



ILISAĠVIK  
COLLEGE

# COURSE CATALOG

2025 - 2026

# Table of Contents

<b>General Information</b> .....	7	Course Expectations .....	28
General Directory .....	7	Course Completion .....	29
Academic Calendar .....	7	Honor Code .....	30
Ilisaġvik College: A Brief History .....	10	Grade Changes .....	30
Vision and Mission .....	10	Grade Point Average (GPA) .....	31
Instructional Programs .....	12	Academic Standing .....	31
General Education .....	14	<b>Graduation</b> .....	33
<b>Admissions</b> .....	15	Graduation Requirements .....	33
Application Procedures .....	15	<b>Financial Aid</b> .....	34
Transfer Students .....	15	Financial Aid Section Overview .....	34
Notification of Admissions .....	16	Students' Rights and Responsibilities .....	34
Declaration and Change of Program .....	16	Types of Financial Aid .....	34
Dual Credit .....	16	Federal Aid .....	34
<b>Academic Advising &amp; Course Placement</b> .....	18	Federal Student Aid Eligibility & Payment .....	35
Academic Planning and Advising .....	18	Scholarships .....	36
Program Selection .....	18	Tuition Waivers .....	36
Course Selection .....	18	SAP, Warning, Probation, Appeal .....	36
Course Placement: Math and English .....	18	Village Student Travel .....	37
<b>Course Enrollment</b> .....	20	<b>Student Rights &amp; Responsibilities</b> .....	38
Course Load .....	20	Campus Security .....	38
Course Numbering .....	20	Disability Accommodations .....	38
Course Requirements .....	20	FERPA .....	38
Full-Time / Part-Time Status .....	21	FERPA - Access to Records .....	38
Independent Study .....	21	FERPA - Directory Information .....	39
Registration .....	21	Freedom from Alcohol and Drugs .....	39
Registration Changes .....	21	Freedom from Discrimination .....	39
Cancellation of Classes .....	23	Freedom from Harrassment .....	39
Continuing Enrollment .....	23	Intervention - Grievance Process .....	39
<b>Important Registration Times</b> .....	24	Student Conduct .....	39
<b>College Credit</b> .....	25	Student Responsibility .....	39
Class Standing .....	25	Wildlife on Campus .....	40
Continuing Education Units .....	25	<b>Student Resources</b> .....	41
Credit By Examinaiton .....	25	Student Services .....	41
Military Credit .....	25	Academic Assistance .....	41
How Military Credits are Awarded .....	26	Bookstore .....	41
Transcripts .....	26	Computer Services .....	41
Transfer Credit .....	26	Distance Education .....	41
<b>Academic Expectations</b> .....	28	Food Services .....	42
Academic Freedom .....	28	Internships .....	42
		Recreation and Cultural Activities .....	42

Residential Services .....	43	Pre-Nursing .....	149
Service to Community .....	43	<b>Courses</b> .....	152
Student Employment .....	43	Accounting .....	152
Student Government .....	43	Alaska Native Studies .....	153
Student Organizations .....	43	Anthropology .....	154
Student Orientation .....	43	Art .....	155
Transportation .....	43	Biology .....	157
Tuzzy Consortium Library .....	44	Building Materials Technology .....	159
<b>Foundational Studies</b> .....	45	Business .....	160
<b>Teacher Certification</b> .....	47	Carpentry .....	168
<b>Tuition &amp; Fees</b> .....	48	Chemistry .....	169
Tuition .....	48	College & Career Skills .....	170
Tuition Waivers .....	48	Communication .....	172
Administrative Fees .....	48	Construction Technology .....	172
Course and Material Fees .....	48	Data Analysis .....	175
Dormitory Rates .....	50	Dental Therapy .....	176
Meal Plans .....	50	Digital Arts .....	179
Cost for Full-Time Student Off-Campus .....	50	Driver Education .....	180
Cost for Full-Time Student On-Campus .....	50	Economics .....	181
<b>Payment &amp; Refunds</b> .....	52	Education .....	182
Payment .....	52	Electrical .....	185
Payment Plans .....	52	English .....	188
Deferred Payment Agreement .....	52	Geoscience .....	190
Debts and Forfeitures .....	52	Health .....	191
Student Debt Policy .....	52	Health Information Management .....	192
Refunds .....	53	Heavy Equipment Operations .....	193
Refund Processing .....	53	History .....	199
Tuition Refund Petition .....	53	Human Services .....	199
Room and Board Refund Process .....	53	Humanities .....	201
<b>Glossary</b> .....	54	Industrial Safety .....	201
<b>Instructional Programs</b> .....	57	Information Technology .....	205
<b>Degrees &amp; Certificates</b> .....	58	Iñupiaq Studies .....	208
Accounting .....	58	Journalism/Public Communication .....	212
Allied Health .....	63	Library Sciences .....	213
Business Administration .....	69	Mathematics .....	213
Business Management .....	73	Philosophy .....	216
Construction Technology .....	81	Physics .....	216
Dental Therapy .....	103	Plumbing .....	217
Education .....	106	Political Science .....	219
Indigenous Human Services .....	112	Psychology .....	219
Information Technology .....	116	Social Sciences .....	220
Iñupiaq Studies .....	126	Social Work .....	220
Liberal Arts .....	133	Statistics .....	221
Office Management .....	139	Tribal Management .....	221
		Welding .....	222
		Workforce Development .....	222

**Personnel** ..... 234

# IÑUPIAQATIGIIGÑIQ

## Traditional Iñupiat Values

**Paaḡḡakḡutaiḡñiq** – Resolution of Conflict

**Naglikḡutigaḡñiq** – Compassion

**Paammaaḡḡiigñiq** – Cooperation

**Iḡaḡiigñiq** – Family and Kinship

**Piqpakḡutigaḡñiq Suli Qiksiksrautigaḡñiq**

**Utuḡḡanaanun Allanullu** – Love and Respect for Our  
Elders and One Another

**Qinñuiññiq** – Humility

**Quviaḡḡuniq** – Humor

**Aḡuniallaniq** – Hunting Traditions

**Iñupiuraallaniq** – Knowledge of Our Language

**Qiksiksrautigaḡñiq Iñuuniaḡḡigmun** – Respect for  
Nature

**Aviktuaḡatigiigñiq** - Sharing

**Ukpiḡḡutigaḡñiq** - Spirituality



# OVERVIEW





# General Information

## General Directory

Department/ Position	Phone	Email
Operator/Main Line	852.3333	1.800.478.7337 (Toll Free)
Admissions	852.1757	<a href="mailto:admissions@ilisagvik.edu">admissions@ilisagvik.edu</a>
Student Life Manager / Associate Dean of Students	852.1726	<a href="mailto:studentservices@ilisagvik.edu">studentservices@ilisagvik.edu</a>
Bookstore	852.1815	<a href="mailto:bookstore@ilisagvik.edu">bookstore@ilisagvik.edu</a>
Business Office	852.1834	<a href="mailto:businessoffice@ilisagvik.edu">businessoffice@ilisagvik.edu</a>
Distance Education/Hotline	907.319.8743	<a href="mailto:edtechsupport@ilisagvik.edu">edtechsupport@ilisagvik.edu</a>
Financial Aid	852.1708	<a href="mailto:fin.aid@ilisagvik.edu">fin.aid@ilisagvik.edu</a>
First Year Coordinator / Student Success Manager	852.1742	<a href="mailto:studentservices@ilisagvik.edu">studentservices@ilisagvik.edu</a>
Grants Office	852.1830	<a href="mailto:grants@ilisagvik.edu">grants@ilisagvik.edu</a>
Human Resources	852.1811	<a href="mailto:jobs@ilisagvik.edu">jobs@ilisagvik.edu</a>
Information Services	852.1776	<a href="mailto:helpdesk@ilisagvik.edu">helpdesk@ilisagvik.edu</a>
Iñupiaq Studies	852.1714	<a href="mailto:jerica.leavitt@ilisagvik.edu">jerica.leavitt@ilisagvik.edu</a>
Kitchen Services	852.1865	<a href="mailto:foodservice@ilisagvik.edu">foodservice@ilisagvik.edu</a>
Learning Resource Center	852.1726	<a href="mailto:studentservices@ilisagvik.edu">studentservices@ilisagvik.edu</a>
Maintenance and Operations	852.1852	<a href="mailto:tom.caraway@ilisagvik.edu">tom.caraway@ilisagvik.edu</a>
Marketing	852.1867	<a href="mailto:marketing@ilisagvik.edu">marketing@ilisagvik.edu</a>
Office of Academic Affairs	852.1825	<a href="mailto:gemma.cruz@ilisagvik.edu">gemma.cruz@ilisagvik.edu</a>
Office of the President	852.1820	<a href="mailto:clarissa.pelia@ilisagvik.edu">clarissa.pelia@ilisagvik.edu</a>

## Academic Calendar

Fall Semester 2025	
Registration for the fall 2025 semester begins	Monday, April 21
Deadline for most scholarships	Friday, August 1
Deadline for applications for admission and residential center	Friday, August 1

Department/ Position	Phone	Email
Testing Services	852.1819	<a href="mailto:testing.center@ilisagvik.edu">testing.center@ilisagvik.edu</a>
Recruitment	852.1798	<a href="mailto:recruitment@ilisagvik.edu">recruitment@ilisagvik.edu</a>
Registration	852.1757	<a href="mailto:registration@ilisagvik.edu">registration@ilisagvik.edu</a>
Student Lounge	852.1861	
Title IX Coordinator	852.1766	<a href="mailto:titleixcoordinator@ilisagvik.edu">titleixcoordinator@ilisagvik.edu</a>
Tuzzy Library/Front Desk	852.4050	<a href="mailto:tuzzy@tuzzy.org">tuzzy@tuzzy.org</a>
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	<a href="mailto:lawrence.burris@north-slope.org">lawrence.burris@north-slope.org</a>
Atqasuk (Della Shugluk)	633.6418	<a href="mailto:della.shugluk@north-slope.org">della.shugluk@north-slope.org</a>
Kaktovik (Noreen Kaleak)	640.6329	<a href="mailto:noreen.kaleak@north-slope.org">noreen.kaleak@north-slope.org</a>
Nuiqsut (Olivia Cabinboy)	480.6515	<a href="mailto:olivia.cabinboy@north-slope.org">olivia.cabinboy@north-slope.org</a>
Metlakatla (Christina Martinez)	821.2887	<a href="mailto:christina.martinez@ilisagvik.edu">christina.martinez@ilisagvik.edu</a>
Point Hope (Kristi Frankson)	368.2935	<a href="mailto:kristi.frankson@north-slope.org">kristi.frankson@north-slope.org</a>
Point Lay (Sophie Tracey)	833.2811	<a href="mailto:sophie.tracy@north-slope.org">sophie.tracy@north-slope.org</a>
Wainwright (Verna Phillips)	763.2091	<a href="mailto:verna.phillips@north-slope.org">verna.phillips@north-slope.org</a>
Workforce Development	852.1759/ 852.1837	<a href="mailto:workforce@ilisagvik.edu">workforce@ilisagvik.edu</a>

### Ilisagvik College Hours of Operations

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

## General Information

Fall Semester 2025	
Registration Event (Tuzzy Library)	Wednesday, August 13
Residence center opens	Wednesday, August 13
First day of instruction	Monday, August 18
Last day to add semester-long classes	Friday, August 22
Last day to add semester-long classes w/permission	Friday, August 29
Holiday - Labor Day	Monday, September 1
Deadline for student-initiated and faculty-initiated drops	Friday, September 5
Deadline for tuition waiver applications	Friday, September 19
Midterms Week	September 22-26
Student Progress Reports Due	Tuesday, September 30
Deadline for student-initiated withdrawals	Friday, October 10
Deadline to change programs	Friday, October 10
Deadline for faculty-initiated withdrawals	Friday, October 17
Holiday – Alaska Day	Friday, October 17
Fall Graduation Application Deadline	Saturday, November 1
Holiday – Inuit Day	Friday, November 7
Holiday – Veteran’s Day	Tuesday, November 11
Finals Week	November 24-29
Holiday – Thanksgiving	Thursday/Friday, November 27-28
Last day of instruction	Saturday, November 29
Residence Center closes	Monday, December 1
Deadline for faculty to post grades	Tuesday, December 2
Winter Break (Campus Closure)	December 22 - January 2
Spring Semester 2026	
Early registration for current students (on campus)	Saturday, November 1
Registration for the spring 2026 semester begins	Saturday, November 15
Deadline for most scholarships	Monday, December 1
Deadline for application for admission/residential center	Friday, December 4
Registration Event (Tuzzy Library)	Wednesday, January 14
Residence center opens	Wednesday, January 14
Holiday - Martin Luther King Day	Monday, January 19
First Day of Instruction	Tuesday, January 20
Last day to add semester-long classes	Friday, January 23
Last day to add semester-long classes w/ instructor permission	Friday, January 30
Deadline for student-initiated and faculty-initiated drops	Friday, February 6
Holiday – Presidents’ Day	Monday, February 16
Deadline for tuition waiver applications	Friday, February 20
Midterms Week	February 23-27
Deadline for applications for graduation	Sunday, March 1
Student Progress Reports Due	Tuesday, March 3
Deadline for student-initiated withdrawals	Friday, March 13



Spring Semester 2026	
Deadline to change programs	Friday, March 13
Deadline for faculty-initiated withdrawals	Friday, March 20
Holiday - Seward's Day	Monday, March 30
Graduating students' preliminary grades to Registrar	Friday, April 3
Registration opens for Fall 2025	Monday, April 20
Finals Week	April 27-30
Last day of instruction	Thursday, April 30
Commencement	Saturday, May 2
Residence center closes	Sunday, May 3
Holiday - Alumni Day	Monday, May 4
Deadline for faculty to post grades	Tuesday, May 5
Summer Semester 2026	
Deadline for application for admission	Friday, March 26
Registration for the summer 2026 semester begins	Wednesday, April 1
Deadline for most scholarships	Friday, April 24
First day of instruction	Monday, May 4
Holiday – Memorial Day	Monday, May 25
Holiday – Juneteenth	Friday, June 19
Holiday – Founder's Day	Thursday, July 2
Holiday – Independence Day (Observed)	Friday, July 3
Last day of instruction	Friday, August 14
Deadline for faculty to post grades	Tuesday, August 18

## Iłisaġvik College: A Brief History

Iłisaġvik 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 Iñupiaq cultural heritage. The basis for all of Iłisaġvik's educational programs is the rich foundation of subsistence culture in harmony with the land and seas that give it sustenance.

