CDL Written, Entry Level Operation and Unrestricted Test Preparation		
HEO 178	As demand warrants	6 Credits

This course includes preparation for all written and driving tests of the State of Alaska Commercial Driver's License. During this period, students will receive training in basic shifting and backing procedures of a Class 8 Tractor/Trailer combination or straight vehicles; vehicle inspection procedures; and coupling and uncoupling procedures (where applicable). **Applicants should have prior behind-the-wheel experience in the type of vehicle they choose to operate.** This course will also prepare students to test with an Alaska State Department of Motor Vehicles Examiner, in order to receive their unrestricted Commercial Driver's License. Students will drive a Class 8 Tractor/Trailer combination or straight vehicles in a variety of road and traffic situations including multi-lane highways, traffic lights, etc. All aspects of the state exam will be reviewed with students to ensure competency. Areas covered will include driving, backing, and vehicle inspection. **See fee schedule for course fees.**

HISTORY

Modern World History		
HIST 100	Spring	3 Credits

Significant aspects of modern world history from the 1700s to the present day. The course examines major global developments using an issues approach to address such aspects of the modern world as revolutionary change, interaction of peoples, ideology and the chronological background of significant historical events and processes. **(Prerequisites: ENGL 111 or concurrent enrollment in ENGL 111.)**

Alaska, Land, and its People		
HIST 115	Spring	3 Credits

A survey of Alaska from earliest days to the present, its peoples (Native and non-Native), and the social, economic, and political issues and prospects that concern Natives and non-Natives and the relationships between both groups. **This course meets the initial teacher certification requirements of AS 14.20.20(h) and 4 AAC 12.075(b) of the Alaska Department of Education and Early Development, Office of Teacher Education and Certification, Approved Courses (for specific certification requirements, see <http://www.eed.state.ak.us/TeacherCertification/>).**

U.S. History to 1865		
HIST 131	Fall	3 Credits

U. S. History including the colonial period, revolution, formation of the constitution, western expansion, and the Civil War.

U.S. History, 1865 to Present		
HIST 132	Spring	3 Credits

Covers U.S. history from the reconstruction era to the present.

Native American History		
HIST 200	Fall	3 Credits

A survey of the history of America with an emphasis on Native Americans from the 19th century to the present. Explores key historical, cultural, political, social, legal, economic, and spiritual elements concerning Native Americans and the interaction of Native and non-Native Americans. **(Prerequisite: ENGL 111 or permission of instructor.)**

HUMANITIES

Unity in the Arts		
HUM 201	Fall	3 Credits

Concentration on the interdependence of visual arts, performing arts, and literature as set against specific social, political, and cultural backgrounds of selected eras. **(Prerequisite: ENGL 111).**

HUMAN SERVICES

Introduction to Addictive Processes		
HUMS 125	Fall (even years)	3 Credits

Focus on gaining knowledge of psycho-social aspects of addiction. Historic and behavioral approaches, disease concept and current trends relating to addiction are presented. Twelve-step and self-help approaches explored.

Practicum in Human Services		
HUMS 199	As demand warrants	1-3 Credits

This course provides students an opportunity to apply knowledge in a workplace experience. Students spend 40 hours per credit hour working in human services setting and under the supervision of both a qualified professional and a faculty advisor. Students will submit a written report evaluating their experience and grade will be pass/fail **(Prerequisites: Any related HUMS course and permission of instructor.)**

Basic Principles of Group Counseling		
HUMS 205	Spring (odd years)	3 Credits

Concepts and techniques of working with small groups, including establishing group goals, effective group interaction, termination, and evaluation. Development of therapeutic group activities presented.

Crisis Intervention and Grief Counseling		
HUMS 210	Fall (odd years)	3 Credits

Helping people in crisis from a theoretical and experiential perspective. Understanding how people feel, think, and behave during periods of crisis and grieving. Suicide, violence, life transitions and AIDS explored.

Individual Interviewing and Assessment		
HUMS 215	Fall (odd years)	3 Credits

This course covers basic interviewing skills such as establishing rapport, active listening, and eliciting information. Basic clinical interventions such as displaying empathy, establishing boundaries, interpreting body language and tone of voice, assessing client issues, goal setting and contracting are also covered. Ethical conduct and personal awareness and growth are emphasized.

Substance Abuse Counseling		
HUMS 255	Spring (even years)	3 Credits

This course covers treatment modalities specific to chemical dependency such as twelve-step programs as well as individual, group, and family therapies. Skills covered in this course are assessment, treatment planning, documentation of client progress and facilitating an intervention. The mandates of State of Alaska and Federal laws are emphasized.

History of Alcohol in Alaska		
HUMS 260	Spring (odd years)	1 Credit

This course will examine significant historical force, events, and consequences related to alcohol and other drug use in Alaska. Topics include the impact of: Russian and American traders; miners; missionaries; disease; U.S. Military rule; Federal/Territorial/State legislation; the transition from Territory to Statehood; health and safety issues; prevention and treatment, and recent history and trends.

Ethics in Human Services		
HUMS 271	Spring (even years)	3 Credits

This course examines ethical issues such as confidentiality, rights of clients, privileged communications, privacy, and duty to warn. Federal and State of Alaska laws regarding substance abuse counseling and mental health counseling are explored. Ethical decision-making and the identification of unethical behavior are also discussed. Oral presentations are required.

INDUSTRIAL SAFETY

OSHA 10 Hour Construction Safety Training		
SAFE 001	As demand warrants	1.0-2.0 CEU

This training program is intended to provide entry level construction workers information about their rights and employer responsibilities, as well as how to identify, abate, avoid, and prevent job related hazards on a construction site. The training covers a variety of construction safety and health hazards, which a worker may encounter at a construction site. Training emphasizes hazard identification, avoidance, control, and prevention.

OSHA 10 Hour General Industry Safety Training		
SAFE 002	As demand warrants	1.0-2.0 CEU

This training program is intended to provide entry level industry workers information about their rights and employer responsibilities, as well as how to identify, abate, avoid, and prevent job related hazards in general industry. The training covers a variety of construction safety and health hazards, which a worker may encounter on a job site. Training emphasizes hazard identification, avoidance, control, and prevention.

CEU Hydrogen Sulfide		
SAFE 102	As demand warrants	0.1 CEU

that they can recognize the hazardous characteristics of hydrogen sulfide and can correctly apply the standards and procedures to safely perform work in H2S designated areas.

Unescorted Training with H ₂ S		
SAFE 103	As demand warrants	0.9 CEU

The Unescorted and H2S Safety program for employees in the North Slope oil production area.

8-Hour HAZWOPER Annual Refresher		
SAFE 104	As Demand Warrants	0.8 CEU

Required yearly refresher course for 40-Hour HAZWOPER or for the 24-Hour HAZWOPER technician level.

NSTC Unescorted Training		
SAFE 106	As Demand Warrants	0.8 CEU

The Unescorted program must be completed by all employees who work on the North Slope oil production area in either long term or temporary assignments or are visitors without escort.

40-Hour HAZWOPER		
SAFE 110	As Demand Warrants	1 Credit

This course introduces students to recognition of, protection from, and working with hazardous substances during clean-up activities at work sites containing hazardous waste substances. This course complies with federal regulations 29 CFR 1910.120 and applicable EPA regulations. A 40-Hour HAZWOPER Certificate shall be issued upon successful completion of the course. See fee schedule for course fees. ***(Prerequisite: Students under age 18, must have parent/guardian permission.)***

24-Hour HAZWOPER Technician Level		
SAFE 115	As demand warrants	0.5 Credit

Upon successful completion of this course, the student will receive a certificate of training completion for the Hazardous Materials Technician as outlined in 29 CFR 1910.120(q). Topics covered will include PPE, Hazard-Risk analysis, site control, emergency response planning the DOT and NIOSH guides, Incident Command System, respiratory equipment, instrumentation, and monitoring. ***See fee schedule for course fees.***

Field Safety		
SAFE 119	As demand warrants	2 Credits

Field Safety, a.k.a. NCCER's Safety Learning Series, is a systematic approach to safety education and training. By providing a standardized curriculum in modularized form, this series enables the education facility to customize a training program. Field Safety is composed of four independent titles: Safety Orientation, Field Safety, Safety Technology and Safety Management. This particular course includes many of the modules offered in this series.

Applied Basic Safety: General Industry		
SAFE 121	Fall/Spring	1 Credit

Students receive a nationally recognized 10 Hour OSHA General Industry card. Focus is on Employee Rights and

Responsibilities, Fall Protection, Emergency Action Plans, Fire Protection, Electrical, Personal Protective Equipment, the Hazard Communication Standard, and other elective topics. The 8-hour session will focus on OSHA’s employer HAZWOPER responsibilities.