Iłisaġvik 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 Iñupiat 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 Iłisaġvik College in 1991 to reflect its transformation into a community college. Arctic Sivunmun Iłisaġvik 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 Iłisaġvik College Corporation, an independent, public, non-profit corporation with full power for governance of the college vested in the Board of Trustees.

Iłisaġvik 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

Iłisaġvik College weaves Iñupiaq 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 Iłisaġvik predominately serves helps to make Iłisaġvik a valued and contributing member of that culture. By helping to strengthen the language and traditions of the Iñupiat, Iłisaġvik 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. Iłisaġvik'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

Iłisaġvik 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. Iłisaġvik 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).

## Vision and Mission

### Tikisaksraq - Vision

To help build strong communities through education and training.

**Iłayugługi nunaqqit sayyaagginigat  
iłisaqtitchivlutin miñuatugnikunlu, savaatigunlu.**

### Sivuniq - Mission

Iłisaġvik 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.

**Iḷisaġvik College iḷisalluataġviqaqtitchirūq,  
savaaqallasīñiaġniġmun sulī suna sivuniġivlugu  
iḷisaksraumman iḷisaġviqaqhutiñ sivunmun sulī**

**suaṅṅaktaallavlugu Iñupiat iñuuniāġusiat,  
Iñupiuraāġnikun, piqpagiraniġich sulī  
piraġausiñich. Naparuq ikayuqsaqtugich iḷisaqtuat sulī  
inillaksaqtugulu iḷitchilluataniñaruanik savaktiksranik  
savagumiñaqtuani North Slope-mi Alaska-miḷu.**

# Instructional Programs

	Endorsement	Level I Certificate	Level II Certificate	AA	AS	AAS	4 Year
<b>Accounting</b>							
Accounting						⦿	
Accounting Technician		⦿	⦿				
<b>Allied Health</b>							
Allied Health		⦿			⦿		
Medical Coding Specialist		⦿					
<b>Business Management</b>							
Business Management						⦿	BBA
Business Specialist		⦿	⦿				
Entrepreneur/Sm. Bus. Mgt.		⦿	⦿				
Health Management (Emph.)						⦿	
Inform. Technology (Emph.)						⦿	
<b>Construction Technology</b>							
Building Maintenance Tech	⦿						
Carpentry	⦿						
CDL/Heavy Truck Operations	⦿						
Construction Management	⦿						
Construction Technology		⦿	⦿			⦿	
Electrical	⦿						
Industrial Safety	⦿						
Pipefitting	⦿						
Pipeline Insulation	⦿						
Plumbing	⦿						
Scaffolding	⦿						
Welding Materials Technology	⦿						
<b>Dental Therapy</b>							
Dental Therapy						⦿	
<b>Education</b>							
Education		⦿	⦿	⦿			
<b>Indigenous Human Services</b>							
Indigenous Human Services			⦿			⦿	
<b>Information Technology</b>							
Computer Foundations	⦿						
Data Analysis		⦿	⦿				
Information Technology						⦿	
Technology Support Specialist		⦿	⦿				
<b>Iñupiaq Studies</b>							
Iñupiaq Studies				⦿			
Iñupiaq Language & Culture		⦿	⦿				

	Endorsement	Level I Certificate	Level II Certificate	AA	AS	AAS	4 Year
<b>Liberal Arts</b>							
Liberal Arts			⦿	⦿			
<b>Office Management</b>							
Office Management		⦿	⦿			⦿	
Office Productivity	⦿						
Medical Office Mgmt (Emphasis)						⦿	
Medical Office Management		⦿	⦿				
<b>Pre-Nursing</b>							
Pre-Nursing			⦿				

## Abbreviations

Abbreviation	Meaning
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 – Accounting Technician

### 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

## General Education

All Iḷisaḡvik 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.

# Admissions

Iḷisaḡvik 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 Iḷisaḡvik 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](#). Completed forms 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 Iḷisaḡvik 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 Iḷisaḡvik. 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 Iḷisaḡvik College. Transfer credits count as completed hours and do not count toward a student's GPA at Iḷisaḡvik.

For foreign transcripts, please contact the Registrar's Office at [registration@ilisasagvik.edu](mailto:registration@ilisasagvik.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 Iḷisaḡvik 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

Students who drop their enrollment at Iḷisaḡvik for a period greater than six 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 Iḷisaḡvik College Dual Credit program started as a partnership between Iḷisaḡvik 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

Iḷisaḡvik 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 Iḷisaḡvik 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 Iḷisaḡvik 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

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 Services 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

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](mailto: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](mailto: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:  $\leq 251 \rightarrow$  **ENGL 075**
- Reading Score:  $\geq 252$  and  $\leq 268 \rightarrow$  **ENGL 111 w/ 031**

#### Writing Score: 3

- Reading Score:  $\leq 250 \rightarrow$  **ENGL 075**
- Reading Score:  $\geq 251$  and  $\leq 267 \rightarrow$  **ENGL 111 w/ 031**

#### Writing Score: 4

- Reading Score:  $\leq 249 \rightarrow$  **ENGL 075**
- Reading Score:  $\geq 250$  and  $\leq 266 \rightarrow$  **ENGL 111 w/ 031**
- Reading Score  $\geq 267 \rightarrow$  **ENGL 111**

#### Writing Score: 5

- Reading Score:  $\leq 248 \rightarrow$  **ENGL 075**
- Reading Score:  $\geq 249$  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:  $\geq 248$  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:  $\geq 247$  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:  $\geq 246$  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

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

Course Numbers	Meaning
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 Iḷisaḡvik, 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

Iḷisaḡvik 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](#).

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 semester-length courses without penalty until the last day for 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. 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 Drop/Add 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).

Dropping a course may jeopardize financial aid eligibility. It is highly recommended that the recipient discusses the situation with the financial aid officer before dropping courses.

Please contact the Registrar's Office about drop deadlines for short-term courses. It is the student's responsibility to know these deadlines and to submit paperwork at the appropriate time. It is also the student's responsibility to drop from courses they do not wish to take. Students should not assume that faculty members will drop them for failure to attend or make satisfactory progress in classes. If the student neglects to take the necessary steps, the student may continue into the withdrawal period and be responsible for tuition and fees or continue until the semester ends and fail the course.

## **Faculty-Initiated Drops**

Faculty may elect to drop students from their courses without penalty to the student until the last day for 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. Students are not responsible for the tuition and fees.

Faculty may initiate a drop if the student does not meet the prerequisite(s) or does not make satisfactory progress (attendance or coursework) within the first three weeks of the semester or 15% of the course's term length. As noted in the section preceding this, students are ultimately responsible for dropping their classes within the allowable timeframe if they wish to do so.

## **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 or before 60% of the class is complete for shorter classes), students should contact the course's faculty instructor and request a faculty-initiated withdrawal or contact the Registrar's Office with the request. It is recommended that degree-seeking students meet with their advisors prior to withdrawing from courses. Students are responsible for the full cost of tuition and fees for the class; tuition and fees are not and will not be pro-rated.

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 withdraws from some of his/her classes during the withdrawal period, the recipient may lose some or all of his/her financial aid eligibility. It is highly recommended that the recipient discusses the situation with the financial aid officer before withdrawing from courses.

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 have not participated substantially or made adequate academic progress 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. Students who have been withdrawn are responsible for the tuition and fees.

It is the student’s responsibility to withdraw from courses in which they are not participating. Students should not assume that faculty 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

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.

See important drop and withdrawal deadlines [HERE](#)

### Cancellation of Classes

Iḷisaḡvik 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.

Iḷisaḡvik 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.

### Continuing Enrollment

Students who drop their enrollment at Iḷisaḡvik for a period greater than six 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.

# Important Registration Times

## Semester-Length Courses

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

## Short-Term Courses

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

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

Classification	# of Credits
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 Military 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 Iñisaġvik courses by less than one credit are equated to Iñisaġvik courses and meet course requirements without needing to petition for a waiver. In cases where courses accepted for transfer differ from equivalent Iñisaġvik 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 Iñisaġvik for students admitted to the college. Whenever possible, transfer credit is equated with Iñisaġvik 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 Iñisaġvik.

Credits earned more than ten years ago from another institution cannot be transferred to an Iñisaġvik 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

***Residency Requirements:***

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

Integral to its mission and values, Iłisaġvik College supports the concept of academic freedom to ensure the excellence of the College's instructional programs. Iłisaġvik 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 Iłisaġvik community.

Iłisaġvik 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 Iłisaġvik, 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, Iłisaġvik recognizes that our faculty, staff, and students are subject to applicable state and federal laws. In addition, faculty and staff must adhere to Iłisaġvik'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

Iłisaġvik College has established email as the official means of communication with students. Iłisaġvik College expects every student to receive email at his or her Iłisaġvik 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' Iḷisaḡvik College email.

Students may redirect (auto-forward) email sent to their Iḷisaḡvik 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:

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

### Pass / Fail

Grade	Indication
<b>P</b>	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.
<b>F</b>	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

Grade	Indication
<b>EX</b>	Indicates credit given under the credit-by-examination option
<b>F</b>	Indicates unacceptable work and performance



## Transfer Credit

Grade	Indication
TR	Indicates transfer credit from an educational institution separate from Iḷisaḡvik College. Grades for transfer credits are not included in GPA calculations.

## Incomplete

Grade	Indication
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

Grade	Indication
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

Grade	Indication
AU	Indicates enrollment for informational purposes only. No academic credit is granted.

## 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

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

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.**

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

Grade	Grade Points / Credit
A	4.0
B	3.0
C	2.0
D	1.0
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, at any time during a course, a student begins to perform below "C" work, the instructor may notify the student's advisor, the registrar's office, Student Services, or other interested parties, in a formal or informal student progress report. Additionally, after midterm progress reports are submitted to the Registrar's Office, if a student is performing below "C" work, the Registrar's Office will reach out to the student's advisor and Student Services. It is the student's responsibility to keep informed of his or her performance in a course throughout the semester.

### 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,
- Credit by examination
- General exceptions to the academic rules and regulations outlines 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

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# 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.

Applications for graduation are due November 1 (for fall) and March 1 (for spring) each year. 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

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

## Financial Aid Section Overview

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@ilisagvik.edu](mailto:fin.aid@ilisagvik.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.
- 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.

## 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.

## Federal Student Aid Eligibility & Payment

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

## 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](#), 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 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](mailto: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 Ilisaġvik 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](#). 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

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, Iñisaġvik 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](#).

## Disability Accommodations

Iñisaġvik College will provide a learning environment in which no student will be subjected to unlawful discrimination based on disability. Iñisaġvik College is committed to make reasonable accommodations to allow students with disabilities to attend classes. Inquiries should be directed to: Iñisaġvik College, Wellness Coordinator, P.O. Box 749, Utqiagvik, Alaska 99723 or by calling 907.852.1802 or 1.800.478.7337 ext. 1802, or via email at [SupportServices@iñisagvik.edu](mailto:SupportServices@iñisagvik.edu). Iñisaġvik College partners with the Iñupiat 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 Utqiagvik.

## 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 Iñisaġvik 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 Iñisaġvik 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 Iñisaġvik 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

Harrassment and violence are expressly forbidden.

Harrassment includes: physical and verbal abuse; sexual harrassment; 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 see 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 Iñisaġvik College carries with it the students' obligations to conduct themselves as responsible members of the Iñisaġvik learning community. As members of the academic community, students are responsible for studying and learning. Iñisaġvik 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**

Iḷisaḡvik 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 Services

Student leaders and staff in Student Services 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 Iṅupiaq values are the foundation for all programs and services.

## Academic Assistance

The Learning Resource Center (LRC) is located at NARL (Building 360). 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. Walk-in hours are Monday – Sunday, 6 pm – 10 pm For more information, please call the Student Life Manager at 907.852.1742.

## 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](mailto:bookstore@ilisagvik.edu)) or telephone. Payment may be made through financial aid, credit card, or cash. We also carry books on Iṅupiaq language and culture; Arctic natural science; biographies; stories; novels; children's books with Native and Arctic themes, and Iḷisaḡvik-logo clothing and 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 Technology (IT) 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](mailto: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.

## Loaner Laptop Program

If you need a laptop computer for schoolwork, the Loaner Laptop Program is available on a semester-by-semester basis to students who are currently enrolled in classes at Iḷisaḡvik College. If you have questions about the program, contact [helpdesk@ilisagvik.edu](mailto:helpdesk@ilisagvik.edu) or 907-852-1776. To request a loaner laptop fill out the form [HERE](#).

## Distance Education

Iḷisaḡvik College offers distance education courses utilizing both Zoom 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, Iñisaġvik 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 or edtechsupport@ilisagvik.edu.

## Food Services

A full-service cafeteria is open to students, faculty, staff, and the general public. Hours are posted on the Iñisaġvik 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.

## Internships

Iñisaġvik 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 Services staff provide numerous formal and informal recreational and cultural activities to enhance the learning environment. Student Services 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 Iḷisaḡvik website. Any questions or suggestions for the Recreation Center should be directed to the Associate Dean of Students at 907.852.1726.

## Residential Services

### **Iḷisaḡtuat Tuksumaviat – A Place for Students to Feel at Home**

Iḷisaḡvik 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 Iḷisaḡvik 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

Iḷisaḡvik 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

Iḷisaḡvik 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, Iḷisaḡvik College strongly encourages its students to participate in leadership building activities. Iḷisaḡvik’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@ilisaḡvik.edu](mailto:studentgovernment@ilisaḡvik.edu).

## Student Organizations

Iḷisaḡvik 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

Student Services 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 Iḷisaḡvik’s Transportation Policy, please refer to the Student

Handbook. Contact Student Services for general information at 907.852.1872 or [studentservices@ilisagvik.edu](mailto: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 Iḷisaġvik 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](#) **or directly [here](#)**.

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](mailto: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 Iḷisaġvik'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 public-use computers are occupied, laptop computers may be checked out at the front desk.

Video conferencing 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 Iḷisaġvik'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](#) 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, Wednesday, and Friday from 12:00 p.m. to 6pm, Tuesday and Thursday, 11:00 a.m. to 7:00 p.m., and Saturday from 11:00 a.m. to 5:00 p.m. The library can be contacted through e-mail at [tuzzy@tuzzy.org](mailto: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.



# Foundational Studies

Iñsaḡvik College offers a series of courses that help students master the foundational skills necessary for college success. 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

Course	Placement Test	Score
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

# Teacher Certification

Iñisaġvik College offers courses to help teachers meet the state requirements for 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](#). 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. ([website](#))

### 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 Financial Aid office before the tuition waiver deadline. 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

Year	Price per Credit Hour
2025 - 2026	\$205 for each credit hour

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, Iḷisaḡvik College makes available several tuition waivers. Please note that tuition waivers are typically 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](mailto:fin.aid@ilisagvik.edu)) or Registration at 907.852.1757 ([registration@ilisagvik.edu](mailto:registration@ilisagvik.edu)). [Tuition Waiver Forms](#) are available on the website.

## Administrative Fees

Registrar's Office Fees	Cost
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 (Official transcripts can be ordered through the National Student Clearing House <a href="#">here</a> )	\$10.25

Student Support Services Fee	Cost
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.

## Alaska Native Studies

Course #	Course Name	Fee
ANS 121	Introduction to Unangum Tunuu	\$30

## 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
ART 220	Fundamentals of Carving	\$150

## Construction Technology

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

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, 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

Course #	Course Name	Fee
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

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 010	CDL - General Knowledge	\$150
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-the-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

\*Call for a quote: 907.852.1759, or email us at [workforce@ilisagvik.edu](mailto:workforce@ilisagvik.edu)

Course #	Course Name	Fee
SAFE 102	CEU Hydrogen Sulfide	Waived

Course #	Course Name	Fee
SAFE 103	Unescorted Training w/ H2S	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

Iñupiaq Studies

Course #	Course Name	Fee
IÑU 109	Qulliq (Seal Oil Lamp) Carving	\$100
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

Science

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

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](mailto:workforce@ilisagvik.edu)

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# Dormitory Rates

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	\$70/ day
Long Term Occupancy	Contact the Administration Dept. at 907-852-1868

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 Rates per Semester	
Dorm / Semester (double occupancy)	\$2,000

# 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.

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

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.

# Nigġivik (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	--

# 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
<b>Total</b>	<b>\$8,790</b>

# 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 Support Services	\$240
Books	\$800
Room	\$4,000
Board	\$6,600 - \$9,000
Travel (on-Slope airfare)	\$1,880
Transportation Fee	\$250
Personal Expenses	\$2,730
<b>Total</b>	<b>\$21,520 - \$23,920</b>

# Payment & Refunds

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

## 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.

## Deferred Payment Agreement

Deferred payment agreements are legal contracts between the student and Iḷisaḡvik 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.

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.

## 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. Iḷisaḡvik 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

Iḷisaḡvik College does not provide loans for students in the form of carried balances or debt. Iḷisaḡvik 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, Iḷisaḡvik 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 Iḷisaḡvik College and owe more than \$250 to the Iḷisaḡvik College, Iḷisaḡvik College will collect this debt to the maximum allowed by



law through payroll deduction until this debt is satisfied in full. Iḷisaḡvik 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 Iḷisaḡvik 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 Iḷisaḡvik 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:

Days	Refund Amount
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.

# Glossary

Term	Definition
Academic Advisor	An academic advisor is a faculty member formally assigned to students to help guide them in choosing appropriate classes to achieve their educational goals. Degree-seeking students are assigned a faculty academic advisor in their program. Non-degree-seeking students are assigned a faculty advisor whose goal it is to help funnel the students into the appropriate programs.
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 Summer, fall, and spring semesters.
Acceptance	Admission to a program; student is considered program active.
Accuplacer	Placement assessment administered by the college to determine the appropriate Math and English course levels for a student.
Admission	Formal acceptance into a program of study; student is considered program active.
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 I) 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.
Continuing Education Unit (CEU)	Learning activities which are not categorized under academic credit. One CEU requires 10 contact hours of participation in an organized educational experience
Credit Hour	A quantification of student academic learning. One unit represents what a typical student might be expected to learn in one week (40-45 hours including class time and preparation) of full-time study. Thus, a six-week summer session might, if full-time, equate to six units. An alternative norm is one unit for three hours of student work per week (e.g., one hour of lecture and two of study or three of laboratory) for ten weeks a quarter or 15 weeks a semester. Ilisagvik uses the Carnegie unit to measure credit hours, which is a national currency standard in postsecondary education.
Degree	A degree is awarded for successful completion of a series of courses with emphasis in a particular

Term	Definition
	discipline; this typically requires 60-63 credits for an Associate Degree and 120 credits for a Bachelor's Degree.
Degree-Seeking	A student who has been admitted to a program and is actively pursuing a degree, certificate, or endorsement.
Drop (drop/add)	A student who stops attending or chooses not to continue a course during the first 15% of instructional time; student is not counted in reports and the course will not appear on transcripts.
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.
Satisfactory Academic Progress (SAP)	SAP is the minimum academic progress required to continue receiving financial aid. To meet SAP, a student must maintain a cumulative GPA of 2.0 or higher, pass 67% (2/3) of the credits enrolled, and be passing enough classes to complete within 150% of the normal time for their selected degree.
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

Term	Definition
	academic information. Students can download their unofficial transcript from Empower or obtain an official transcript through the college <a href="#">website</a> .
Tuition	The amount of money the College charges for instruction per credit. <b>Note:</b> 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.
Withdrawal	Student who stops attending or chooses not to continue a class after at least 15% (and no more than 60%) of instructional time has elapsed; student is counted in reports and transcripts will show a “W” for the pertinent courses



# INSTRUCTIONAL PROGRAMS



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# Instructional Programs

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# Degrees & Certificates

## 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.

### 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](#)

Accounting

Degree Type	Associate of Applied Science
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General Education Coursework

Communication

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
	BUS 109 or ENGL 111	3.00
	Sub-Total Credits	6.00

Math/Science/Technology

Course Code	Title	Credits
DATA 140	Computer Spreadsheets	1.0-3.0
	BUS 105 or MATH 105	3.00
	Sub-Total Credits	6.00

Humanities/Social Sciences

Course Code	Title	Credits
ECON 121	Microeconomics	3.0
	Any IÑU course/s (3 credits)	3.00

	<b>Sub-Total Credits</b>	<b>6.00</b>
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Major Coursework

Degree Core

Course Code	Title	Credits
ACC 101	Principles of Accounting I	3.0
ACC 114	Payroll Accounting	3.0
ACC 201	Principles of Accounting II	3.0
ACC 202	Managerial Accounting	3.0
ACC 203	Fundamentals of Non-Profit and Government Accounting	3.0
ACC 245	Computerized Accounting	3.0
ACC 246	Principles of Auditing	3.0
BUS 232	Contemporary Management Practices	3.0
BUS 233	Financial Management	3.0
BUS 234	Human Resources Management	3.0
BUS 151	Introduction to Business	3.0
BUS 220	Applied Business Communication	3.0
	<b>Sub-Total Credits</b>	<b>36.00</b>

Electives

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.

	<b>Sub-Total Credits</b>	<b>6.00</b>
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**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.

	<b>Total Credits</b>	<b>60</b>
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# Accounting Technician I

Degree Type	Certificate
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## Course Requirements

Course Code	Title	Credits
ACC 101	Principles of Accounting I	3.0
ACC 114	Payroll Accounting	3.0
BUS 151	Introduction to Business	3.0
	Any IÑU course/s (3 credits)	3.00
DATA 140	Computer Spreadsheets	1.0-3.0
	Sub-Total Credits	15.00

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

	Total Credits	15
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# Accounting Technician II

Degree Type	Certificate
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## General Education Coursework

### Communication

Course Code	Title	Credits
	BUS 109 or ENGL 111	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

### Math/Science/Technology

Course Code	Title	Credits
	BUS 105 or MATH 105	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

### Humanities/Social Sciences

Course Code	Title	Credits
ECON 121	Microeconomics	3.0
	Any INU course/s (3 credits)	3.00
	<b>Sub-Total Credits</b>	<b>6.00</b>

## Major Coursework

### Certificate Core

Course Code	Title	Credits
ACC 101	Principles of Accounting I	3.0
ACC 114	Payroll Accounting	3.0
ACC 201	Principles of Accounting II	3.0
ACC 245	Computerized Accounting	3.0
BUS 151	Introduction to Business	3.0
DATA 140	Computer Spreadsheets	1.0-3.0
	<b>Sub-Total Credits</b>	<b>18.00</b>

**Note:** Course substitutions may be possible 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.

	<b>Total Credits</b>	<b>30</b>
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# Allied Health

## Overview

Allied Health Division offers various courses of study that prepare students for health careers. In addition to academic offerings, Iḷisaḡvik 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.

# Allied Health

Degree Type	Associate of Science
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## 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 inAllied 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

## General Education Coursework

### Communication

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
ENGL 111	Introduction to Academic Writing	3.0
ENGL 213	Academic Writing about the Social and Natural Sciences	3.0
Sub-Total Credits		9.00

### Math/Science/Technology

Course Code	Title	Credits
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BIOL 211	Human Anatomy and Physiology I	4.0
BIOL 212	Human Anatomy and Physiology II	4.0
CHEM 103	Basic General Chemistry	4.0
HLTH 204	Medical Terminology	3.0
LS 101	Library Information and Research	1.0
MATH 105	College Algebra	3.0
<b>Sub-Total Credits</b>		<b>19.00</b>

### Humanities/Social Sciences

Course Code	Title	Credits
	PSY 101 or PSY 150	3.00
	ANTH 100, HIST 100, HIST 131, HIST 132, or PHIL 101	3.00
	Any IñU course/s (3 credits)	3.00
<b>Sub-Total Credits</b>		<b>9.00</b>

### Major Coursework

#### Certificate Core

**Complete 23 credits from the following not taken above:**

Course Code	Title	Credits
ANTH 100	Individuals, Society, and Culture	3.0
BIOL 103	Biology and Society	4.0
BIOL 105	General Biology I	4.0
BIOL 106	General Biology II	4.0
BIOL 240	Introduction to Microbiology	4.0
CHEM 100	Chemistry and Society	4.0
CHEM 104	Survey of Organic and Biochemistry	4.0
HLTH 101	Introduction to Health Profession	3.0
HLTH 103	Introduction to Nutrition	3.0
HLTH 270	Introduction to Pathology	3.0
HLTH 271	Introduction to Pharmacology	3.0
HLTH 299	Allied Health Internship	1.0-3.0
MATH 107	Functions for Calculus	4.0
PHIL 101	Introduction to Logic	3.0
PSY 101	Introduction to Psychology	3.0
PSY 150	Lifespan Development	3.0
PSY 240	Developmental Psychology in Cross-Cultural Perspective	3.0
<b>Sub-Total Credits</b>		<b>23.00</b>

	Total Credits	60
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# Allied Health

Degree Type	Certificate
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## 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 inAllied 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

## General Education Coursework

### Communication

Course Code	Title	Credits
	COMM 131 or ENGL 111	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

### Math/Science/Technology

Course Code	Title	Credits
	BUS 105 or MATH 105	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

### Humanities/Social Sciences

Course Code	Title	Credits
	PSY 101 or PSY 150	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

## Major Coursework

### Certificate Core

Course Code	Title	Credits
BIOL 211	Human Anatomy and Physiology I	4.0

BIOL 212	Human Anatomy and Physiology II	4.0
CHEM 103	Basic General Chemistry	4.0
HLTH 204	Medical Terminology	3.0
<b>Sub-Total Credits</b>		<b>15.00</b>

## Electives

**Complete 9 credits from the following not taken above:**

Course Code	Title	Credits
ANTH 100	Individuals, Society, and Culture	3.0
BIOL 103	Biology and Society	4.0
BIOL 105	General Biology I	4.0
BIOL 106	General Biology II	4.0
BIOL 240	Introduction to Microbiology	4.0
CHEM 100	Chemistry and Society	4.0
CHEM 104	Survey of Organic and Biochemistry	4.0
HLTH 101	Introduction to Health Profession	3.0
HLTH 103	Introduction to Nutrition	3.0
HLTH 270	Introduction to Pathology	3.0
HLTH 271	Introduction to Pharmacology	3.0
HLTH 299	Allied Health Internship	1.0-3.0
MATH 107	Functions for Calculus	4.0
PHIL 101	Introduction to Logic	3.0
PSY 101	Introduction to Psychology	3.0
PSY 150	Lifespan Development	3.0
PSY 240	Developmental Psychology in Cross-Cultural Perspective	3.0
<b>Sub-Total Credits</b>		<b>9.00</b>
<b>Total Credits</b>		<b>33</b>

# Medical Coding Specialist

Degree Type	Certificate
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## 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.

## General Education Coursework

### Communication

Course Code	Title	Credits
	COMM 131 or ENGL 111	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

### Math/Science/Technology

Course Code	Title	Credits
BIOL 211	Human Anatomy and Physiology I	4.0
BIOL 212	Human Anatomy and Physiology II	4.0
	BUS 105 or MATH 105	3.00
	<b>Sub-Total Credits</b>	<b>11.00</b>

## Major Coursework

### Certificate Core

Course Code	Title	Credits
HIM 110	Intro to Health Information Management	3.0
HIM 210	ICD-10-CM Coding	3.0
HIM 211	CPD-4 Coding	3.0
HIM 215	Health Insurance Claims Processing and Reimbursement	3.0
HLTH 204	Medical Terminology	3.0
HLTH 299	Allied Health Internship	1.0-3.0
	HLTH 270 or HLTH 271	3.00
	<b>Sub-Total Credits</b>	<b>19.00-21</b>

	<b>Total Credits</b>	<b>33-35</b>
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# 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.