Blood Borne Pathogens		
SAFE 122	As demand warrants	0.4 CEU

Hazards in the workplace; employees with potential for exposure; OSHA requirements; rights and responsibilities; program development and record keeping. **See fee schedule for course fees.**

Standard First Aid and CPR w/AED		
SAFE 123	As Demand Warrants	0.6 CEU

This course will give individuals the knowledge and skills necessary to recognize and provide basic care for injuries, sudden illnesses, breathing difficulties and cardiac arrest for adults, children, and infants, until advanced medical care can arrive. Course includes instruction on AED (automated external defibrillator). Certification awarded upon successful completion. **See fee schedule for course fees.**

Infant/Child CPR		
SAFE 124	As Demand Warrants	0.3 CEU

This course will give individuals the knowledge and skills necessary to prevent, recognize, and provide basic care for breathing and cardiac emergencies in infants and children until advanced medical personnel arrive and take over. Certification will be awarded upon successful course completion. **See fee schedule for course fees.**

Adult CPR		
SAFE 127	As demand warrants	0.4 CEU

Completion of this course will satisfy the annual requirement for American Red Cross adult CPR training. This course can be challenged and, if successfully completed, satisfy the annual American Red Cross adult CPR training requirement. Challenging the course is by appointment only. **See fee schedule for course fees.**

Wilderness Survival Skills		
SAFE 128	As demand warrants	1 credit

Students learn survival skills utilizing tools, objects, and skills that are likely to be available in the wilderness. The class teaches students how to stabilize injured individuals until a greater level of help can arrive. The 1-credit course includes practical applications and skills practice.

Pediatric First Aid CPR w/AED		
SAFE 129	As demand warrants	.8 CEU

This course will give individuals the knowledge and skills necessary to recognize and provide basic care for injuries, sudden illnesses, breathing difficulties and cardiac arrest for infants, children, and adults, until advanced medical care can arrive. Course includes instruction on AED (automated external defibrillator). Certification awarded upon successful completion.

Health, Safety, and Environmental Technician		
SAFE 131	As demand warrants	4 Credits

The goal of this class is to produce competent HSE personnel that possess the effective communication skills and working knowledge necessary to develop and maintain a safe worksite. This is an in-depth course that instructs not only on the regulations but how they apply to the job; how to use the tools of the trade (gas monitors) and why; and the important role permits play in communication across different worksites and work crews. Participants will acquire the skills needed to protect workers while on the job and ensure that their company meets occupational safety and health requirements. These skills are the abilities to effectively develop HSE plans, organize and conduct safety presentations and meeting; and carry out workplace audits and PPE assessments. Other topics include hazard management, screen preservations, and pre-job check lists.

30-Hour Maritime Industry Safety & Health Standards		
SAFE 132	As demand warrants	1 Credit

The course provides a variety of work-place training to workers with personal safety responsibilities. OSHA Maritime Industry Standards training regarding Shipyard Employment, Marine Terminals, and Longshoring, will emphasize worker’s rights, hazard identification, avoidance, control, and prevention.

30-Hour Construction Safety & Health Standards		
SAFE 133	As demand warrants	1 Credit

Training in Occupational Safety and Health Standards for Construction Industry: OSHA required “Focused Four” introduction to the major hazards in the workplace: Fall, Caught-In or-Between, Struck-By and Electrocuting; Employee Rights and Responsibilities, Citations and Proposed Penalties, and Recording & Reporting of Occupational Injuries and Illnesses.

30-Hour General Industry Safety & Health Standards		
SAFE 134	As demand warrants	1 Credit

The course provides a variety of work-place training to workers with personal safety responsibilities. OSHA Standards training will emphasize hazard identification, avoidance, control, and prevention. The General Industry Standards are the most broadly used and applied set of rules and are extensively used throughout the Construction and Maritime Industries.

24-Hour Spill Response		
SAFE 138	As demand warrants	0.5 Credit

An intense course designed for professionals requiring refresher training for on-the-job capabilities. Designed to instruct personnel with specific responsibilities to deploy, use, and function within an Incident Command System while responding to hazardous materials emergencies. See fee schedule for course fees.

Basic Life Support		
SAFE 152	As demand warrants	0.4 CEU

The Basic Life Support (BLS) program is intended to assist healthcare providers including professional rescuers in learning or refining BLS skills for patients of all ages. These critical life-saving skills include high performance CPR, use of an AED as a single provider and part of a team. BLS also includes knowing how to relieve a foreign body airway obstruction.

Confined Space		
SAFE 170	As demand warrants	0.4 CEU

Confined space types, potential hazards testing, protective equipment, and rescue techniques. Confined Space Safety certification issued upon successful completion. Meets Federal and State law requirements. (See fee schedule for course fees.) Training regarding proper use assists the wearer in using respirators in a safe and healthful manner. Key topics include: medical evaluations/fit-testing, knowledge of selection criteria, procedures for proper use, maintenance procedures, the hierarchy of controls, and includes the limitations of Personal Protective Equipment.

See fee schedule for course fees.

Respirator Use		
SAFE 174	As demand warrants	0.1 - 0.4 CEU

Training regarding the proper use of respirators in a safe and healthful manner. Key topics include: medical evaluations/fit-testing, knowledge of selection criteria, procedures for proper use, maintenance procedures, the hierarchy of controls, and limitations of Personal Protective Equipment.

INFORMATION TECHNOLOGY

Introduction to Online Learning		
IT 100	Fall, Spring	1 Credit

This class will provide students with the necessary tools to successfully complete online courses. This introduction will simulate online learning in either 1) a face-to-face, traditional format, or 2) an online format with teleconference support. Topics covered in this class will include navigating web pages, downloading and uploading files, posting personal profiles, participating in online discussion, working with email attachments, taking online quizzes and exams, checking grades, and planning and organizing for successful completion.

Keyboarding Skills		
IT 101	Fall, Spring	1 Credit

Training to improve keyboarding with an emphasis on correct techniques, increasing speed and accuracy using the touch-typing method. May be repeated once for credit.

Machine Transcription		
IT 109	Fall, Spring	1 Credit

Training in machine transcription with an emphasis on the proper use of the software and hardware used for machine transcription. Review of the use of MS Word, language, and vocabulary skills.

Computer Operating Systems for End Users		
IT 111	As demand warrants	1 Credit

The computer operating system is the environment that allows use of the computer for the things you want to do. This class covers the basic manipulation of the operating system for making use of the computer more accessible, fun, and productive. (**Prerequisite: IT 117 or permission of instructor.**)

Intro to Personal Computers		
IT 117	Fall, Spring	1 Credit

This course prepares the student for the Internet Computing Core Certification (IC3) and teaches core skills and knowledge necessary to use the computer operating system. It also provides the foundation necessary to further enhance productivity and marketability with other desktop application-specific certifications. **See fee schedule for exam fees.**

Introduction to MS Office		
IT 118	Fall, Spring	1 Credit

This course prepares the student for the Internet Computing Core Certification (IC3) and teaches the common program functions in Word, Excel, and PowerPoint. The IC3 certification helps you learn and demonstrate Internet and digital literacy through a worldwide industry standard. You will be able to start and exit a Windows application and utilize sources of online help, identify common on-screen elements of Windows applications, change application settings, and manage files within an application. Provides the foundation necessary to further enhance productivity and marketability with other desktop application-specific certifications. **See fee schedule for exam fees.**

Internet Use and Security: IC3 Module 3		
IT 119	Fall, Spring	1 Credit

This course prepares the student for the Internet Computing Core Certification (IC3) and teaches core skills and knowledge necessary to understand and identify network fundamentals, benefits and risks of network

computing and the Internet. It also identifies the relationships between computer networks, other communications networks, and how electronic mail applications work. It teaches the appropriate use of e-mail and e-mail related "netiquette." **See fee schedule for exam fees.**

Computer Word-Processing		
IT 130	Fall, Spring	1-3 Credits

Introduces basic, intermediate, and advanced word-processing operations. Create, format, and revise documents from simple memos to a report incorporating graphics, charts, and tables. Offered in 1-credit modules. See fee schedule for exam fees.

- Module A (1cr)** Prerequisite: IT 118 or permission of instructor
- Module B (1cr)** Prerequisite: Successful completion of Module A or permission of instructor
- Module C (1cr)** Prerequisite: Successful completion of Module B or permission of instructor

Computer Databases		
IT 150	As demand warrants	1-3 Credits

Fundamental, intermediate, and advanced database concepts and operations to help keep track of business or personal information. Covers how to use, design, create, and revise databases, as well as use a database as a business analysis and decision-making tool. Offered in one credit modules. See fee schedule for exam fees.

- Module A (1cr)** Prerequisite: IT 118 or permission of instructor
- Module B (1cr)** Prerequisite: Successful completion of Module A or permission of instructor
- Module C (1cr)** Prerequisite: Successful completion of Module B or permission of instructor

Creation and Administration of a Web Page		
IT 175	As demand warrants	3 Credits

Students will have an operational interactive web page. They will learn the fundamentals of web tools, web design programs, page layout, graphics, HTML programming concepts, how to set up a web site, maintenance, and utilization of other helpful resources. (**Prerequisite: IT 117 or permission of instructor.**)

Using Microsoft Outlook		
IT 209	Spring	2 Credits

This course provides the student with introductory, intermediate and some advanced procedures, tools and technological information used in electronic communication in the business environment today. This course uses real-world examples and scenarios in Microsoft Outlook that allow the student to meet the electronic infrastructure of e-mail, as we know it today. See fee schedule for exam fees.

Introduction to Project Planning & Scheduling		
IT 220	Spring	3 Credits

This course provides an introduction to project planning. Course topics include project management terminology, techniques to plan and schedule projects, creating a project schedule, identifying when a project is ahead or behind schedule, and reporting project status. **Prerequisites: (IT118 and any completed three (3) credit of 100-level math or permission of instructor)**

Microsoft Project		
IT 221	Spring	3 Credits

This course provides a hands-on introduction to Microsoft Project software. Topics include building a task list, set up resources and assign them to tasks, and track project status. **Prerequisites: IT 220 or permission of instructor.**

Computer Presentation: PowerPoint		
IT 255	Fall	1-3 Credits

The purpose of this course is to learn how to use a powerful presentation graphics program that provides everything needed to produce an effective presentation in the form of black-and-white or color overheads, 35mm photographic slides, or on-screen slides. Used to support business and professional environmental tasks in your presentations to make them more interesting and helpful.

- Module A (1cr)** Prerequisite: IT 118 or permission of instructor
- Module B (1cr)** Prerequisite: Successful completion of Module A or permission of instructor
- Module C (1cr)** Prerequisite: Successful completion of Module B or permission of instructor

Network Installation and Maintenance		
IT 291	As demand warrants	4 Credits

CompTIA Network+ is an important industry certification that is widely recognized within the IT profession. In this course, students learn basic network installation and maintenance troubleshooting skills. **(Prerequisite: IT 117 or permission of instructor.)**

Introduction to PC Hardware and Troubleshooting		
IT 292	As demand warrants	4 Credits

The CompTIA A+ certification is the computer technology industry's leading hardware and software support standard for entry level service technicians. In this course, students will learn to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance on computer hardware and software. **(Prerequisite: IT 117 or permission of instructor.)**

Information Technology Internship/Practicum		
IT 299	Fall, Spring	1-4 Credits

This course provides students with the opportunity to further develop information technology support skills in an actual work environment. Goals and objectives for each internship are developed by the student and the instructor. Documentation of the time spent in the internship and evaluation of the experience as it relates to the initially stated goals and objectives will be required. Course covers advanced topics relating to the Internet and its use. Emphasis on use of the Internet for information gathering and supplying, security issues and current trends. **(Prerequisite: Student must have completed 30 credits of program specialization required course work.)**

IÑUPIAQ STUDIES

North Slope Iñupiaq Grammar I		
IÑU 111	Fall	3 Credits

Introduction to Iñupiaq, the language of Unalakleet, Seward Peninsula, Kotzebue Sound, and the North Slope. Open to both speakers and non-speakers. For speakers, the course provides literacy and grammatical analysis. For others, it provides a framework for learning to speak, read, and write the language. **(Prerequisite: permission of instructor.)**

Foundations of Iñupiaq Language Learning		
IÑU 114	Fall/Spring	1 Credit

This course is for students new to Iñupiaq language pronunciation and sounds. It focuses on practicing pronunciation and includes an introductory vocabulary.

Topics in Iñupiaq Studies		
IÑU 118	As demand warrants	1-3 Credits

Exploration of various Iñupiaq Studies topics. Some topics include, but are not limited to: crimping dried seal skin to make maklak soles; sewing maklaks to the soles, beading, learning how to make qupak; how to take tendons from caribou legs, dry, then split, and braid them to make thread; learning how to construct various frames such as making a qayaq, uniat, or umiaq; demonstrate how the skins for the cover of the qayaq or umiaq are sewn. **(Course may be repeated for credit when content varies.)**

Elementary Iñupiaq I		
IÑU 121	Fall/Spring	3 Credits

Elementary Iñupiaq I introduces students to the sounds and pronunciation of the Iñupiaq language. Students will also gain an elementary vocabulary necessary to create basic sentences.

Elementary Iñupiaq II		
IÑU 131	Fall/Spring	3 Credits

This course is a continuation of Elementary Iñupiaq I. The focus will be on everyday conversations and will include a Visual Iñupiaq Vocabulary Acquisition (VIVA) lab. **(Prerequisite: IÑU 121)**

Iñuit Art Studio		
IÑU 135	Spring	3 Credits

In this art course, students will learn how to create a variety of traditional and contemporary art forms, guided by faculty and guest artists from Iñuit regions. Art forms include, but are not limited to, carving, sewing techniques, and tool making. **See fee schedule for applicable charges.**

Traditional and Contemporary Iñupiaq Food Preparation		
IÑU 158	Fall	3 Credits

Traditional and contemporary foods preparation as taught by local experts. Students will learn how to cook and/or

make dishes using traditional Iñupiaq foods as they are available. **See fee schedule for applicable charges.**

Practicum in Iñupiaq Studies		
IÑU 199	As demand warrants	1-3 Credits

This practicum provides an opportunity for interested students to learn about aspects of the Iñupiaq culture through a practical, hands-on experience. Instructor and student will determine appropriate goals, activities, and placement depending on seasonal activities, cultural events, and student interest.

Iñupiaq Land, Use, Values and Resources		
IÑU 210	Summer	3 Credits

An overview of the core elements of the Iñupiaq worldview of their geography and ecosystem Examination of the complex relationships of people with the land, ocean and natural resources will be an integral part of the course. Culturally proper behaviors in the treatment of the land and resources will be discussed including North Slope geography landmarks, Traditional Land Use Inventory, camps, hunting areas, animals of the area, place names, plants of the area, historic use, flora and fauna, hunting, and subsistence. Demonstrations of appropriate uses of animals and other resources will be incorporated. This course meets the initial teacher certification requirements of AS 14.20.20(h) and 4 AAC 12.075(b) of the Alaska Department of Education and Early Development, Office of Teacher Education and Certification, Approved Courses (for specific certification requirements, please see <http://www.eed.state.ak.us/TeacherCertification/>). **(Prerequisite: Permission of instructor).**

Iñuit Storytelling		
IÑU 213	Spring	3 Credits

Provides a comparative survey and overview of Iñuit Storytelling across the circumpolar North. It will explore both traditional and contemporary art forms of storytelling from Arctic countries. Stories will be researched, transcribed, and translated from Iñupiaq into English and then retold to the class or to entities such as NSBSD classrooms. Course content consists of interviewing Elders, reading and discussion of books from IHLC Elders conferences, books from Russia, Canada, Greenland, and Lapland. Internet may also be used in research. **(Prerequisite or Co-requisite: ENGL 111.)**

Iñupiaq Drum Construction and use		
IÑU 214	Fall	3 Credits

Art of making a traditional drum and how to use the drum will be taught in this class. Local expert(s) will share their knowledge of how a drum is made and how it used to be made long ago. Students will learn to steam, bend, and put on a handle with hardwood. The end product will have a skin membrane or other suitable material placed on the frame. Students will practice holding and beating the drum after it is completed.

North Slope Iñupiaq History and Culture		
IÑU 220	Fall	3 Credits

This course traces the political, economic, social, and cultural development of what is now known as the North Slope of Alaska. Particular attention is paid to the outside forces that influenced the course that the Iñupiat have taken over time. This course uses historical accounts and documents and will also bring prominent Native Alaskan leaders into the classroom to guide students in an examination of Alaska Native history and the history of Iñupiaq organizations. Students will explore topics in Alaska Native leadership from both local and statewide perspectives, using the North Slope experience as the focusing lens. This course meets the initial teacher certification requirements of AS 14.20.20(h) and 4 AAC 12.075(b) of the Alaska Department of Education and Early Development, Office of Teacher Education and Certification, Approved Courses (for specific certification requirements, please see <http://www.eed.state.ak.us/TeacherCertification/>).

Exploring Iñupiaq Identity Through Creative Writing		
IÑU 221	Fall, Spring	3 Credits

This is a creative writing class focused on Iñupiat cultural identity and history. This class will provide opportunities for you to learn more about Iñupiat-specific and Iñuit-wide history, specifically as it pertains to the creative expression and identity; explore the art and creative expression of pre-modern and modern Iñuit artists; and conceptualize, outline, write, edit and revise your own creative work focused on who you are as an Iñupiat person or member of an Iñupiaq community today.

Iñupiaq Knowledge and Use of Arctic Plants		
IÑU 224	Fall	3 Credits

Provides an awareness and appreciation for traditional and modern wildcrafting practices in the Iñupiaq culture, such as gathering, harvesting, and processing techniques for

Arctic plants. Students will deepen their understanding of human-plant relationships, the use of Arctic plants for food, medicine, and art or tools, and the importance of ethical plant harvesting. (**Prerequisite: Placement in ENGL 111 or Instructor Permission**)

Traditional and Contemporary Skin Sewing		
IÑU 257	Fall, Spring	3 Credits

Traditional skin sewing taught by local experts. Students will learn to sew by hand and/or with a sewing machine. Students will select a project to work on during the first week of class and will be expected to have finished the project(s) by the final class of the semester. Students will be responsible for supplying their own furs and materials. May be repeated once for credit.