# Business Administration

Degree Type

Bachelor in Business Administration

## General Education Coursework

### Communication

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
ENGL 111	Introduction to Academic Writing	3.0
	ENGL 211 or ENGL 213	3.00
	<b>Sub-Total Credits</b>	<b>9.00</b>

### Math/Science/Technology

Course Code	Title	Credits
LS 101	Library Information and Research	1.0
MATH 105	College Algebra	3.0
	DATA 140 A, B, & C	3.00
	<b>Sub-Total Credits</b>	<b>7.00</b>

Select **TWO** of the following:

Course Code	Title	Credits
BIOL 100	Human Biology	4.0
BIOL 103	Biology and Society	4.0
BIOL 104	Natural History of Alaska	4.0
CHEM 100	Chemistry and Society	4.0
CHEM 103	Basic General Chemistry	4.0
GEOS 100	Introduction to Earth Science	4.0
	MATH 107 or higher	3.00-4.00
	<b>Sub-Total Credits</b>	<b>8.00</b>

### Humanities/Social Sciences

Course Code	Title	Credits
ECON 121	Microeconomics	3.0
ECON 221	Macroeconomics	3.0
	<b>Sub-Total Credits</b>	<b>6.00</b>

Select **TWO** of the following:

Course Code	Title	Credits
ANS 240	Alaska Natives in Film	3.0
ANTH 100	Individuals, Society, and Culture	3.0
ANTH 242	Native Cultures of Alaska	3.0
ART 200	Aesthetic Appreciation: Interrelation of Art, Drama, and Music	3.0
PS 100	Political Economy (Cross-listed ECON 100)	3.0

## Degrees & Certificates

ENGL 200	World Literature	3.0
HIST 100	Modern World History	3.0
HIST 115	Alaska, Land, and its People	3.0
HIST 131	U.S. History to 1865	3.0
HIST 132	U.S. History, 1865 to Present	3.0
PHIL 101	Introduction to Logic	3.0
PSY 101	Introduction to Psychology	3.0
SSC 218	Topics in the Social Sciences	1.0-3.0
SWK 103	Social Work in Human Services	3.0
<b>Sub-Total Credits</b>		<b>6.00</b>

Select **TWO** of the following:

Course Code	Title	Credits
IñU 121	Elementary Iñupiaq I	3.0
IñU 131	Elementary Iñupiaq II	3.0
IñU 210	Iñupiaq Land, Use, Values and Resources	3.0
IñU 213	Iñuit Storytelling	3.0
IñU 220	North Slope Iñupiaq History and Culture	3.0
<b>Sub-Total Credits</b>		<b>6.00</b>

## Major Coursework

### Degree Core

Course Code	Title	Credits
ACC 101	Principles of Accounting I	3.0
ACC 201	Principles of Accounting II	3.0
ACC 202	Managerial Accounting	3.0
BUS 151	Introduction to Business	3.0
BUS 155	Human Relations	3.0
BUS 232	Contemporary Management Practices	3.0
BUS 233	Financial Management	3.0
BUS 234	Human Resources Management	3.0
BUS 254	Introduction to Organization Management	3.0
BUS 260	Modern Marketing Strategies	3.0
BUS 278	Economic Development in Alaska	3.0
BUS 333	Financial Management	3.0
BUS 341	Business Law	3.0
BUS 350	Technology and Business	3.0
BUS 355	Quantitative Analysis	3.0
BUS 360	Project Management	3.0

BUS 365	Operations Strategy	3.0
BUS 401	Cultural Values and Business Ethics	3.0
BUS 430	Organizational Design, Change, and Development	3.0
BUS 432	Strategic Management	3.0
BUS 499	Internship in Business Administration	3.0
	IT 130 A, B, & C	3.00
	<b>Sub-Total Credits</b>	<b>66.00</b>

**Electives**

NINE credits must be BUS, IT, MATH or other approved business-related courses not yet taken for credit.

<b>Sub-Total Credits</b>	<b>12.00</b>
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**NOTE: WHILE COURSES MAY APPEAR IN MORE THAN ONE CATEGORY, EACH COURSE MAY BE ONLY TAKEN FOR CREDIT ONE TIME.**

<b>Total Credits</b>	<b>120</b>
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# Business 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.

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 [here](#).

Business and Management

Degree Type	Associate of Applied Science
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General Education Coursework

Communication

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
	BUS 109 or ENGL 111	3.00
	BUS 220 or ENGL 211	3.00
	Sub-Total Credits	9.00

Math/Science/Technology

Course Code	Title	Credits
	DATA 140 A, B, & C	3.00
	BUS 105 or MATH 105	3.00
	Sub-Total Credits	6.00

Humanities/Social Studies

Course Code	Title	Credits
ECON 121	Microeconomics	3.0
ECON 221	Macroeconomics	3.0
	Any IÑU course/s (3 credits)	3.00

	<b>Sub-Total Credits</b>	<b>9.00</b>
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Major Coursework

Degree Core

Course Code	Title	Credits
ACC 101	Principles of Accounting I	3.0
BUS 151	Introduction to Business	3.0
BUS 155	Human Relations	3.0
BUS 232	Contemporary Management Practices	3.0
BUS 233	Financial Management	3.0
BUS 234	Human Resources Management	3.0
BUS 254	Introduction to Organization Management	3.0
BUS 260	Modern Marketing Strategies	3.0
BUS 278	Economic Development in Alaska	3.0
	IT 130 A, B, & C	3.00
	<b>Sub-Total Credits</b>	<b>30.00</b>

Electives

**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.

	<b>Sub-Total Credits</b>	<b>6.00</b>
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**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.

	<b>Total Credits</b>	<b>60</b>
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# Business Specialist I

Degree Type	Certificate
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## Course Requirements

Course Code	Title	Credits
ACC 101	Principles of Accounting I	3.0
BUS 151	Introduction to Business	3.0
BUS 155	Human Relations	3.0
	IT 130 A, B, & C	3.00
	Any IÑU course/s (3 credits)	3.00
	Sub-Total Credits	15.00

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

	Total Credits	15
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# Business Specialist II

Degree Type	Certificate
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## General Education Coursework

### Communication

Course Code	Title	Credits
	BUS 109 or ENGL 111	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

### Math/Science/Technology

Course Code	Title	Credits
	BUS 105 or MATH 105	3.00
	DATA 140 A, B, & C	3.00
	<b>Sub-Total Credits</b>	<b>6.00</b>

### Humanities/Social Sciences

Course Code	Title	Credits
ECON 121	Microeconomics	3.0
	Any INU course/s (3 credits)	3.00
	<b>Sub-Total Credits</b>	<b>6.00</b>

## Major Coursework

### Certificate Core

Course Code	Title	Credits
ACC 101	Principles of Accounting I	3.0
BUS 151	Introduction to Business	3.0
BUS 155	Human Relations	3.0
BUS 254	Introduction to Organization Management	3.0
	IT 130 A, B, & C	3.00
	<b>Sub-Total Credits</b>	<b>15.00</b>

**Note:** Course substitutions may be possible 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.

	<b>Total Credits</b>	<b>30</b>
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# Entrepreneurship and Small Business Management Specialist I

Degree Type	Certificate
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## 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.

## Course Requirements

Course Code	Title	Credits
ACC 101	Principles of Accounting I	3.0
BUS 151	Introduction to Business	3.0
	BUS 105 or MATH 105	3.00
ESBM 152	Entrepreneurship	3.0
	Any IñU course/s (3 credits)	3.00
	<b>Sub-Total Credits</b>	<b>15.00</b>
	<b>Total Credits</b>	<b>15</b>

# Entrepreneurship and Small Business Management Specialist II

Degree Type	Certificate
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## 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.

## General Education Coursework

### Communication

Course Code	Title	Credits
	BUS 109 or ENGL 111	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

### Math/Science/Technology

Course Code	Title	Credits
	BUS 105 or MATH 105	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

### Humanities/Social Sciences

Course Code	Title	Credits
	Any IñU course/s (3 credits)	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

Major Coursework

Certificate Core

Course Code	Title	Credits
ACC 101	Principles of Accounting I	3.0
BUS 151	Introduction to Business	3.0
ESBM 152	Entrepreneurship	3.0
BUS 232	Contemporary Management Practices	3.0
BUS 260	Modern Marketing Strategies	3.0
ESBM 273	Small Business Management	3.0
ECON 121	Microeconomics	3.0
Sub-Total Credits		21.00

\*\* Check with advisor for possible course substitutions.

Total Credits	30
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# 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. Iḷisaḡvik 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 Iḷupiaq 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.

[Find out more about Alaska State requirements for CDL here.](#)

### **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 Requirement 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.

[Find out more about Alaska State requirements for CDL here.](#)

### **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

Course Designations for Construction Technology

Code	Name
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

Construction Technology

Degree Type	Associate of Applied Science
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General Education Coursework  
Communication

Course Code	Title	Credits
	BUS 109, BUS 220, CTT 171, or ENGL 111	3.00
	Sub-Total Credits	3.00

Math/Science/Technology

Course Code	Title	Credits
IT 100	Introduction to Online Learning	1.0
	Sub-Total Credits	1.00

Complete at least **THREE** credits:

## Degrees & Certificates

Course Code	Title	Credits
IT 117	Intro to Personal Computers	1.0
IT 118	Introduction to MS Office	1.0
IT 119	Internet Use and Security: IC3 Module 3	1.0
IT 130	Computer Word-Processing	1.0-3.0
IT 140	Comp. Spreadsheets A,B,C	3.0
<b>Sub-Total Credits</b>		<b>3.00</b>

Complete at least **THREE** credits:

Course Code	Title	Credits
BUS 105	Business Math	3.0
MATH 105	College Algebra	3.0
MATH 107	Functions for Calculus	4.0
MHTC 101	Math for Carp. Mod A-C	1.0-3.0
MTHE 101	Math for Electricians	1.0-3.0
MTHP 101	Math for Plumbers	1.0-3.0
MTHT 101	Applied Construction Trades Math	1.0-3.0
<b>Sub-Total Credits</b>		<b>3.00</b>

## Humanities/Social Science

Course Code	Title	Credits
	BUS 155, BUS 239, CCS 101, or COMM 131	3.00
	Any INU Course (1-3 credits)	1.00-3.00
<b>Sub-Total Credits</b>		<b>4.00-6</b>

## Major Coursework

### Certificate Core

Complete at least **ONE** endorsement:

Note: CTT 101 may only be counted one time.

Building Maint. Tech. I  
 Carpentry, Level I  
 CDL/Heavy Equip Operations  
 CDL/Heavy Truck Operations  
 Construction Management Electrical, Level I  
 Pipefitting, Level I  
 Pipeline Insulation, Level I  
 Plumbing, Level I  
 Scaffolding, Level I  
 Welding Materials Tech.

<b>Sub-Total Credits</b>	<b>6.00</b>
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Certificate Safety Requirement

Complete at least **ONE** credit:

Course Code	Title	Credits
SAFE 132	30-Hour Maritime Industry Safety & Health Standards	1.0
SAFE 133	30-Hour Construction Safety & Health Standards	1.0
SAFE 134	30-Hour General Industry Safety & Health Standards	1.0
Sub-Total Credits		1.00

Areas of Concentration

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

Sub-Total Credits	6.00
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Electives

Any BMT, CARP, CTT, ELEC, HEO, PMB, WMT not taken above and/or

Course Code	Title	Credits
SAFE 110	40-Hour HAZWOPER	1.0
SAFE 119	Field Safety	2.0
SAFE 132	30-Hour Maritime Industry Safety & Health Standards	1.0
Sub-Total Credits		26.00-34.00

Total Credits	61
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# Construction Technology I

Degree Type	Certificate
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## General Education Coursework

### Math/Science/Technology

Complete at least **THREE** credits:

Course Code	Title	Credits
BUS 105	Business Math	3.0
MATH 105	College Algebra	3.0
MATH 107	Functions for Calculus	4.0
MTHC 101	Math for Carpenters	1.0-3.0
MTHE 101	Math for Electricians	1.0-3.0
MTHP 101	Math for Plumbers	1.0-3.0
MTHT 101	Applied Construction Trades Math	1.0-3.0
Sub-Total Credits		3.00-4.00

## Major Coursework

Sub-Total Credits	6.00
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## Certificate Core

Complete at least **ONE** endorsement:

Note: CTT 101 may only be counted one time.

- Building Maint. Tech. I
- Carpentry, Level I
- CDL/Heavy Equip Operations
- CDL/Heavy Truck Operations
- Construction Management
- Electrical, Level I
- Pipefitting, Level I
- Pipeline Insulation, Level I
- Plumbing, Level I
- Scaffolding, Level I
- Welding Materials Tech.

Sub-Total Credits	6.00
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## Electives

Any BMT, CARP, CTT, ELEC, HEO, PMB, WMT not taken above and/or

Course Code	Title	Credits
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IT 100	Introduction to Online Learning	1.0
SAFE 110	40-Hour HAZWOPER	1.0
SAFE 119	Field Safety	2.0
SAFE 132	30-Hour Maritime Industry Safety & Health Standards	1.0

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

	<b>Total Credits</b>	<b>15</b>
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# Construction Technology II

Degree Type	Certificate
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## General Education Coursework

### Communication

Course Code	Title	Credits
	BUS 109, BUS 220, CTT 171, or ENGL 111	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

### Math/Science/Technology

Course Code	Title	Credits
IT 100	Introduction to Online Learning	1.0
	<b>Sub-Total Credits</b>	<b>1.00</b>

Complete at least **THREE** credits:

Course Code	Title	Credits
IT 117	Intro to Personal Computers	1.0
IT 118	Introduction to MS Office	1.0
IT 119	Internet Use and Security: IC3 Module 3	1.0
IT 130	Computer Word-Processing	1.0-3.0
IT 140	Comp. Spreadsheets A,B,C	3.0
	<b>Sub-Total Credits</b>	<b>3.00</b>

Complete at least **THREE** credits:

Course Code	Title	Credits
BUS 105	Business Math	3.0
MATH 105	College Algebra	3.0
MATH 107	Functions for Calculus	4.0
MTHC 101	Math for Carpenters	1.0-3.0
MTHE 101	Math for Electricians	1.0-3.0
MTHP 101	Math for Plumbers	1.0-3.0
MTHT 101	Applied Construction Trades Math	1.0-3.0
	<b>Sub-Total Credits</b>	<b>3.00</b>

### Humanities/Social Science

Course Code	Title	Credits
	Any INU Course (1-3 credits)	1.00-3.00

	<b>Sub-Total Credits</b>	<b>1.00-3</b>
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Major Coursework

Certificate Core

Complete at least **ONE** endorsement:

Note: CTT 101 may only be counted one time.

- Building Maint. Tech. I
- Carpentry, Level I
- CDL/Heavy Equip Operations
- CDL/Heavy Truck Operations
- Construction Management
- Electrical, Level I
- Pipefitting, Level I
- Pipeline Insulation, Level I
- Plumbing, Level I
- Scaffolding, Level I
- Welding Materials Tech.