Note: The Marine Mammal Protection Act of 1972 restricts the possession and use of certain skins to Alaska Natives only; non-Native students will use unrestricted skins.

Iñupiaq Songs, Dances, and Drumming		
IÑU 260	Spring	3 Credits

Traditional Native Alaskan singing, drumming, and dancing from the North Slope’s indigenous group are taught by experienced performers. Students will learn to sing both invitational and motion dances. After learning the songs and meaning of the motions, students will learn to motion dance. Students will also be taught the use of the traditional drum with the rhythm of the song.

Northern Alaska Indigenous Leadership Seminar (Cross-listed ANS 295)		
IÑU 295	Spring	3 Credits

The Northern Alaska Indigenous Leadership Seminar is designed to engage a cohort of students interested in the areas of leadership development, community-based wellness, and sustainable development. Integrating best practices from successful leadership development and training programs, students will explore qualities of Indigenous knowledge and leadership, increase their knowledge of healing and wellness, draw insight and wisdom from elders and experienced leaders in building a foundation for community sustainability. The intensive seminar will be delivered via (3) three-hour audio-conferences and a (5) day face-to-face session.

Multimedia Reporting and Writing

JPC 204	As demand warrants	1-3 Credits
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This course teaches writing structures in a variety of media, including print, broadcast, public relations, blogging, and social media. Fundamental skills are taught and practiced in information gathering, source evaluation, interviewing, and writing for delivery to a mass audience. Students complete a final journalism project that involves research. **(Prerequisite: ENGL 111)**

Photojournalism

JPC 290	As demand warrants	3 Credits
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Creating effective photos and photo essays for newspapers, magazines, and television. Learning to recognize, develop and create photo stories; how to coordinate words and photos and to lay them out on a page. Photo editing. How to present material to potential markets.

LIBRARY SCIENCES

Library Information and Research

LS 101	Fall, Spring	1 Credit
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Introduction to effective library research methods and principles of information organization and retrieval. Emphasis on applied experience with finding and evaluating information, especially through use of library catalogs, journal indexes and Internet resources.

MATHEMATICS

Math Workshop

MATH 031	As demand warrants	1 Credit
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This course has been designed to serve as a supplemental option for BUS 105 math topics. It takes a comprehensive look at whole numbers, fractions, decimals, basic equations, formulas, as well as the application of these topics. **(Prerequisite: ACCUPLACER QAS score of 240-249 or permission of instructor.)**

Applied Math

MATH 055	Fall, Spring	2-4 Credits
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Fundamentals; review of whole number and fractional computation including applications, module reviews, decimal and integer computation including applications; introduction to equation solving percent and ratios; solving proportions and linear equations. Will be offered in 2 credit modules:

- Module A (2cr)** Prerequisite: ACCUPLACER score of <250 in Arithmetic
- Module B (2cr)** Prerequisite: ACCUPLACER score of 250-300 in Arithmetic or completion of Module A in Elem. Alg.

Beginning Algebra

MATH 060	Fall, Spring	2-4 Credits
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This course is the beginning college algebra (or equivalent to HS Algebra I). Topics include reviewing of order operations, solving linear system equations of inequalities, word problems, simplifying exponential expressions, rational expression, polynomials, factoring, and introduction to quadratic equations and solving roots and radical equations. Offered in 2-credit modules.

- Module A (2cr)** Prerequisite: ACCUPLACER QAS Score of < 250 or completion of MATH 055, Module B
- Module B (2cr)** Prerequisite: ACCUPLACER QAS score of 250-300 or completion of MATH 060 Module A.

College Algebra

MATH 105	Fall, Spring	3 Credits
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This course is an overview of College Algebra skills. Topics include graphing and functions, polynomials, rational expressions, and equations, quadratic functions, and the algebra of functions. **(Prerequisites: Math 060B or equivalent; ACCUPLACER AAF score of 230-249 or permission of instructor.)**

Functions for Calculus

MATH 107	Spring	4 Credits
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A study of algebraic, logarithmic, and exponential functions, together with selected topics from algebra. **(Prerequisites: MATH 105 or ACCUPLACER AAF score of >250 or permission of instructor.)**

Trigonometry		
MATH 108	As demand warrants	3 Credits

Covers angular measure and trigonometric functions (sine, cosine, tangent, cotangent) and graphs of trigonometric functions. Includes complex numbers, DeMoivre's theorem, and solutions of right, acute and oblique triangles. (**Prerequisite: MATH 107 or concurrent enrollment in MATH 107 or permission of instructor.**)

Introduction to the History of Mathematics		
MATH 111	As demand warrants	3 Credits

This course will provide students with an introduction to the history of mathematics, including a look at the history of Inupiaq numbers. Students will learn to convert numbers from base 10 to base 20 and back, investigate the influence of Renaissance Period contributors such as Pythagoras and Fibonacci, and explore number theories such as pi and the number e.

Mathematics in Healthcare		
MATH 116	As Demand Warrants	3 Credits

Designed to promote critical thinking skills through a real-world healthcare lens. Learners explore mathematics related to medication orders, equipment used in medication preparation and administration, and drug labels. Includes calculating oral and parenteral dosages using the three systems of measurement. Also introduces fundamentals of statistics, with brief sections on normal distributions and confidence intervals.

Calculus I		
MATH 200	As demand warrants	4 Credits

A first course in calculus covering limits and derivatives of algebraic and transcendental functions. Applications of derivatives including curve sketching, rates of change, and Newton's Method. Definite and indefinite integrals, including integration by substitution. (**Prerequisites: MATH 108 or concurrent enrollment in MATH 108; or instructor permission.**)

Calculus II		
MATH 201	As demand warrants	4 Credits

Addresses techniques and application of differential and integral calculus, vector analysis, partial derivatives,

multiple integrals, and infinite series. (**Prerequisite: MATH 200.**)

Mathematics for Elementary School Teachers I		
MATH 205	As demand warrants	3 Credits

Elementary set theory, numeration systems, algorithms of arithmetic, divisors, multiples, integers, and introduction to rational numbers. (**Prerequisite: MATH 105 or permission of instructor.**)

Mathematics for Elementary School Teachers II		
MATH 206	As demand warrants	3 Credits

This course covers topics such as real number systems and subsystems, logic, informal geometry, metric system, probability, and statistics. (**Prerequisite: Math 205**)

Math for Carpenters		
MTHC 101	As demand warrants	1-3 credits

This course reviews basic principles of Mathematics, algebra, and trigonometry as they relate to carpentry applications. Problems are related to learning activities in CARP 101. Course is recommended to be taken concurrently with CARP 101 (**Prerequisites: Completion of high school algebra or an ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor, NCCER Core math, or permission of instructor. Modules must be taken in sequence.**)

- Module A (1cr)** Simple mathematical operations
- Module B (1cr)** Basic geometry, conversions, powers, roots
- Module C (1cr)** Solving equations, basic elements of trigonometry

Math for Electricians		
MTHE 101	Fall	1-3 credits

This course reviews basic principles of Mathematics, algebra, and trigonometry as they relate to electrical applications. Problems are related to learning activities in ELEC 101. Course must be taken concurrently with ELEC 101. (**Prerequisite: Completion of high school algebra, NCCER Core math, ACCUPLACER Pre-Algebra math score of 20 or higher; or permission of instructor. Modules must be taken in sequence.**)

- Module A (1cr)** Simple mathematical operations
- Module B (1cr)** Basic geometry, conversions, powers, roots

Module C (1cr) Solving equations, basic elements of trigonometry

Math for Plumbers		
MTHP 101	As demand warrants	1-3 Credits

This course reviews and applies mathematics principles related to plumbing. Covers plumbing specific problems, including calculating pipe lengths, runs and calculating off sets for angles. (*Prerequisites: Completion of high school algebra, NCCER Core math, ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.*) Modules must be taken in sequence.

Module A (1cr) Review of mathematics, algebra, and geometric principles

Module B (1cr) Basic practical applications of mathematical principles to calculating lengths, runs and costs

Module C (1cr) Reviews weights and measures; area and volumes. Explains the concepts of temperature and pressure and how they apply to plumbing installations

Applied Construction Trades Math		
MHTH 101	Fall/Spring	1-3 Credits

This course reviews basic principles of mathematics, algebra, and trigonometry as they relate to applied construction applications. The course makes real world connections of math in the classroom applied to real life construction and maintenance activities. *Prerequisites: Completion of high school algebra, NCCER Core Math, or instructor permission.* Modules must be taken in sequence.

PHILOSOPHY

Introduction to Logic		
PHIL 101	Spring	3 Credits

The study of reasoning and critical thinking skills using both informal and formal methods of logical analysis. Covers syllogisms, inductive reasoning, scientific methodology, and common fallacies.

PLUMBING

Plumbing, Level I		
PMB 101	As demand warrants	1 - 5 Credits

Introduces the plumbing trade, tools, and materials. Students will learn measuring, cutting, and fitting techniques for various types of pipe; installation of fixtures; and plumbing distribution systems. Uses NCCER instructional modules. (*Prerequisites: Complete CTT 101; Pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.*) See fee schedule for material fees.

Module A (1cr) Introduction to the Plumbing Profession, Plumbing Safety, Tools of the Plumbing Trade (NCCER Modules 02101, 02102, 02103)

Module B (1cr) Introduction to Plumbing Math, Introduction to Plumbing Drawings (NCCER Module 02104, 02105)

Module C (1cr) Plastic Pipe & Fittings, Copper Pipe & Fittings (NCCER Modules 02106, 02107)

Module D (1cr) Cast-Iron Pipe & Fittings, Carbon Steel Pipe & Fittings (NCCER Module 02108, 02109)

Module E (1cr) Introduction to Plumbing Fixtures; Introduction to Drain, Waste, & Vent (DWV) Systems; Introduction to Water Distribution Systems (NCCER Modules 02110, 02111, 02112)

Plumbing I, Skill Lab		
PMB 111	As demand warrants	1 Credit

This hands-on lab will provide students proficiency development and improvement on skills learned in Plumbing Level I, PMB 101. (*Prerequisites: Complete CTT 101, PMB 101, pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.*) See fee schedule for material fees.

Plumbing, Level II		
PMB 201	As demand warrants	5 Credits

Students learn to read and interpret civil architectural, structural, mechanical, plumbing, and electrical drawings when installing plumbing systems. Focuses on locating and installing water supply piping and drain, waste, and vent systems. Installation of roof, floor and area drain systems is taught along with valves, fixtures, and water heaters. Introduces students to safe techniques for installing and testing gas and oil systems. Troubleshooting and repairing

fixtures is covered. Uses NCCER instructional modules. **(Prerequisites: Complete CTT 101, PMB 101, and PMB 111; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher.)**

Plumbing II, Skill Lab		
PMB 211	As demand warrants	1 Credit

This lab provides the required hands-on proficiency development and improvement for skills learned in Plumbing, Level II, PMB 201. **(Prerequisites: Complete CTT 101, PMB 101, 111; or permission of instructor.) See fee schedule for material fees.**

Plumbing, Level III		
PMB 202	As demand warrants	5 Credits

Students will practice sizing water supply piping systems, drain – waste – venting system. Different types of venting techniques will be discussed as well as storm systems. Potable water treatment and backflow preventers as well as sewage pumps and sump pumps will be discussed. Corrosive-resistant waste piping and compressed air systems will be reviewed. **(Prerequisites: Complete CTT 101, PMB 101, 111, 201, 211, MTHP A & B; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.) See fee schedule for material fees.**

Plumbing III, Skill Lab		
PMB 212	As demand warrants	1 Credit

This lab provides the required hands-on proficiency development and improvement for skills learned in Plumbing, Level III, PMB 202. **(Prerequisites: Complete CTT 101, PMB 101, 111, 201, 211 or permission of instructor.) See fee schedule for material fees.**

Plumbing, Level IV		
PMB 203	As demand warrants	5 Credits

Students will be introduced to business principles and skills for crew leaders. Hydronic and solar heating systems, private water and waste disposal systems will be discussed. Booster, recirculation, swimming pools and hot tubs will also be introduced to the students. The plumbing code will be discussed, and students will learn how it is implemented. **(Prerequisites: Complete CTT 101, PMB 101, 111, 201, 211, 202, 212; MTHP A & B; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or**

permission of instructor.) See fee schedule for materials fee.

Pipefitting, Level I		
PMB 103	As demand warrants	3 Credits

This course introduces the student to the Pipefitting Industry; work performed by, responsibilities of, and the career opportunities in the pipefitting trade. Covers the safe use of hand tools and power tools used in the trade. Explains the safe use of oxyfuel cutting equipment and provides instruction on use of the equipment. Students will be introduced to straight line, piercing, beveling, washing, and gouging cutting. Students will learn the safe use of ladders and scaffolds, and the safe use, maintenance, and operation of motorized equipment on the job site. Uses NCCER instructional modules. **(Prerequisites: Complete CTT 101; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher.) See fee schedule for material fees.**

POLITICAL SCIENCE

Political Economy (Cross-listed ECON 100)		
PS 100	Spring	3 Credits

A survey of the evolution and operation of the American political economy at home and around the world. Reviews major issues in political economy such as inflation, poverty, globalization, and budget deficits. Explores linkages between American and global systems and the effects of the American economy on Native peoples including the Iñupiaq of the North Slope. **(Prerequisites: ENGL 111 or concurrent enrollment in ENG 111.)**

Alaska Government and Politics		
PS 345	As demand warrants	3 Credits

Examines all forms of government structures and political processes in Alaska. Examines the history of government in Alaska, contemporary political issues, and political change. **(Prerequisites: ENGL 111 and ANTH 242 or PS 100 or Instructor Permission)**

PSYCHOLOGY

Introduction to Psychology		
PSY 101	Fall	3 Credits

Covers general principles of psychology emphasizing natural science and social science orientations. Topics will include the nervous system; sensation and perception; motivation and emotion; basic processes in learning, problem solving, and thinking; personality; psychological and therapeutic strategies.

Positive Psychology and Wellbeing		
PSY 121	As demand warrants	3 Credits

Explores Positive Psychology at the introductory level by applying concepts and skills to develop overall wellbeing. Topics include: science of positive psychology, process of adaptation, adjustment to challenges of life, coping with stress and transitions, improving character and self-esteem. Applying concepts to the self will develop skills for helping others.

Lifespan Development		
PSY 150	Spring (odd years)	3 Credits

Reviews physical, cognitive, and socio-emotional aspects of human growth, maturation, and development across the life span. Covers prenatal period; infancy; early and middle childhood; adolescence; and early, middle, and late adulthood.

Developmental Psychology in Cross-Cultural Perspective		
PSY 240	Spring (even years)	3 Credits

Examine the process of human development from conception to death. Life-span development is studied by looking at culture, cognitive and physical growth, social and emotional maturation. How biology and the environment interact to shape personality and behavior is also explored. **(Prerequisite: PSY 101)**

SOCIAL SCIENCES

Topics in the Social Sciences		
SSC 118	As demand warrants	1-3 Credits

Exploration of various topics in the social sciences, including specific issues in anthropology, political science,

and history. Course may be repeated for credit when content varies. Specific topics to be announced in College Semester Schedules. Planned Courses include “Alaska Native Claims Settlement Act,” “Deviant Behavior,” and “Local History Project.” No prerequisite or placement required.

Topics in the Social Sciences		
SSC 218	As demand warrants	1-3 Credits

Exploration of various topics in the social sciences, including specific issues in anthropology, political science, and history. Course may be repeated for credit when content varies. Specific topics to be announced in College Semester Schedules. Planned Courses include “Alaska Native Claims Settlement Act,” “Deviant Behavior,” and “Local History Project.” Research paper required. Prerequisites: ENGL 111 or concurrent enrollment in ENGL 111. **This course meets the initial teacher certification requirements of AS 14.20.20(h) and 4 AAC 12.075(b) of the Alaska Department of Education and Early Development, Office of Teacher Education and Certification, Approved Courses (for specific certification requirements, please see <http://www.eed.state.ak.us/TeacherCertification/>).**

SOCIAL WORK

Social Work in Human Services		
SWK 103	As demand warrants	3 Credits

This course summarizes the principles of social work emphasizing the beliefs, values, and skills of the profession as well as generalist social work practice and systems theory. Diversity of cultures, lifestyles, and needs, human services, community organization, ethics and social policy are covered.

STATISTICS

Elementary Probability and Statistics		
STAT 200	As demand warrants	3 Credits

This course is an introduction to statistics and probability. It covers descriptive statistics, frequency distributions, sampling distributions, elementary probability, estimation of population parameters, hypothesis testing (one and two sample problems), correlation, simple linear regression, one-way analysis of variance and parametric methods. (*Prerequisites: Math 107 or permission of instructor.*)

TRIBAL MANAGEMENT

Introduction to Tribal Management		
TM 101	As demand warrants	1-3 Credits

An introduction to tribal management concepts and issues, indigenous political systems to include duties and powers of local government, customary law and justice in Alaska emphasizing the organization of Native governance and management under federal Indian law and Alaska state-chartered local government and tribal court process and implementation.

Tribal Law and Government		
TM 102	As demand warrants	1-3 Credits

This course examines government-to-government relationships, tribal governing structures, etc. Issues and topics include sovereignty, treaties, Federal and Alaska state court cases and Federal and State laws and regulations and the history of social, political, and economic issues that affect the current situation of tribal governments in Alaska.

Introduction to Tribal Finance		
TM 105	As demand warrants	1-3 Credits

An introduction to tribal finance applications, functions, program and organizational management, budgeting, reporting and bookkeeping basics.

Introduction to Tribal Finance		
TM 105	As demand warrants	1-3 Credits

An introduction to tribal finance applications, functions, program and organizational management, budgeting, program reporting and bookkeeping basics.