	<b>Sub-Total Credits</b>	<b>6.00</b>
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Certificate Safety Requirement

Complete at least **ONE** credit

Course Code	Title	Credits
SAFE 132	30-Hour Maritime Industry Safety & Health Standards	1.0
SAFE 133	30-Hour Construction Safety & Health Standards	1.0
SAFE 134	30-Hour General Industry Safety & Health Standards	1.0
	<b>Sub-Total Credits</b>	<b>1.00</b>

Areas of Concentration

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

	<b>Sub-Total Credits</b>	<b>6.00</b>
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Electives

Any BMT, CARP, CTT, ELEC, HEO, PMB, WMT not taken above and/or

Course Code	Title	Credits
SAFE 110	40-Hour HAZWOPER	1.0
SAFE 119	Field Safety	2.0
SAFE 132	30-Hour Maritime Industry Safety & Health Standards	1.0
Sub-Total Credits		1.00-6.00

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

Total Credits	29
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# Building Maintenance Technology I

Degree Type	Endorsement
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## Course Requirements

Course Code	Title	Credits
BMT 111	Carpentry Maintenance I	2.0
BMT 131	Electrical Maintenance I	2.0
BMT 151	Plumbing Maintenance I	2.0
CTT 101	Introduction to Construction Skills	3.0
	Sub-Total Credits	9.00
	Total Credits	9

# CDL/Heavy Equipment Operations

Degree Type	Endorsement
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## Pathway 1

Course Code	Title	Credits
HEO 178	CDL Written, Entry Level Operation and Unrestricted Test Preparation	6.0
Sub-Total Credits		6.00

## Pathway 2

Course Code	Title	Credits
HEO 105	Commercial Driver’s License – Written Test Prep	1.0
HEO 104	Introduction to Heavy Equipment Operations	2.0
HEO 175	Operation of Class B/CDL Vehicles	2.0
Sub-Total Credits		5.00
Total Credits		5-6



# Carpentry Level I

Degree Type	Endorsement
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## Course Requirements

Course Code	Title	Credits
CARP 101	Carpentry, Level I	1.0-5.0
CARP 111	Carpentry I, Skill Lab	1.0
CTT 101	Introduction to Construction Skills	3.0
	<b>Sub-Total Credits</b>	<b>5.00-9</b>
	<b>Total Credits</b>	<b>9</b>

# Construction Management

Degree Type	Endorsement
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## Course Requirements

Course Code	Title	Credits
CTT 170	Project Supervision	3.0
CTT 172	Fundamentals of Crew Leadership	1.0
CTT 270	Project Management	4.0
	<b>Sub-Total Credits</b>	<b>8.00</b>
	<b>Total Credits</b>	<b>8</b>

# Electrical Level I

Degree Type	Endorsement
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## Course Requirements

Course Code	Title	Credits
CTT 101	Introduction to Construction Skills	3.0
ELEC 101	Electrical, Level 1	1.0-4.0
ELEC 111	Electrical I, Skill Lab	2.0
	<b>Sub-Total Credits</b>	<b>6.00-9</b>
	<b>Total Credits</b>	<b>9</b>

# Industrial Safety Level I

Degree Type	Endorsement
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## Course Requirements

Course Code	Title	Credits
SAFE 110	40-Hour HAZWOPER	1.0
SAFE 132	30-Hour Maritime Industry Safety & Health Standards	1.0
SAFE 133	30-Hour Construction Safety & Health Standards	1.0
SAFE 134	30-Hour General Industry Safety & Health Standards	1.0
WFDI 117	OSHA Approved Disaster – Site Worker w/ ICS 100, 200 & 300	1.0
<b>Sub-Total Credits</b>		<b>5.00</b>

Complete **ONE** to **THREE** credits:

Course Code	Title	Credits
CTT 101	Introduction to Construction Skills	3.0
CTT 103	Introduction to Welding	1.0
CTT 104	Pipeline Insulation, Level I	3.0
CTT 105	Scaffolding, Level I	3.0
HEO 104	Introduction to Heavy Equipment Operations	2.0
HEO 105	Commercial Driver's License – Written Test Prep	1.0
HEO 108	Equipment Specific Training	0.5-2.0
HEO 175	Operation of Class B/CDL Vehicles	2.0
PMB 103	Pipefitting, Level I	3.0
WFD 103	Asbestos for Supervisors and Contractors 40-Hr	1.0
WFDM 102	Basic Maritime Safety	0.5
WFDM 103	Emergency Procedures and Onboard Drills	0.5
WFDM 104	Protected Species Observer (PSO/MMO)	0.5
WFDM 200	Operator, Uninspected Passenger Vessel up to 100 ton (with Master's when applicable)	3.0-4.0
WFDM 201	Able Seaman	2.0
WFDU 102A	Tank Farm Management and Spill Response	1.0
	Any EMS or FIRE course	1.00-3.00
<b>Sub-Total Credits</b>		<b>1.00-3.00</b>

## Recommended Complementary Courses

Course Code	Title	Credits
HEO 011	Forklift Operator Training	1.6
SAFE 122	Blood Borne Pathogens	0.4

SAFE 170	Confined Space	0.4
	<b>Total Credits</b>	<b>6-8</b>

# Pipefitting Level I

Degree Type	Endorsement
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## Course Requirements

Course Code	Title	Credits
CTT 101	Introduction to Construction Skills	3.0
PMB 103	Pipefitting, Level I	3.0
	<b>Sub-Total Credits</b>	<b>6.00</b>
	<b>Total Credits</b>	<b>6</b>

# Pipeline Insulation I

Degree Type	Endorsement
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## Course Requirements

Course Code	Title	Credits
CTT 101	Introduction to Construction Skills	3.0
CTT 104	Pipeline Insulation, Level I	3.0
	Sub-Total Credits	6.00
	Total Credits	6

# Plumbing Level I

Degree Type	Endorsement
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## Course Requirements

Course Code	Title	Credits
CTT 101	Introduction to Construction Skills	3.0
PMB 101	Plumbing, Level I	1.0-5.0
PMB 111	Plumbing I, Skill Lab	1.0
	<b>Sub-Total Credits</b>	<b>5.00-9</b>
	<b>Total Credits</b>	<b>9</b>



# Scaffolding Level I

Degree Type	Endorsement
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## Course Requirements

Course Code	Title	Credits
CTT 101	Introduction to Construction Skills	3.0
CTT 105	Scaffolding, Level I	3.0
	Sub-Total Credits	6.00
	Total Credits	6

# Welding Materials Technology

Degree Type	Endorsement
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## Course Requirements

Course Code	Title	Credits
CTT 101	Introduction to Construction Skills	3.0
WMT 101	Welding, Level I (Modules A-I)	1.0-9.0
	Sub-Total Credits	4.00-12
	Total Credits	12

# 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. 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](mailto: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 [here](#)).
- 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.

## 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

## A DHAT's Scope of Practice

- Diagnosis and Treatment Planning
- Prevention
- Cleanings
- Radiographs

- Restorative Treatment
- Pediatric Treatment
- Medically Necessary Extractions
- Community Prevention & Education

Dental Therapy

Degree Type	Associate of Applied Science
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General Education Coursework

Communication

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
DHAT 130	Introduction to Public Health	1.0
	DHAT 201D	2.00
	BUS 109 or ENGL 111	3.00
	Sub-Total Credits	9.00

Math/Science/Technology

Course Code	Title	Credits
BIOL 100	Human Biology	4.0
	MATH 105, MATH 107, or MATH 116	3.00-4.00
	Sub-Total Credits	7.00-8

Humanities/Social Science

Course Code	Title	Credits
DHAT 140	Behavioral Sciences: Ethics, Motivational Interviewing and Healthy Healers	2.5
DHAT 151	Behavioral Sciences: Tobacco Addiction	1.0
	Sub-Total Credits	3.50

Iñupiaq Studies

Any advisor-approved 100/200-level Iñu Culture or Language course

Sub-Total Credits	1.00-3.00
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Major Coursework

Degree Core

Course Code	Title	Credits
DHAT 101	Introduction to Dental Therapy	3.0

	DHAT 125 A and B	9.50
DHAT 135	Diagnosis and Treatment Planning	2.0
DHAT 152	Anatomy, Physiology, Pathology of the Head and Neck	2.0
DHAT 154	Cariology and Minimally Invasive Dentistry	1.0
DHAT 155	Local Anesthesia	1.0
DHAT 156	Hygiene and Periodontology	1.0
DHAT 160	Infection Control	1.0
	DHAT 201 A, B, and C	8.00
	DHAT 211 A, B, C, and D	17.00
DHAT 242	Community Clinical Rotations I	3.0
DHAT 243	Community Clinical Rotations II	3.0
	<b>Sub-Total Credits</b>	<b>51.50</b>
	<b>Total Credits</b>	<b>72-75</b>

# Education

## Overview

The 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 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.

# Education

Degree Type	Associate of Arts
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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.

## **General Education Coursework**

### **Communication**

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
ENGL 111	Introduction to Academic Writing	3.0
	ENGL 211 or ENGL 213	3.00
	<b>Sub-Total Credits</b>	<b>9.00</b>

### **Math/Science/Technology**

Course Code	Title	Credits
IT 100	Introduction to Online Learning	1.0
LS 101	Library Information and Research	1.0
	MATH 105 or MATH 107	3.00-4.00
	BIOL 100, BIOL 103, BIOL 104, CHEM 103, GEOS 100, or PHYS 123	4.00
	Any Math or Science Elective not yet taken (3 credits)	3.00
	<b>Sub-Total Credits</b>	<b>12.00-13</b>

### **Humanities/Social Science**

Course Code	Title	Credits
	ANTH 100, ANTH 242, HIST 115, ANS 239, ANS 240 or SSC 218	6.00
	INU 210, INU 220, INU 121 or any INU course approved by advisor	6.00
	<b>Sub-Total Credits</b>	<b>12.00</b>

## **Major Coursework**

### **Degree Core**

Course Code	Title	Credits
ED 101	Introduction to the Early Childhood Profession	3.0
ED 205	Early Child Development	3.0
ED 204	Family and Community Partnerships	3.0
ED 220	Guidance in Early Childhood	3.0
ED 227	Language and Creative Expression	3.0
ED 229	Teaching Children's Health and Wellness	3.0
ED 206	Child & Adolescent Development and Learning	3.0

	<b>Sub-Total Credits</b>	<b>21.00</b>
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## Electives

Complete TWO of the following not yet taken

Course Code	Title	Credits
ANTH 100	Individuals, Society, and Culture	3.0
ANTH 242	Native Cultures of Alaska	3.0
ANS 239	Native American/Alaska Native Children's Literature	3.0
ANS 240	Alaska Natives in Film	3.0
ART 105	Beginning Drawing	3.0
ART 113	Introduction to Painting	3.0
ART 200	Aesthetic Appreciation: Interrelation of Art, Drama, and Music	3.0
ART 220	Fundamentals of Carving	3.0
HIST 115	Alaska, Land, and its People	3.0
MATH 107	Functions for Calculus	4.0
PSY 101	Introduction to Psychology	3.0
HIST 131	U.S. History to 1865	3.0
HIST 132	U.S. History, 1865 to Present	3.0
ESBM 126	Small Business Planning for Childcare	3.0
BUS 151	Introduction to Business	3.0
	Any INU or ED Course (3 credits)	3.00
	<b>Sub-Total Credits</b>	<b>6.00</b>
	<b>Total Credits</b>	<b>60-61</b>



# Education I

Degree Type	Certificate
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## General Education Coursework

### Communication

Course Code	Title	Credits
	COMM 131 or ENGL 111	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

### Math/Science/Technology

Course Code	Title	Credits
IT 100	Introduction to Online Learning	1.0
LS 101	Library Information and Research	1.0
	<b>Sub-Total Credits</b>	<b>2.00</b>

### Humanities/Social Sciences

Complete **ONE** of the following:

Course Code	Title	Credits
ANTH 100	Individuals, Society, and Culture	3.0
ANTH 242	Native Cultures of Alaska	3.0
HIST 115	Alaska, Land, and its People	3.0
ANS 239	Native American/Alaska Native Children's Literature	3.0
ANS 240	Alaska Natives in Film	3.0
SSC 218	Topics in the Social Sciences	1.0-3.0
	Any 3-credit INU course approved by advisor	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

## Major Coursework

### Certificate Core

Complete **TWO** of the following:

Course Code	Title	Credits
	Any 3-credit ED course	3.00
	Any 3-credit ED course	3.00
	<b>Sub-Total Credits</b>	<b>6.00</b>

	<b>Total Credits</b>	<b>14</b>
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## Education II

Degree Type	Certificate
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### General Education Coursework

#### Communication

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
ENGL 111	Introduction to Academic Writing	3.0
	<b>Sub-Total Credits</b>	<b>6.00</b>

#### Math/Science/Technology

Course Code	Title	Credits
IT 100	Introduction to Online Learning	1.0
LS 101	Library Information and Research	1.0
	MATH 105 or MATH 107	3.00-4.00
	BIOL 100, BIOL 103, BIOL 104, CHEM 103, GEOS 100, or PHYS 123	4.00
	<b>Sub-Total Credits</b>	<b>9.00-10</b>

#### Humanities/Social Sciences

Course Code	Title	Credits
	ANTH 100, ANTH 242, HIST 115, ANS 239, ANS 240 or SSC 218	6.00
	Any 3-credit INU course approved by advisor	3.00
	<b>Sub-Total Credits</b>	<b>9.00</b>

### Major Coursework

#### Certificate Core

Complete FOUR of the following:

Course Code	Title	Credits
ED 101	Introduction to the Early Childhood Profession	3.0
ED 205	Early Child Development	3.0
ED 204	Family and Community Partnerships	3.0
ED 220	Guidance in Early Childhood	3.0
ED 227	Language and Creative Expression	3.0
ED 229	Teaching Children's Health and Wellness	3.0
ED 206	Child & Adolescent Development and Learning	3.0
	<b>Sub-Total Credits</b>	<b>12.00</b>

	Total Credits	36-37
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# 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, and psychology.

## Indigenous Human Services

Degree Type	Associate of Applied Science
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### General Education Coursework

#### Communication

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
ENGL 111	Introduction to Academic Writing	3.0
ENGL 213	Academic Writing about the Social and Natural Sciences	3.0
Sub-Total Credits		9.00

#### Math/Science/Technology

Course Code	Title	Credits
IT 100	Introduction to Online Learning	1.0
LS 101	Library Information and Research	1.0
	MATH 105, MATH 107, or MATH 116	3.00-4.00
	Advisor-approved Science course w/ lab	4.00
Sub-Total Credits		9.00-10

#### Humanities/Social Science

Course Code	Title	Credits
PSY 101	Introduction to Psychology	3.0
PSY 150	Lifespan Development	3.0
	ANTH 100, HIST 100, HIST 131, HIST 132, or PHIL 101	3.00
Sub-Total Credits		9.00

### Major Coursework

#### Certificate Core

Course Code	Title	Credits
HUMS 210	Crisis Intervention and Grief Counseling	3.0
HUMS 215	Individual Interviewing and Assessment	3.0

SWK 103	Social Work in Human Services	3.0
	Advisor-approved courses in HLTH, HUMS, PSY	6.00
IñU 121	Elementary Iñupiaq I	3.0
IñU 131	Elementary Iñupiaq II	3.0
IñU 210	Iñupiaq Land, Use, Values and Resources	3.0
IñU 220	North Slope Iñupiaq History and Culture	3.0
	Any IñU language or culture course/s not taken elsewhere	6.00
	<b>Sub-Total Credits</b>	<b>33.00</b>
	<b>Total Credits</b>	<b>60-61</b>

# Indigenous Human Services

Degree Type	Certificate
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## General Education Coursework

### Communication

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
ENGL 111	Introduction to Academic Writing	3.0
	<b>Sub-Total Credits</b>	<b>6.00</b>

### Math/Science/Technology

Course Code	Title	Credits
IT 100	Introduction to Online Learning	1.0
LS 101	Library Information and Research	1.0
	MATH 105, MATH 107, or MATH 116	3.00-4.00
	<b>Sub-Total Credits</b>	<b>5.00-6</b>

### Humanities/Social Science

Course Code	Title	Credits
PSY 101	Introduction to Psychology	3.0
	<b>Sub-Total Credits</b>	<b>3.00</b>

## Major Coursework

### Certificate Core

Course Code	Title	Credits
IÑU 121	Elementary Iñupiaq I	3.0
IÑU 131	Elementary Iñupiaq II	3.0
	Any IñU language or culture course/s not taken elsewhere (3 credits)	3.00
	<b>Sub-Total Credits</b>	<b>9.00</b>

Complete **TWO** of the following:

Course Code	Title	Credits
HUMS 210	Crisis Intervention and Grief Counseling	3.0
HUMS 215	Individual Interviewing and Assessment	3.0
SWK 103	Social Work in Human Services	3.0
	<b>Sub-Total Credits</b>	<b>6.00</b>

	Total Credits	29-30
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# Information Technology

**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.

## 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)

# Information Technology

Degree Type	Associate of Applied Science
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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).