WELDING MATERIALS TECHNOLOGY

Welding, Level I (Modules A-I)		
WMT 101	As demand warrants	1-9 Credits

This course will cover the NCCER Welding, Level 1, curriculum that consists of twelve (12) topics that are taught in nine (9) modules. See fee schedule for course fees. (*Prerequisites: NCCER Core math, ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.*)

- Module A (1cr)** Welding and Cutting (NCCER Modules 29101, 29102, 29103, 29104)
- Module B (1cr)** Base Metal Preparation, Weld Quality, SMAW Equipment & Setup, Shield Metal Arc Electrodes (NCCER Modules 29105, 29106, 29107, 29108)
- Module C (1cr)** Small Beads & Fillet Welds (NCCER Module 29109, Sect. 1-5)
- Module D (1cr)** Small Beads & Fillet Welds (NCCER Module 29109, Sect. 6)
- Module E (1cr)** Small Beads & Fillet Welds (NCCER Module 29109, Sect. 7 1-5)
- Module F (1cr)** Small Beads & Fillet Welds (NCCER Module, Sect. 8), Joint Fit-Up/Alignment (NCCER Module 29110)
- Module G (1cr)** Small Groove Welds w/Backing (NCCER Module 20111)
- Module H (1cr)** Open V-Groove Welds, E6010 (NCCER Module 29112)
- Module I (1cr)** Open V-Groove Welds, E7818 (NCCER Module 20112)

WORKFORCE DEVELOPMENT

Asbestos for Supervisors and Contractors 40-Hr		
WFD 103	As demand warrants	1 Credit

This 40-hour seminar meets the requirements of the State of Alaska DOL 8 AAC 61.600-790, Federal OSHA, 29 CFR 1910, 1915 and 1926 and the Environmental Protection Agency 40 CFR Part 763 Subpart E. It covers the basics of asbestos abatement work through lectures, films, and hands-on workshops. This certification is required for all

workers, contractors, and supervisors, and recommended for health and safety professionals, maintenance and custodial personnel, school administrators, engineers, and project managers in the asbestos field.

Asbestos for Supervisors and Contractors 8-Hour		
WFD 104	As demand warrants	0.8 CEU

This 8-hour seminar meets the requirements of the State of Alaska, Department of Labor (DOL), Occupational Safety and Health (OSH) and EPA/AHERA. It satisfies the requirements of the yearly AHERA refresher and the DOL OSH one year renewal. This seminar is designed to review the material covered in the 40-Hour Asbestos certification course; cover new rules/regulations passed in the last year; discuss problems encountered in the field, new abatement techniques, and safety and health issues. This class is open to anyone currently holding a 40-hour Asbestos Abatement Certification.

Custodial Safety		
WFD 105	As demand warrants	0.3 CEU

This course will give individuals the basic knowledge of chemical safety, electrical safety, blood-borne pathogens, and PPE as it relates to custodial work. Students will be better able to recognize specific hazards related to their custodial work, the chemicals they clean with, and the equipment they use.

Methods of Instruction		
WFD 125	As demand warrants	4 CEUs

This six-day course is designed to assist officers in preparing successful presentation for many settings to include classroom, department in-service training and public presentations. This course will assist officers in preparing lesson plans, improve teaching strategies, and develop PowerPoint presentations.

NCCER Applications in the Classroom		
WFDA 011	As demand warrants	0.8 CEU

This is an extension of the NCCER Instructor Certification Training Program (ICTP) class. Successful participants will gain experience in proctoring knowledge exams and evaluation performance profiles.

Time Management		
WFDB 004	As demand warrants	0.3-0.6 CEU

Participants are introduced to the basic concepts of time management to include planning and prioritizing, setting boundaries, setting realistic goals, understanding priorities, and eliminating time wasters. All concepts are explored in the context of Inupiaq and Western cultures.

Customer Service and Beyond		
WFDB 005	As demand warrants	0.3-.0 CEU

Participants learn about the importance of customer service to organizational success. Effective strategies, such as active listening, creatively resolving conflict, overcoming negativity, and developing emotional intelligence, prepare learners to confidently deal with customers in many everyday settings. Activities include case studies and role play for hands-on practice to different scenarios.

Business Grammar and Writing		
WFDB 006	As demand warrants	0.3-1.0 CEU

This seminar familiarizes participants with the general principles of typical communications with a focus on appropriate format, language, style, structure, and mechanics. Types of communications covered include: email, fax, memos, and business letters. The workshop is very interactive, and participants have many opportunities to practice writing business correspondence.

MS Word		
WFDB 009	As demand warrants	0.1-0.5 CEU

MS Word will cover a spectrum of topics and exercises from beginner to more advanced. Topics include formatting, keyboard shortcuts, tables, forms, mail merge, macros, and others. Upon completion, participants will be better equipped and more efficient.

in navigating Word 2010. Can be taken at a beginner, intermediate, or advanced level.

Conflict Resolution		
WFDB 011	As demand warrants	0.3-1.0 CEU

This workshop teaches essential strategies for establishing and maintaining productive work relationships in a professional environment. Topics include cultural views of

conflict, role of perception of goals, resources and interference, and destructive and constructive approaches to conflict resolution.

MS Excel		
WFDB 010	As demand warrants	0.3-1.0 CEU

This course will give participants an overview of Microsoft Office Excel 2007. Topics may include navigating documents, formatting cells, formulas, charts, pivot tables, analysis tools, and macros. Participants will be more efficient and comfortable in excel upon completion. Can be taken at a beginner, intermediate, or advanced level.

MS PowerPoint		
WFDB 012	As demand warrants	0.3-1.0 CEU

Students will learn how to navigate PowerPoint and learn tip & tricks to save time and make great looking presentation.

Financial Literacy		
WFDB 023	As demand warrants	0.3-0.7 CEU

Students will learn the basics of personal finance and accounting. Concepts will include how stocks and bonds work, how loans work, interest rates, debits and credits, and balancing a budget.

Office Skills Development Series		
WFDB 031	As demand warrants	0.3-4.2 CEU

This series is intended to teach the student skills and techniques that will make them a more valuable employee. A total of six days include one-day sessions each on Microsoft Word, Excel, and Power Point. Other subjects covered include customer service, recognizing your talents, time management, resume building, applications and interviewing, office machines and many more basic office skills. Students can take any or all segments of the series.

Workshop Preparing Effective Resumes		
WFDB 043	As demand warrants	0.1-0.7 CEU

Students will bring a rough draft of their resume with them to the workshop. The outcome from the workshop will be a revamped, effective, attention-getting resume to assist with obtaining desirable employment.

Professionalism in the Office		
WFDB 048	As demand warrants	0.1-4.0 CEU

Students will learn to anticipate problems and prevent obstacles. They will be able to plan better for the future and take timely, effective action. They will also improve their time management, increase their productivity at work and develop positive relationships with customers and coworkers.

Project Management		
WFDB 061	As demand warrants	0.3-4.0 CEU

Step by step guide to project management including Outline, Managing people, time, resources, and schedules, Budget-Costs and profits, goals, Communications, risk management.

Workplace Expectations		
WFDB 065	As demand warrants	0.1-1.0 CEU

This class teaches basic information on business etiquette in terms of proper communication, e-mail, telephone skills, attire, language, and punctuality.

Robert's Rules of Order		
WFDB 074	As demand warrants	0.3-2.1 CEU

Robert's Rules of Order will teach how to run a meeting correctly using the widely used processes out lined in the book Robert's Rules of Order.

Project Management Tools: PERT/CPM		
WFDB 082	As demand warrants	0.2-0.7 CEU

A project is a short-term endeavor based on specifications and requirements that are driven by functional, budgetary, customer and time constraints. This class provides an overview of Program Evaluation and Review Technique and Critical Path Method (PERT/CPM). PERT/CPM helps managers to plan the timing of projects involving sequential activities. Charts are created to identify the time required to complete activities in a project, and the order of the steps. In this course, students will learn to create and utilize PERT/CPM charts.

Assertiveness Skills		
WFDB 089	As demand warrants	0.1-3.0 CEU

Learn how to more effectively communicate with authority and impact. Strengthen your ability to stand up for yourself and others in a calm and positive way, without being either aggressive or passively accepting of something “wrong”. Learn skills to be a stronger and more confident communicator.

Emotional Intelligence		
WFDB 090	As demand warrants	0.1-4.0 CEU

Students will learn how to better understand, express, and manage their emotions at work. The course will help students develop better relationship with their teammates and improve problem solving skills.

Interpersonal Skills		
WFDB 093	As demand warrants	0.1-4.0 CEU

Students will learn how to communicate more effectively. The class will cover tips for being a better listener, have better relationships and develop problem-solving skills.

Building Self-Esteem		
WFDB 094	As demand warrants	0.1-4.0 CEU

Students will discuss the importance of higher self-esteem, simple and effective ways to boost their self-confidence and how to communicate more effectively.

Job Search Skills		
WFDB 106	As demand warrants	0.3 CEU

Students will learn about local job opportunities, and how to apply at various local entities. At the end of the training students will be confident in how to find a job posting and apply for it.

Effective Teamwork		
WFDB 107	As demand warrants	0.3 CEU

Students will learn what makes a team effective, assess opportunities for improving teamwork and tips for promoting teamwork in their group.

Problem Solving Techniques		
WFDB 108	As demand warrants	0.3 CEU

As part of the Project Management Track, students will be introduced to 15 tools used by project managers to define problems, collect data, determine causes of the problem, generate ideas, and take action. Tools the students will learn include Ishikawa's cause-and-effect diagram, the 5 whys method, drill down techniques, Pareto charts, overcoming mental blocks, brainstorming, SCAMPER, multi-voting, mind mapping, flow charting, quality circles, sequential questioning, paired comparisons, and action planning.

Analyzing and Summarizing Data in Excel		
WFDB 199	As demand warrants	0.2-0.7 CEU

This intermediate workshop will provide students hands-on experience using Excel functions and tools to summarize and analyze data. Topics include sorting, filtering, and grouping data, subtotals, data validation, what-if scenarios, tables and charts, and conditional formatting.

Mental Health First Aid		
WFDH 011	As demand warrants	0.8 CEU

Mental Health First Aid is an 8-hour training course designed to give members of the public key skills to help someone who is developing a mental health problem or experiencing a mental health crisis. Just as CPR training helps a layperson without medical training assist an individual experiencing a heart attack, Mental Health First Aid training helps a layperson assist someone experiencing a mental health crisis.

MANDT		
WFDH 017	As demand warrants	2.4 CEU

The MANDT System is a comprehensive integrated approach preventing, de-escalating, and if necessary, intervening when the behavior of an individual poses a threat of harm. The focus of the MANDT System is on building healthy relationships with all the stakeholders within an organization.

Small Engine Repair		
WFDI 101	As demand warrants	1-2 Credits

This workshop offers students a hands-on class in the basics of diagnostics and repair. Participants learn common problems associated with engine failure, how to diagnose a problem and recognize the different parts of a small engine, looking at the inner workings of an actual small engine. The second half of the workshop will focus on replacing any necessary parts, fluids or belts and finish up on how to properly care for small engines.

Sealed Combustion Room Heater Repair Basics (Toyo, Monito, Rinnai)		
WFDI 105	As demand warrants	1.5-3.0 CEU

This class teaches skills for the preventative maintenance, troubleshooting, and repair of oil-fired Toyo, Monitors, and gas-fired Rinnai heaters (where appropriate). Training will be onsite in the villages and will provide both classroom and hands-on learning opportunities.

Appliance Repair and Refrigeration		
WFDI 111	As demand warrants	3.5 CEU

This program trains students in residential appliance and refrigeration repair. Laboratory activities involve hands-on exercises. Students may elect to earn refrigerant recovery certification through an EPA required certification exam. The purpose of this program is to prepare students for employment as electric home appliance and certificated refrigeration technicians or appliance service representatives.

OSHA Approved Disaster – Site Worker w/ ICS 100, 200 & 300		
WFDI 117	As demand warrants	1 Credit

The goal of this course is to provide Disaster Site Workers awareness of the safety and health hazards they may encounter as well as of the importance of respiratory and other personal protective equipment and proper decontamination procedures that may be used to mitigate the hazards. Participants will support the use of an Incident Command System (ICS) through the safe performance of their job responsibilities. They'll be able to show awareness of effects of traumatic incident stress that can result from working conditions and measures to reduce this stress.

Roustabout		
WFDI 123	Spring (odd years)	3 Credits

This course was specifically created for the oil field worker in Alaska and covers safety procedures, load securement of pipe, hoisting and lifting operations with slings, ropes and forklifts, cribbing and blocking, hazardous materials awareness, emergency response, offshore survival and fire suppression. Individual industry specific certificates will be issued for certain sections of this course.

Basic Electricity for the Non-Electrician		
WFDI 160	As demand warrants	0.3-4.0 CEU

This course provides students with basic understanding of electricity, what it is and how it works, and how to work safely with it. It is designed for students/worker who are not planning on becoming electricians but have a need to work with and understand it in the home/workplace. Topics include electrical safety, theory, standard maintenance skills, Nation Electric Code, test equipment and real-world examples.

HVAC – Troubleshooting and Maintenance		
WFDI 184	Spring (odd years)	3.0-4.0 CEU

Learn mechanical diagnostics and repairs including air handling units, ventilation systems balancing, supply and return air systems, heat transfer concepts (hydronic and air) combustion basics, gun burners and components, combustion analysis and adjustment, controls systems characteristics and components, circulating pumps, and troubleshooting from the boiler through the facility.

Plumbing Skills for NSB Homes		
WFDI 215	As demand warrants	2-4 CEU

This is a class aimed directly at maintenance workers serving homes in the North Slope Borough. The class will teach skills needed to maintain the plumbing for homes both in Utqiagvik and in the seven villages. This class will be relevant to employees of the NSB Housing Department, TNHA, or the NSBSD Housing Department.

TOYO Stove and Boiler Maintenance		
WFDI 295	As demand warrants	1.4-7.0 CEU

This class will instruct students on the repair and maintenance of boilers including, but not limited to: Weil McLain & Burnham, Viessmann, Guardian York/American Standard, Modine, Rinnai, Trane M, and Toyo Stoves.

Basic Safe Boating		
WFDM 091	As demand warrants	1.2 CEU

This 12-hour course uses the Seven Steps to Survival as a framework to teach basic safe boating topics. It covers preparation for boat trips, float plans, navigation rules, cold water survival skills, personal flotation devices (PFDs), signals, compasses and charts, and GPS. It includes pool or cold-water practice of cold-water survival skills.

Cold Water Safety and Survival		
WFDM 092	As demand warrants	2.4 CEU

This course uses the Seven Steps to Survival as a framework to train in cold water survival skills. It covers cold water immersion, cold water near-drowning, hypothermia, and protection techniques. Students will discuss cold water survival techniques and assess personal flotation devices (PFDs). Using immersion suits, students practice survival techniques in a pool or cold water. Use of compasses to follow a course; man overboard; survival kits, and different types of signals, including EPIRBS, flares and Mayday may be practiced in cold water. This course emphasizes hands-on learning.

Basic Maritime Safety		
WFDM 102	As demand warrants	0.5 Credit

The course consists of two parts: (1) Alaska Water Wise - A Course for Alaskan Boaters is an entry level boating course that presents a variety of boating topics that foster safe operation of boats in compliance with Alaska’s boating laws. The course is taught by State-registered boating safety instructors. This course is designed in a modular format that can be taught as a continuous course or taught in parts over several days. (2) Includes overview of USCG licensing; vessel licensing and other legal requirements; chart navigation; vessel stability; emergency procedures; mapping out a course of action and one-on-one interviews in preparation for a maritime career.

HVAC – Troubleshooting and Maintenance		
WFDI 184	Spring (odd years)	3.0-4.0 CEU

Learn mechanical diagnostics and repairs including air handling units, ventilation systems balancing, supply and return air systems, heat transfer concepts (hydronic and air) combustion basics, gun burners and components, combustion analysis and adjustment, controls systems characteristics and components, circulating pumps, and troubleshooting from the boiler through the facility.

Emergency Procedures and Onboard Drills		
WFDM 103	As demand warrants	0.5 Credit

AMSEA’s course is U.S. Coast Guard accepted, required for commercial fishing vessels, and recommended for captains and crew serving on any commercial or personal vessel. This course helps mariners prepare for some of the most common at-sea emergencies such as onboard fire, unintentional flooding, person overboard, and abandon ship. Students practice with emergency equipment such as immersion suits, life rafts, signaling devices, (maydays, EPIRBS, pyrotechnics, etc.), flooding control kits, firefighting gear, and more. Students also become familiar with practices such as crew duties during emergencies, helicopter rescue, dewatering pumps, cold water survival skills, and more. It provides practical information on the survival equipment found on most commercial vessels and on conducting emergency onboard drills. Skills are learned in a hands-on format using the equipment. It meets the USCG training requirements for conducting emergency drills on commercial fishing vessels. Upon successful course completion students earn drill conductor certification cards.

Operator, Uninspected Passenger Vessel up to 100 ton (with Master’s when applicable)		
WFDM 200	As demand warrants	3-4 Credits

This is a U.S. Coast Guard (USCG) approved course for those with boating experience wanting to earn a U.S.C.G. license. Topics include navigation, seamanship, safety, rules of the road, and will prepare students to pass the requisite USCG exams. Depending on sea service and other USCG requirements, a person passing this course is eligible to apply for an Operator of Uninspected Passenger Vessel license to 100 tons (6-pack) Students should plan to spend significant time studying on their own in addition to the 60 – 88 hours of classroom instruction and lab exercises. After successful completion, students have one year to fulfill USCG requirements including obtaining a First Aid/ CPR certification, documenting sea service, USCG/ DOT physical

exam, drug test, character references and a Transportation Worker Identification Credential (TWIC).

OUPV without Master – 3 credits

OUPV with Master – 4 Credits

Eco-Tourism Internship		
WFDT 130	As demand warrants	3.5 CEU

This course will introduce North Slope students to the lucrative field of eco-tourism, providing a hands-on opportunity in the field. Students will learn the skills required of those hoping to start careers in guiding.