## General Education Coursework

### Communication

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
BUS 220	Applied Business Communication	3.0
	BUS 109 or ENGL 111	3.00
	<b>Sub-Total Credits</b>	<b>9.00</b>

### Math/Science/Technology

Course Code	Title	Credits
LS 101	Library Information and Research	1.0
	BUS 105, MATH 105, or higher	3.00-4.00
	<b>Sub-Total Credits</b>	<b>4.00-5</b>

### Humanities/Social Science

Course Code	Title	Credits
	Any 100/200-level IñU course(s) (3 credits)	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

## Major Coursework

### Certificate Core

Course Code	Title	Credits
DATA 127	Presenting Data Effectively	2.0
	Any 100/200-level IñU course(s) (3 credits)	3.00
	<b>Sub-Total Credits</b>	<b>5.00</b>

Complete at least **TWO** of the following:

Data Analysis Certificate I

Data Analysis Certificate II

Endorsement, Computer Foundations

IT Support Specialist Certificate I

IT Support Specialist Certificate II

Office Productivity Endorsement

	<b>Sub-Total Credits</b>	<b>15.00-22.00</b>
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### General Electives

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.

	<b>Sub-Total Credits</b>	<b>16.00-24.00</b>
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	Total Credits	60
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# Data Analysis I

Degree Type	Certificate
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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.

## Course Requirements

Course Code	Title	Credits
DATA 127	Presenting Data Effectively	2.0
DATA 140	Computer Spreadsheets	1.0-3.0
DATA 180	Database Design Fundamentals	3.0
	MATH 105 or higher	3.00-4.00
	BUS 109 or ENGL 111	3.00
	Sub-Total Credits	12.00-15
	Total Credits	14-15

# Data Analysis II

Degree Type	Certificate
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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

### Communication

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
	BUS 109 or ENGL 111	3.00
	Sub-Total Credits	6.00

### Math/Science/Technology

Course Code	Title	Credits
	MATH 105 or higher	3.00-4.00
	Sub-Total Credits	3.00-4

### Humanities/Social Science

Course Code	Title	Credits
	ANTH 100, BUS 239, OR BUS 254	3.00
	Sub-Total Credits	3.00

## Major Coursework

### Certificate Core

Course Code	Title	Credits
DATA 127	Presenting Data Effectively	2.0
DATA 140	Computer Spreadsheets	1.0-3.0
DATA 180	Database Design Fundamentals	3.0
DATA 227	Introduction to Programming	3.0
STAT 200	Elementary Probability and Statistics	3.0
	Any 100/200-level IÑU course(s) (1-3 credits)	1.00-3.00
	Sub-Total Credits	15.00-17.00

Complete **THREE** credits from the following:

Course Code	Title	Credits
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BUS 151	Introduction to Business	3.0
HIM 110	Intro to Health Information Management	3.0
IT 220	Introduction to Project Planning & Scheduling	3.0
IT 221	Microsoft Project	3.0
PHIL 101	Introduction to Logic	3.0
	<b>Sub-Total Credits</b>	<b>3.00</b>
	<b>Total Credits</b>	<b>30-33</b>

# Information Technology Support Specialist I

Degree Type	Certificate
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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

## Course Requirements

Course Code	Title	Credits
BUS 151	Introduction to Business	3.0
IT 101	Keyboarding Skills	1.0
IT 117	Intro to Personal Computers	1.0
IT 118	Introduction to MS Office	1.0
IT 119	Internet Use and Security: IC3 Module 3	1.0
IT 292	Introduction to PC Hardware and Troubleshooting	4.0
	Any 100/200-level IÑU course(s) (1-3 credits)	1.00-3.00
	BUS 109 or ENGL 111	3.00
	<b>Sub-Total Credits</b>	<b>15.00-17</b>
	<b>Total Credits</b>	<b>15-17</b>

# Information Technology Support Specialist II

Degree Type	Certificate
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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

### Communication

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
	BUS 109 or ENGL 111	3.00
	<b>Sub-Total Credits</b>	<b>6.00</b>

### Math/Science/Technology

Course Code	Title	Credits
	BUS 105 or MATH 105 or higher	3.00-4.00
	<b>Sub-Total Credits</b>	<b>3.00-4</b>

### Humanities/Social Science

Course Code	Title	Credits
	Any 100/200-level IÑU course(s) (3 credits)	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

## Major Coursework

### Certificate Core

Course Code	Title	Credits
BUS 151	Introduction to Business	3.0
IT 101	Keyboarding Skills	1.0
IT 117	Intro to Personal Computers	1.0
IT 118	Introduction to MS Office	1.0
IT 119	Internet Use and Security: IC3 Module 3	1.0
IT 291	Network Installation and Maintenance	4.0
IT 292	Introduction to PC Hardware and Troubleshooting	4.0
	Any 100/200-level IÑU course(s) (1-3 credits)	1.00-3.00
	DATA 140, IT 130, or IT 150	3.00
	<b>Sub-Total Credits</b>	<b>19.00-21</b>

	Total Credits	31-34
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# Computer Foundations

Degree Type	Endorsement
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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

## Course Requirements

Course Code	Title	Credits
IT 100	Introduction to Online Learning	1.0
IT 101	Keyboarding Skills	1.0
IT 117	Intro to Personal Computers	1.0
IT 118	Introduction to MS Office	1.0
IT 119	Internet Use and Security: IC3 Module 3	1.0
	Any DA or DATA designated course (2-3 credits)	2.00-3.00
	<b>Sub-Total Credits</b>	<b>7.00-8</b>

Complete **THREE** credits from the following:

Course Code	Title	Credits
IT 130	Computer Word-Processing	1.0-3.0
IT 140	Comp. Spreadsheets A,B,C	3.0
IT 255	Computer Presentation: PowerPoint	1.0-3.0
	<b>Sub-Total Credits</b>	<b>3.00</b>

	<b>Total Credits</b>	<b>10-11</b>
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# 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.



Source

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 Nunaṭ (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.

Iñupiaq Studies

Degree Type	Associate of Arts
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General Education Coursework

Communication

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
ENGL 111	Introduction to Academic Writing	3.0
	ENGL 211 or ENGL 213	3.00
	Sub-Total Credits	9.00

Math/Science/Technology

Course Code	Title	Credits
IT 100	Introduction to Online Learning	1.0
LS 101	Library Information and Research	1.0
	MATH 105 or higher	3.00-4.00
	BIOL 100, BIOL 103, BIOL 104, CHEM 103, GEOS 100, or PHYS 123	4.00
	Advisor-approved Math or Science Elective not yet taken	3.00-4.00
	Sub-Total Credits	12.00-14

Humanities/Social Science

Indigenous Peoples Perspectives

Complete ONE of the following not yet taken:

Course Code	Title	Credits
ANS 240	Alaska Natives in Film	3.0
ANTH 242	Native Cultures of Alaska	3.0
HIST 115	Alaska, Land, and its People	3.0
HIST 200	Native American History	3.0
IÑU 213	Iñuit Storytelling	3.0
IÑU 220	North Slope Iñupiaq History and Culture	3.0
	Sub-Total Credits	3.00

### ***Art and Culture Perspectives***

**Complete ONE of the following not yet taken:**

Course Code	Title	Credits
ART 200	Aesthetic Appreciation: Interrelation of Art, Drama, and Music	3.0
HUM 201	Unity in the Arts	3.0
	<b>Sub-Total Credits</b>	<b>3.00</b>

### ***Global Perspectives***

**Complete ONE of the following not yet taken:**

Course Code	Title	Credits
ANTH 100	Individuals, Society, and Culture	3.0
ENGL 200	World Literature	3.0
HIST 200	Native American History	3.0
	<b>Sub-Total Credits</b>	<b>3.00</b>

### ***U.S. Perspectives***

**Complete ONE of the following not yet taken:**

Course Code	Title	Credits
ECON 100	Political Economy (Cross-listed as PS 100)	3.0
HIST 131	U.S. History to 1865	3.0
HIST 132	U.S. History, 1865 to Present	3.0
	<b>Sub-Total Credits</b>	<b>3.00</b>

### ***Individual and Community Perspectives***

**Complete ONE of the following not yet taken:**

Course Code	Title	Credits
JUST 110		3.0
PSY 101	Introduction to Psychology	3.0
PSY 150	Lifespan Development	3.0
SWK 103	Social Work in Human Services	3.0
	Any 3-credit HUMS course	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

## **Major Coursework**

### **Degree Core**

Course Code	Title	Credits
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## Degrees & Certificates

IÑU 121	Elementary Iñupiaq I	3.0
<b>Sub-Total Credits</b>		<b>3.00</b>

Complete **FOUR** of the following:

Course Code	Title	Credits
IÑU 210	Iñupiaq Land, Use, Values and Resources	3.0
IÑU 213	Iñuit Storytelling	3.0
IÑU 220	North Slope Iñupiaq History and Culture	3.0
IÑU 257	Traditional and Contemporary Skin Sewing	3.0
IÑU 260	Iñupiaq Songs, Dances, and Drumming	3.0
<b>Sub-Total Credits</b>		<b>12.00</b>

## Electives

**Complete 9 credits from the following (not taken above):**

Course Code	Title	Credits
ART 105	Beginning Drawing	3.0
ART 113	Introduction to Painting	3.0
IÑU 111	North Slope Iñupiaq Grammar I	3.0
IÑU 114	Foundations of Iñupiaq Language Learning	1.0
IÑU 118	Topics in Iñupiaq Studies	1.0-3.0
IÑU 131	Elementary Iñupiaq II	3.0
IÑU 135	Iñuit Art Studio	3.0
IÑU 158	Traditional and Contemporary Iñupiaq Food Preparation	3.0
IÑU 199	Practicum in Iñupiaq Studies	1.0-3.0
IÑU 210	Iñupiaq Land, Use, Values and Resources	3.0
IÑU 213	Iñuit Storytelling	3.0
IÑU 220	North Slope Iñupiaq History and Culture	3.0
IÑU 224	Iñupiaq Knowledge and Use of Arctic Plants	3.0
IÑU 257	Traditional and Contemporary Skin Sewing	3.0
IÑU 260	Iñupiaq Songs, Dances, and Drumming	3.0
<b>Sub-Total Credits</b>		<b>9.00</b>

\*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.

<b>Total Credits</b>	<b>60-62</b>
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# Iñupiaq Culture and Language I

Degree Type	Certificate
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## Course Requirements

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
IÑU 121	Elementary Iñupiaq I	3.0
IT 101	Keyboarding Skills	1.0
LS 101	Library Information and Research	1.0
Sub-Total Credits		8.00

Complete **SEVEN** credits of the following:

Course Code	Title	Credits
ART 105	Beginning Drawing	3.0
ART 113	Introduction to Painting	3.0
IÑU 111	North Slope Iñupiaq Grammar I	3.0
IÑU 114	Foundations of Iñupiaq Language Learning	1.0
IÑU 118	Topics in Iñupiaq Studies	1.0-3.0
IÑU 131	Elementary Iñupiaq II	3.0
IÑU 135	Iñuit Art Studio	3.0
IÑU 158	Traditional and Contemporary Iñupiaq Food Preparation	3.0
IÑU 199	Practicum in Iñupiaq Studies	1.0-3.0
IÑU 210	Iñupiaq Land, Use, Values and Resources	3.0
IÑU 213	Iñuit Storytelling	3.0
IÑU 220	North Slope Iñupiaq History and Culture	3.0
IÑU 224	Iñupiaq Knowledge and Use of Arctic Plants	3.0
IÑU 257	Traditional and Contemporary Skin Sewing	3.0
IÑU 260	Iñupiaq Songs, Dances, and Drumming	3.0
Sub-Total Credits		7.00
Total Credits		15

# Iñupiaq Culture and Language II

Degree Type	Certificate
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## General Education Coursework

### Communication

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
ENGL 111	Introduction to Academic Writing	3.0
Sub-Total Credits		6.00

### Math/Science/Technology

Course Code	Title	Credits
IT 100	Introduction to Online Learning	1.0
LS 101	Library Information and Research	1.0
Sub-Total Credits		2.00

### Humanities/Social Science

Course Code	Title	Credits
ANTH 100	Individuals, Society, and Culture	3.0
Sub-Total Credits		3.00

## Major Coursework

### Certificate Core

Course Code	Title	Credits
IÑU 121	Elementary Iñupiaq I	3.0
Sub-Total Credits		3.00

Complete **SIXTEEN** credits of the following:

Course Code	Title	Credits
ART 105	Beginning Drawing	3.0
ART 113	Introduction to Painting	3.0
IÑU 111	North Slope Iñupiaq Grammar I	3.0
IÑU 114	Foundations of Iñupiaq Language Learning	1.0
IÑU 118	Topics in Iñupiaq Studies	1.0-3.0
IÑU 131	Elementary Iñupiaq II	3.0
IÑU 135	Iñuit Art Studio	3.0
IÑU 158	Traditional and Contemporary Iñupiaq Food Preparation	3.0

IÑU 199	Practicum in Iñupiaq Studies	1.0-3.0
IÑU 210	Iñupiaq Land, Use, Values and Resources	3.0
IÑU 213	Iñuit Storytelling	3.0
IÑU 220	North Slope Iñupiaq History and Culture	3.0
IÑU 224	Iñupiaq Knowledge and Use of Arctic Plants	3.0
IÑU 257	Traditional and Contemporary Skin Sewing	3.0
IÑU 260	Iñupiaq Songs, Dances, and Drumming	3.0
	<b>Sub-Total Credits</b>	<b>16.00</b>
	<b>Total Credits</b>	<b>30</b>



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

# Liberal Arts

Degree Type	Associate of Arts
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## General Education Coursework Communication

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
ENGL 111	Introduction to Academic Writing	3.0

	ENGL 211 or ENGL 213	3.00
	<b>Sub-Total Credits</b>	<b>9.00</b>

**Math/Science/Technology**

Course Code	Title	Credits
IT 100	Introduction to Online Learning	1.0
LS 101	Library Information and Research	1.0
	MATH 105 or MATH 107	3.00-4.00
	Advisor-approved Science course w/ lab	4.00
	Advisor-approved Math or Science Elective not yet taken	3.00-4.00
	<b>Sub-Total Credits</b>	<b>12.00-14</b>

**Humanities/Social Sciences**

**Complete one course from EACH of the five categories below:**

**Indigenous Peoples Perspectives**

Complete **ONE** of the following not yet taken:

Course Code	Title	Credits
ANS 240	Alaska Natives in Film	3.0
ANTH 203	Indigenous Sciences and Traditional Ecological Knowledge	4.0
ANTH 242	Native Cultures of Alaska	3.0
HIST 115	Alaska, Land, and its People	3.0
HIST 200	Native American History	3.0
IÑU 213	Iñuit Storytelling	3.0
IÑU 220	North Slope Iñupiaq History and Culture	3.0
	<b>Sub-Total Credits</b>	<b>3.00</b>

**Art and Culture Perspectives**

Complete **ONE** of the following not yet taken:

Course Code	Title	Credits
ART 200	Aesthetic Appreciation: Interrelation of Art, Drama, and Music	3.0
HUM 201	Unity in the Arts	3.0
	<b>Sub-Total Credits</b>	<b>3.00</b>

**Global Perspectives**

Complete **ONE** of the following not yet taken:

Course Code	Title	Credits
ANTH 100	Individuals, Society, and Culture	3.0

Degrees & Certificates

ENGL 200	World Literature	3.0
HIST 100	Modern World History	3.0
Sub-Total Credits		3.00

U.S. Perspectives

Complete **ONE** of the following not yet taken:

Course Code	Title	Credits
ECON 100	Political Economy (Cross-listed as PS 100)	3.0
HIST 131	U.S. History to 1865	3.0
HIST 132	U.S. History, 1865 to Present	3.0
Sub-Total Credits		3.00

Individual & Community Perspectives

Complete **ONE** of the following not yet taken:

Course Code	Title	Credits
PSY 101	Introduction to Psychology	3.0
PSY 150	Lifespan Development	3.0
SWK 103	Social Work in Human Services	3.0
Any 3-credit HUMS course		3.00
Sub-Total Credits		3.00

Iñupiaq Studies

Complete the following not yet taken:

Course Code	Title	Credits
Any 100 or 200-level IñU language and/or culture course/s totaling 3 credits		3.00
Sub-Total Credits		3.00

General Electives

With advisor, select any combination of 100 or 200 level courses not yet taken

Sub-Total Credits		21.00
Total Credits		60-62

# Liberal Arts

Degree Type	Certificate
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## General Education Coursework

### Communication

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
ENGL 111	Introduction to Academic Writing	3.0
	<b>Sub-Total Credits</b>	<b>6.00</b>

### Math/Science/Technology

Course Code	Title	Credits
IT 100	Introduction to Online Learning	1.0
LS 101	Library Information and Research	1.0
	MATH 105 or MATH 107	3.00-4.00
	Advisor-approved Science course w/ lab	4.00
	<b>Sub-Total Credits</b>	<b>9.00-10</b>

### Humanities/Social Science

Take **ONE** course from **TWO** of the **five** categories below:

#### 1. Indigenous Peoples Perspectives

Complete **ONE** of the following not yet taken:

Course Code	Title	Credits
ANS 240	Alaska Natives in Film	3.0
ANTH 203	Indigenous Sciences and Traditional Ecological Knowledge	4.0
ANTH 242	Native Cultures of Alaska	3.0
GEOS 203	Indigenous Sciences and Traditional Ecological Knowledge	4.0
HIST 115	Alaska, Land, and its People	3.0
HIST 200	Native American History	3.0
IñU 213	Iñuit Storytelling	3.0
IñU 220	North Slope Iñupiaq History and Culture	3.0

#### 2. Art and Culture Perspectives

Complete **ONE** of the following not yet taken:

Course Code	Title	Credits
ART 200	Aesthetic Appreciation: Interrelation of Art, Drama, and Music	3.0

HUM 201	Unity in the Arts	3.0
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3. Global Perspectives

Complete **ONE** of the following not yet taken:

Course Code	Title	Credits
ANTH 100	Individuals, Society, and Culture	3.0
ENGL 200	World Literature	3.0
HIST 100	Modern World History	3.0

4. U.S. Perspectives

Complete **ONE** of the following not yet taken:

Course Code	Title	Credits
ECON 100	Political Economy (Cross-listed as PS 100)	3.0
HIST 131	U.S. History to 1865	3.0
HIST 132	U.S. History, 1865 to Present	3.0

5. Individual and Community Perspectives

Complete **ONE** of the following not yet taken:

Course Code	Title	Credits
PSY 101	Introduction to Psychology	3.0
PSY 150	Lifespan Development	3.0
SWK 103	Social Work in Human Services	3.0
	Any 3-credit HUMS course	3.00
	<b>Sub-Total Credits</b>	<b>6.00</b>

Iñupiaq Studies

Complete the following not yet taken:

Course Code	Title	Credits
	Any 100 or 200-level IñU language and/or culture course/s totaling 3 credits	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

General Electives

With advisor, select any combination of 100 or 200 level courses not yet taken

	<b>Sub-Total Credits</b>	<b>6.00</b>
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	Total Credits	30-31
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# Office Management

## Overview

Iłisaġvik 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

## 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.

## Office Management \*\*\*

Degree Type	Associate of Applied Science
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## General Education Coursework

### Communication

Course Code	Title	Credits
BUS 109	Business English	3.0
BUS 220	Applied Business Communication	3.0
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
<b>Sub-Total Credits</b>		<b>9.00</b>

### Math/Science/Technology

Course Code	Title	Credits
BUS 105	Business Math	3.0
LS 101	Library Information and Research	1.0
<b>Sub-Total Credits</b>		<b>4.00</b>

### Humanities/Social Science

Course Code	Title	Credits
	Any 100/200-level IÑU course(s) (3 credits)	3.00
<b>Sub-Total Credits</b>		<b>3.00</b>

## Major Coursework

### Degree Core

Course Code	Title	Credits
ACC 101	Principles of Accounting I	3.0
BUS 106	Time Management	1.0
BUS 107	Proofreading and Editing	2.0
BUS 108	Ten Key Mastery	1.0
BUS 119	Office Finance	1.0
BUS 151	Introduction to Business	3.0
BUS 203	Records Management	3.0
DATA 127	Presenting Data Effectively	2.0
DATA 140	Computer Spreadsheets	1.0-3.0
IT 101	Keyboarding Skills	1.0
IT 117	Intro to Personal Computers	1.0
IT 118	Introduction to MS Office	1.0
IT 130	Computer Word-Processing	1.0-3.0
IT 220	Introduction to Project Planning & Scheduling	3.0
IT 221	Microsoft Project	3.0
IT 209	Using Microsoft Outlook	2.0
IT 255	Computer Presentation: PowerPoint	1.0-3.0
	BUS 182, BUS 199, or HLTH 299	3.00



	<b>Sub-Total Credits</b>	<b>35.00</b>
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**Electives**

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.

	<b>Sub-Total Credits</b>	<b>9.00-12.00</b>
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\*\*\*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.

	<b>Total Credits</b>	<b>60</b>
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# Medical Office Management I

Degree Type	Certificate
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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.

## Course Requirements

Course Code	Title	Credits
BUS 106	Time Management	1.0
BUS 109	Business English	3.0
HLTH 204	Medical Terminology	3.0
IT 101	Keyboarding Skills	1.0
IT 118	Introduction to MS Office	1.0
	Any 100/200-level IÑU course(s) (3 credits)	3.00
	BUS 182 or HLTH 299	3.00
	<b>Sub-Total Credits</b>	<b>15.00</b>
	<b>Total Credits</b>	<b>15</b>

# Medical Office Management II

Degree Type	Certificate
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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.

## General Education Coursework

### Communication

Course Code	Title	Credits
BUS 109	Business English	3.0
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
	<b>Sub-Total Credits</b>	<b>6.00</b>

### Math/Science/Technology

Course Code	Title	Credits
	BUS 105 or MATH 105	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

### Humanities/Social Science

Course Code	Title	Credits
	Any 100/200-level IñU course(s) (3 credits)	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

## Major Coursework

### Certificate Core

Course Code	Title	Credits
BUS 106	Time Management	1.0
BUS 108	Ten Key Mastery	1.0
HIM 110	Intro to Health Information Management	3.0
HLTH 204	Medical Terminology	3.0
IT 101	Keyboarding Skills	1.0
IT 118	Introduction to MS Office	1.0
IT 130	Computer Word-Processing	1.0-3.0
IT 209	Using Microsoft Outlook	2.0
	BUS 182 or HLTH 299	3.00
	<b>Sub-Total Credits</b>	<b>18.00</b>

	Total Credits	30
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# Office Management I

Degree Type	Certificate
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## Course Requirements

Course Code	Title	Credits
BUS 105	Business Math	3.0
BUS 106	Time Management	1.0
BUS 108	Ten Key Mastery	1.0
BUS 109	Business English	3.0
IT 101	Keyboarding Skills	1.0
IT 118	Introduction to MS Office	1.0
	Any 100/200-level INU course(s) (3 credits)	3.00
	BUS 182 or BUS 199	3.00
	<b>Sub-Total Credits</b>	<b>16.00</b>
	<b>Total Credits</b>	<b>16</b>

# Office Management II

Degree Type	Certificate
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## General Education Coursework

### Communication

Course Code	Title	Credits
COMM 131	Fundamentals of Oral Communications: Group Context	3.0
BUS 109	Business English	3.0
	<b>Sub-Total Credits</b>	<b>6.00</b>

### Math/Science/Technology

Course Code	Title	Credits
BUS 105	Business Math	3.0
LS 101	Library Information and Research	1.0
	<b>Sub-Total Credits</b>	<b>4.00</b>

### Humanities/Social Science

Course Code	Title	Credits
	Any 100/200-level IñU course(s) (3 credits)	3.00
	<b>Sub-Total Credits</b>	<b>3.00</b>

## Major Coursework

### Certificate Core

Course Code	Title	Credits
BUS 106	Time Management	1.0
BUS 108	Ten Key Mastery	1.0
BUS 119	Office Finance	1.0
BUS 203	Records Management	3.0
IT 101	Keyboarding Skills	1.0
IT 117	Intro to Personal Computers	1.0
IT 118	Introduction to MS Office	1.0
IT 130	Computer Word-Processing	1.0-3.0
IT 209	Using Microsoft Outlook	2.0
	BUS 182 or BUS 199	3.00
	<b>Sub-Total Credits</b>	<b>17.00</b>

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

	Total Credits	30
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# Office Productivity

Degree Type	Endorsement
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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.

## Course Requirements

Course Code	Title	Credits
DATA 140	Computer Spreadsheets	1.0-3.0
IT 118	Introduction to MS Office	1.0
IT 130	Computer Word-Processing	1.0-3.0
IT 255	Computer Presentation: PowerPoint	1.0-3.0
	BUS 108, IT 101, IT 117, or IT 209	2.00
	Sub-Total Credits	6.00-12
	Total Credits	12



# Pre-Nursing

## Overview

The primary purpose of this program is to prepare students for admission to the Utqiaġvik cohort for the Associate of Science degree in 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 [here](#).

# Pre-Nursing

Degree Type	Certificate
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## Certificate Outcomes

- Prepare NSB students for entry into the Associate of Science 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.

## General Education Coursework

### Communications

Course Code	Title	Credits
ENGL 111	Introduction to Academic Writing	3.0
<b>Sub-Total Credits</b>		<b>3.00</b>

### Math/Science/Technology

Course Code	Title	Credits
MATH 105	College Algebra	3.0
<b>Sub-Total Credits</b>		<b>3.00</b>

## Major Coursework

### Certificate Core

Course Code	Title	Credits
BIOL 211	Human Anatomy and Physiology I	4.0
BIOL 212	Human Anatomy and Physiology II	4.0
CHEM 103	Basic General Chemistry	4.0
PSY 150	Lifespan Development	3.0
	BIOL 105 or BIOL 240	4.00
<b>Sub-Total Credits</b>		<b>19.00</b>

	<b>Total Credits</b>	<b>25</b>
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# COURSE DESCRIPTIONS



# Courses

## Accounting

### ACC 101: Principles of Accounting I

This course will introduce students to accounting concepts and procedures for small and medium-sized businesses. Students will learn basic accounting concepts including debit and credit and the principles of double-entry accounting. Students will learn about analyzing business transactions, journal entries, ledger accounts, posting and closing entries, and managing accounts payable and receivable.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Completion of or enrollment in MATH 055B or ACCUPLACER score >300; or permission of instructor.
<b>Semester Offered</b>	Fall Spring

### ACC 104: Personal Income Tax

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	As demand warrants

### ACC 114: Payroll Accounting

This course presents practical applications of payroll procedures. Topics include the methods of computing wages and salaries, calculating withholdings, keeping records, and the preparation of various city, state, and federal reports.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ACC 101</a> or permission of instructor.
<b>Semester Offered</b>	Fall

### ACC 201: Principles of Accounting II

This course introduces students to accounting concepts and procedures for partnerships and corporations. Students will learn the complete accounting cycle to include preparation of a trial balance, and recording adjusting and closing entries. Students will explore accounts payable and accounts receivable, merchandise inventory, long-term bonds, and corporate transactions.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ACC 101</a> or permission of instructor.
<b>Semester Offered</b>	Spring

### ACC 202: Managerial Accounting

This course covers the internal use of financial information for decision-making, cost measurement and management, and performance evaluation. Students will learn to use accounting data for planning, controlling, and making decisions concerning the optimum allocation of the firm's financial resources.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ACC 201</a> and <a href="#">DATA 140C</a> ; or permission of instructor.
<b>Semester Offered</b>	Spring

### ACC 203: Fundamentals of Non-Profit and Government Accounting

This course presents the unique characteristics of governmental and not-for-profit organizations and provides the basic conceptual foundation for understanding accounting and financial reporting practices. In this course, financial reporting by state and local governments, governmental financial performance analysis, auditing procedures, and budgets and performance measurements will be presented.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ACC 202</a> and <a href="#">DATA 140C</a> ; or permission of instructor.
<b>Semester Offered</b>	Fall

### ACC 245: Computerized Accounting

This course emphasizes the use of computerized accounting software and spreadsheets to perform accounting functions. Using automated software, students will set up company accounts, analyze and input transactions, generate and customize financial reports, and complete end-of-period closing transactions. Students will also use spreadsheet applications to create, enhance, and present financial information.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ACC 201</a> and <a href="#">DATA 140C</a> ; or permission of instructor.
<b>Semester Offered</b>	Fall

### ACC 246: Principles of Auditing

This course is designed to acquaint the student with methods of verification, analysis, and interpretation of generally accepted auditing procedures and the mechanics of planning and implementing an audit and the preparation of audits. Students will discuss auditing theory and practice, with emphasis on professional and ethical responsibilities.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ACC 202</a> and <a href="#">DATA 140C</a> ; or permission of instructor
<b>Semester Offered</b>	Spring

## Alaska Native Studies

### ANS 239: Native American/Alaska Native Children's Literature

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/>).