Certified Pool Operator		
WFDU 100	Fall	1.4 CEU

The Certified Pool Operators (CPO) course provides the basic knowledge, techniques and skills of pool and spa operations. Participants will gain a better understanding of the operator’s role in pool care and management. The CPO certification program includes pool and spa chemistry, testing, treatment, filtration, maintenance, automatic feeding equipment and government requirements. The two-day class is taught by a National Swimming Pool Foundation Instructor and covers information from the CPO Handbook including a new section on metric calculations. The instructor will also review local and state codes. Students must pass the required open book exam to obtain their CPO certification.

Boiler Technician		
WFDU 101	As demand warrants	3-4 CEU

This class is a technician level class that investigates glycol systems, pumps, and lead-lag boiler systems. It covers the troubleshooting of electrical and mechanical systems, auxiliary systems, and operating controls; the review and diagnosing of problems related to burners, including oil and gas controls and safety. Depending on course length, the class will cover State of Alaska safety codes, pressure vessels and burner safety. Students may opt to take the Class IV Boiler Certification Exam.

Boiler Basics		
WFDU 101A	As demand warrants	3-4 CEU

This is an introductory course designed for anyone who needs to understand fundamental operation of boilers in order to improve efficiencies and safety at their facilities or in the home. We will cover basic trouble-shooting and mechanical systems, diagnose common problems related

to burners, including parts, fuel controls and safety. The process for burner tuning and tools used for efficiency testing will be covered.

Tank Farm Management and Spill Response		
WFDU 102A	Spring	1 Credit

This course provides participants with the knowledge needed to safely and effectively oversee tank farm fuel transfers and to handle the initial stages of spill response. Students will become familiar with tank farm inspection and maintenance procedures. They will learn to follow best-management-practices in the transfer of fuel products. During the spill response and ICS portion of the course, students will become familiar with the emergency procedures outlined in their facility response plan. They will also learn to plan, and document required response exercises that provide an opportunity to practice and improve response capabilities.

Boiler Basics with Retrofit		
WFDU 107	As demand warrants	1-2 Credits

Students in this course will have the opportunity to modify existing hydronic heating systems and add additional heating loops to a gas fired system, work on troubleshooting techniques on various heating systems within participants’ work environment in the community. The object of the course is to give students the tools to identify and solve problems within a heating system with a mixture of ‘hands-on’ work and class instruction while performing work on operating heating systems. Course will follow local heating resource opportunities as they are available in the community.

Introduction to Alaskan Small Water Systems		
WFDU 219	As demand warrants	1.5-3.0 CEU

This is the ADEC-approved introductory class for water treatment and distribution system operators in Alaska. The course includes an introduction to water chemistry, microbiology, hydraulics, math, electrical principals, and pumping systems. Ground and surface water source treatment technologies and basic operational practices used in Alaska are presented, along with a description of storage and distribution system equipment and O&M procedures. Sampling, monitoring, and other regulatory requirements are presented. Students who complete the course can take the ADEC Provisional Level 1 Water Treatment and Water Distribution System Operator certification exams at the end of the course. (**Prerequisites: High School Diploma or GED, or three months of operating experience to qualify for the Provisional Level 1 exams.**) If

<http://www.dec.alaska.gov/water/opcert/trainingcalendar.htm>.

the student successfully passes an ADEC Provisional Level 1 exam, they can submit proof of 1,950 hours of operating experience to ADEC to upgrade the Provisional Level 1 license to a full Level 1 Certificate.

Water Treatment and Distribution Certification Exam Review		
WFDU 220	As demand warrants	1.6-3.2 CEU

A review class for operators preparing to take Level 1 – 4 ADEC water treatment or distribution certification exams. Practice exams in the style of the Association of Boards of Certification exams used by ADEC will be presented and reviewed in class. Remember application deadline information. See <http://www.dec.alaska.gov/water/opcert/trainingcalendar.htm>.

Introduction to Alaskan Small Wastewater Systems		
WFDU 229	As demand warrants	1.5-3.0 CEU

This is the ADEC-approved introductory class for wastewater collection and treatment system operators in Alaska. The course includes an introduction to water chemistry, microbiology, hydraulics, math, electrical principals, and pumping systems. Preliminary, primary, and secondary treatment technologies and basic operational practices used in Alaska are presented, along with a description of wastewater collection system equipment and O&M procedures. Sampling, monitoring, and other regulatory requirements are presented. Students who complete the course can take the ADEC Provisional Level 1 Wastewater Collection and Wastewater Treatment System Operator certification exams at the end of the course. ***(Prerequisites: High School Diploma or GED, or three months of operating experience to qualify for the Provisional Level 1 exams. If the student successfully passes an ADEC Provisional Level 1 exam, they can submit proof of 1,950 hours of operating experience to ADEC to upgrade the Provisional Level 1 license to a full Level 1 Certificate.)***

Wastewater Collection and Treatment Certification Exam Review		
WFDU 230	As demand warrants	1.6-3.2 CEU

A review class for operators preparing to take Level 1 – 4 ADEC wastewater treatment or collection certification exams. Practice exams in the style of the Association of Boards of Certification exams used by ADEC will be presented and reviewed in class. Remember application deadline information. See

Introduction to Membrane Water Treatment		
WFDU 239	As demand warrants	0.8-1.6 CEU

The program provides an introduction to membrane technology, description of the principles of membrane elements including basic theory, membrane terminology and membrane structure. Illustration of the membrane system design process and overview of systems operation will be discussed. It includes practical information about performance and operating conditions of reverse osmosis and nanofiltration technology for brackish and seawater desalting. A section of the seminar is dedicated to the modern microfiltration and ultrafiltration technology applied for treatment of potable water and as a pretreatment of feed water for RO systems. Course material also includes information on process and equipment applied in membrane bioreactor (MBR) systems including operation and maintenance considerations. An overview of commercial MF and UF membrane products will be provided. Description of system configurations will be reviewed.

Alaskan Water Treatment Systems – Intermediate Operator Training		
WFDU 289	As demand warrants	3.0 CEU

This is the intermediate level water treatment operator training course developed for the ADEC for operators advancing their licensing to a Level 2 through 4. The course provides a thorough overview of state of the art in Alaskan water treatment technology including water sources, pretreatment, coagulation, flocculation, sedimentation, filtration, disinfection, membrane separation, softening, fluoridation, iron and manganese treatment, corrosion control, and an update on current ADEC and EPA drinking water regulations. Students completing the 4-day course will receive 3.0 CEUs toward operator certification in the State of Alaska. Students who have at least a Level 1 ADEC Water Treatment License can take the next level higher Water Treatment License exam the day following completion of the course.



GLOSSARY



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Term	Definition
Academic Petition	Form used to substitute an alternative course for one that is a program requirement; must be approved by the student's advisor and the Dean of Academic Affairs.
Academic Year	Combination of the fall, spring, and summer semesters.
Certificate	A certificate is awarded for successful completion of a series of courses with an emphasis in a particular discipline that typically requires the completion of 15 credits (Certificate, Level 1) or 30 credits (Certificate, Level II). All credits earned for a certificate will also count towards the degree in that same discipline.
Co-Requisite	A course that must be taken concurrently with another course.
Degree	A degree is awarded for successful completion of a series of courses with emphasis in a particular discipline; this typically requires 60-63 credits for an Associate Degree and 120 credits for a Bachelor's Degree.
Empower	College Student Information System; the central database that houses all student information. Students can register for courses, view statements, schedules, transcripts, documents, etc. by logging in through the college website.
Endorsement	An endorsement is awarded for successful completion of a series of courses with emphasis in a particular discipline that typically requires completion of 12 or fewer credits. All credits earned for an endorsement will also count toward the certificates and degree in that same discipline.
Grade Point Average (GPA)	A number that indicates student achievement on average. Each grade corresponds to a number. An 'A' equals 4 points; an 'F' equals 0 quality points. The GPA is used to determine financial aid eligibility and status, admission into programs, and academic standing.
Incomplete	A temporary grade, if the student has completed most of the course work, but is unable to finish because of unforeseen circumstances, such as illness, family emergency, or unexpected change in job requirements; an 'incomplete' may extend no longer than 90 days.
Prerequisite	Usually, a specific course which has to be taken or another requirement that has to be met prior to a student being permitted to register for a class. Not all courses have prerequisites, but if they do, they are listed at the end of each course description.
Syllabus	A syllabus is a document that includes information about a specific course, such as content, goals, assignments, grades, attendance, and late work. It is a guide for students to the kind of teaching and learning they can anticipate in the class by clearly outlining expectations and responsibilities.
Transcript	A transcript is a document issued by the college showing the student's academic progress. It lists grades, classes, credit hours, majors, GPA, and other academic information. Students can download their unofficial transcript from Empower or obtain an official transcript through the college website: https://www.ilisagvik.edu/current-students/request-transcript/ .
Tuition	The amount of money the College charges for instruction per credit. Note: tuition does not include fees, such as registration fee, student services, or course fees. For a complete listing, refer to the "Tuition and Fees" section in this catalog.



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