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ENGL 111</a> or permission of instructor
<b>Semester Offered</b>	Spring

### ANS 240: Alaska Natives in Film

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/>).

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ENGL 111</a> or permission of instructor. <a href="#">ART 200</a> is also recommended.
<b>Semester Offered</b>	Fall

### ANS 295: Northern Alaska Indigenous Leadership Seminar (Cross-Listed IñU 295)

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Spring

### UNA 121: Introduction to Unangam Tunuu

This course is designed to introduce students to learning the eastern dialect of Unangam Tunuu. It focuses on developing elementary vocabulary and meaningful conversations about topics such as greetings, food, likes and dislikes, and hobbies. This course is designed to create the building blocks for students to participate in casual conversation.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Fall
<b>Fees</b>	
<b>\$30</b>	

### UNA 194: Novice Unangam Tunuu

This course is a follow-up to Introduction to Unangam Tunuu, with a focus on building vocabulary to talk about your daily routine and strengthening speaking and listening skills.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">UNA 121: Introduction to Unangam Tunuu</a>
<b>Semester Offered</b>	Spring

## Anthropology

### ANTH 100: Individuals, Society, and Culture

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ENGL 111</a> or concurrent enrollment in <a href="#">ENGL 111</a> .
<b>Semester Offered</b>	Fall

## ANTH 203: Indigenous Sciences and Traditional Ecological Knowledge

This course (including laboratory) 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.

<b>Credits</b>	4.0
<b>Prerequisites</b>	English 111; Placement in Math 105; or permission of instructor.
<b>Semester Offered</b>	Spring
<b>Fees</b>	
See fee schedule for lab fees.	

## ANTH 242: Native Cultures of Alaska

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/>).

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ENGL 111</a> or permission of instructor
<b>Semester Offered</b>	Fall

## Art

### ART 105: Beginning Drawing

This course serves as an introduction to the basic elements in drawing. Emphasis is placed on a variety of techniques and media.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Fall
<b>Fees</b>	
See fee schedule for material fees.	

### ART 113: Introduction to Painting

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Spring
<b>Fees</b>	
See fee schedule for material fees.	

### ART 181: Introduction to Arctic Photography (Cross-listed as DA 181)

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	As demand warrants

### ART 190: Working with Digital Media (Cross-listed as DA 190)

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Fall (Odd years)

### ART 200: Aesthetic Appreciation: Interrelation of Art, Drama, and Music

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ENGL 111</a>
<b>Semester Offered</b>	Spring

### ART 205: Intermediate Drawing

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ART 105</a> , or permission of instructor.
<b>Semester Offered</b>	As demand warrants
<b>Fees</b>	See fee schedule for material fees.

### ART 212: Baleen Art

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Spring
<b>Fees</b>	See fee schedule for material fees.
<b>Notes</b>	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.

### ART 220: Fundamentals of Carving

<b>Credits</b>	3.0
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### ART 281: Advanced Arctic Photography (Cross-listed as DA 281)

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

<b>Credits</b>	2.0
<b>Prerequisites</b>	<a href="#">ART 181</a> or permission of instructor.
<b>Semester Offered</b>	As demand warrants



# Biology

## BIOL 100: Human Biology

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 nonscience 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.

<b>Credits</b>	4.0
<b>Prerequisites</b>	Placement in <a href="#">ENGL 111</a> ; Placement in <a href="#">MATH 105</a> ; or permission of instructor.
<b>Semester Offered</b>	As demand warrants
<b>Fees</b>	
See fee schedule for lab fees.	

## BIOL 103: Biology and Society

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.

<b>Credits</b>	4.0
<b>Prerequisites</b>	Placement in <a href="#">ENGL 111</a> ; Placement in <a href="#">MATH 105</a> ; or permission of instructor.
<b>Semester Offered</b>	As demand warrants
<b>Fees</b>	
See fee schedule for lab fees.	

## BIOL 104: Natural History of Alaska

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.

<b>Credits</b>	4.0
<b>Prerequisites</b>	Placement in <a href="#">ENGL 111</a> ; Placement in <a href="#">MATH 105</a> ; or permission of instructor.
<b>Semester Offered</b>	Spring
<b>Fees</b>	
See fee schedule for lab fees.	

## BIOL 105: General Biology I

First semester of a two-semester biology series for science majors (including laboratory). 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.

<b>Credits</b>	4.0
<b>Prerequisites</b>	Placement in <a href="#">ENGL 111</a> ; Placement in Math 105, Recommended: high school biology or permission of instructor.
<b>Semester Offered</b>	Fall
<b>Fees</b>	
See fee schedule for lab fees.	

**BIOL 106: General Biology II**

Second semester of a two-semester biology series for science majors (including laboratory). This course will focus on ecology, genetics, diversity of life, plant structure and function. Meets the general education requirement for a 4-credit natural science course with laboratory.

<b>Credits</b>	4.0
<b>Prerequisites</b>	<a href="#">BIOL 105</a> or permission of instructor.
<b>Semester Offered</b>	Spring
<b>Fees</b>	
See fee schedule for lab fees.	

**BIOL 197: Individual Research Project (n)**

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.

<b>Credits</b>	1.0-3.0
<b>Prerequisites</b>	Placement in <a href="#">ENGL 111</a> ; Placement in <a href="#">MATH 105</a> ; completion of one high school or college science course.
<b>Semester Offered</b>	Fall Spring
<b>Fees</b>	
See fee schedule for lab fees.	

**BIOL 211: Human Anatomy and Physiology I**

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.

<b>Credits</b>	4.0
<b>Prerequisites</b>	Placement in <a href="#">ENGL 111</a> ; Placement in <a href="#">MATH 105</a> ; or permission of instructor. Recommended: <a href="#">CHEM 103</a> .
<b>Semester Offered</b>	Fall (Even Years)
<b>Fees</b>	
See fee schedule for lab fees.	

**BIOL 212: Human Anatomy and Physiology II**

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.

<b>Credits</b>	4.0
<b>Prerequisites</b>	<a href="#">BIOL 211</a> or permission of instructor.
<b>Semester Offered</b>	Spring (Odd Years)
<b>Fees</b>	
See fee schedule for lab fees.	

### BIOL 215: Topics in Modern Science

This course will explore current issues related to topics to health or biological science. These can include topics such as potential disease increases with a changing climate to plant, animal, and human health or advances in the use of biotechnological techniques.

<b>Credits</b>	1.0-3.0
<b>Prerequisites</b>	Placement in <a href="#">ENGL 111</a> ; Placement in <a href="#">MATH 105</a> ; or permission of instructor.
<b>Semester Offered</b>	Spring

### BIOL 240: Introduction to Microbiology

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.

<b>Credits</b>	4.0
<b>Prerequisites</b>	Placement <a href="#">ENGL 111</a> ; Placement in <a href="#">MATH 105</a> . and Successful completion of one high school or college level biology or chemistry course.
<b>Semester Offered</b>	Spring (Even Years)
<b>Fees</b>	
See fee schedule for lab fees.	

## Building Materials Technology

### BMT 111: Carpentry Maintenance I

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).

<b>Credits</b>	2.0
<b>Prerequisites</b>	<a href="#">CTT 101</a> or instructor permission.
<b>Semester Offered</b>	As demand warrants

### BMT 131: Electrical Maintenance I

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).

<b>Credits</b>	2.0
<b>Prerequisites</b>	<a href="#">CTT 101</a> or instructor permission.
<b>Semester Offered</b>	As demand warrants

## BMT 151: Plumbing Maintenance I

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; 0210712; 02111-12).

<b>Credits</b>	2.0
<b>Prerequisites</b>	<a href="#">CTT 101</a> or instructor permission.
<b>Semester Offered</b>	As demand warrants

## BMT 201: Introduction to Hydronic Systems

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).

<b>Credits</b>	1.0
<b>Prerequisites</b>	<a href="#">CTT 101</a> or instructor permission.
<b>Semester Offered</b>	Spring

## BMT 202: Fuel Gas & Fuel Oil Plumbing Systems Basics

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).

<b>Credits</b>	2.0
<b>Prerequisites</b>	<a href="#">CTT 101</a> or instructor permission.
<b>Semester Offered</b>	Fall

# Business

## BUS 102: Personal Finance

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	As demand warrants

## BUS 105: Business Math

This course explores the application of business math used in the business and accounting industry. It focuses on the mathematical processes of day-to-day business operations. Topics include banking, payroll, taxes, and insurance. Upon completion, students will be able to calculate simple and compound interest, inventory and turnover, and depreciation and measurement.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Completion of <a href="#">MATH 060B</a> , or ACCUPLACER QAS score >250, or permission of instructor.
<b>Semester Offered</b>	Fall Spring

## BUS 106: Time Management

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	Fall

**BUS 107: Proofreading and Editing**

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.

<b>Credits</b>	2.0
<b>Semester Offered</b>	Spring

**BUS 108: Ten Key Mastery**

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

<b>Credits</b>	1.0
<b>Semester Offered</b>	Fall Spring

**BUS 109: Business English**

This course will develop student skills in English fundamentals with an emphasis on language usage. This course includes an intensive study on grammar, punctuation, capitalization, spelling, word usage, and sentence structure. Students will also develop skills in writing business documents, with an emphasis on e-mails, letters, memos, reports, and presentations.

<b>Credits</b>	3.0
<b>Prerequisites</b>	ENGL 075B, or ACCUPLACER Reading score of >270, or permission of instructor.
<b>Semester Offered</b>	As demand warrants

**BUS 119: Office Finance**

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	Fall Spring

**BUS 151: Introduction to Business**

In this course, students will learn about business organization and structure and business ownership. Students will also be introduced to major business functions including management, marketing, human resources, economics, production, and finance. Opportunities and requirements for professional business careers are also discussed.

<b>Credits</b>	3.0
<b>Prerequisites</b>	ACCUPLACER Writing score of 6 or higher or permission of instructor.
<b>Semester Offered</b>	Fall Spring

**BUS 155: Human Relations**

This course provides a survey of human relations to include attitudes, self-concepts, personal communication styles, motivation, goal setting, and ethics. Students will also discuss managing change as applied to the business environment, and the foundational elements of professionalism in workplace relationships.

<b>Credits</b>	3.0
<b>Prerequisites</b>	ACCUPLACER Writing score of 6 or higher or permission of instructor.
<b>Semester Offered</b>	Fall Spring

**BUS 157: Introduction to Tourism**

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	As demand warrants

**BUS 175: Customer Service**

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">BUS 151</a> recommended.
<b>Semester Offered</b>	Spring

**BUS 182: Office Procedures**

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Fall Spring

**BUS 198: Independent Project**

Project will include learning and applying business concepts to significant problems and demonstrating the result to others.

<b>Credits</b>	1.0-3.0
<b>Prerequisites</b>	Permission of instructor.
<b>Semester Offered</b>	As demand warrants

**BUS 199/299: Practicum in Business Management**

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.

<b>Credits</b>	1.0-3.0
<b>Prerequisites</b>	Permission of instructor.
<b>Semester Offered</b>	As demand warrants

**BUS 203: Records Management**

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Current enrollment in or completion of <a href="#">BUS 182</a> ; or permission of instructor.
<b>Semester Offered</b>	Spring

**BUS 220: Applied Business Communication**

This course will teach students the processes and conventions of business and technical communication. In this course there will be an emphasis on creating, designing, and formatting business documents. Students will also learn how to convey technical information in a manner that is easy to read and understand.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ENGL 111</a> , <a href="#">BUS 109</a> , or permission of instructor.
<b>Semester Offered</b>	Fall

**BUS 232: Contemporary Management Practices**

This course 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. Students will be encouraged to align Iñupiaq values with the concepts, discussions, and assignments of this course.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">BUS 151</a> or permission of instructor.
<b>Semester Offered</b>	Spring

**BUS 233: Financial Management**

This course emphasizes money and capital markets, investments, corporate finance, and the universal application of each for a more micro-oriented realistic approach to finance. Money, capital markets, and financial instruments begin the course study with investment theory developed to guide the student's choice of financial instruments.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">BUS 151</a> or permission of instructor.
<b>Semester Offered</b>	Fall

**BUS 234: Human Resources Management**

This course introduces the major human resources management functions in organizations. Emphasis is placed on staffing; training and development; employee relations; labor relations; employment law; workplace health, safety and security; compensation and benefits; job analysis; and job design.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">BUS 151</a> or permission of instructor.
<b>Semester Offered</b>	Fall

**BUS 253: Grant Writing Essentials**

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Knowledge of Microsoft Word and Excel, research ability and an ACCUPLACER Reading score of 270 or higher w/Writing score.
<b>Semester Offered</b>	As demand warrants

**BUS 254: Introduction to Organization Management**

This course introduces concepts of organization management. Students will deepen their understanding of human behavior, discuss motivation and engagement; and methods for evaluating and monitoring employees. In this course, students will also learn about group and team dynamics, and the importance of emotional intelligence when working with and managing others.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">BUS 151</a> and <a href="#">BUS 155</a> ; or permission of instructor.
<b>Semester Offered</b>	Spring

**BUS 255: Grant Compliance and Reporting**

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Knowledge of Microsoft Word and Excel, research ability and an ACCUPLACER Reading score of 270 or higher w/Writing score.
<b>Semester Offered</b>	As demand warrants



**BUS 260: Modern Marketing Strategies**

This course emphasizes the management and coordination of all marketing and promotional elements such as advertising, branding, marketing, public relations, sales promotion, and social media. Students will learn how to build a brand that attracts long-term loyalty from customers.

<b>Credits</b>	<b>3.0</b>
<b>Prerequisites</b>	<a href="#">BUS 151</a> or permission of instructor.
<b>Semester Offered</b>	Fall

**BUS 263: Public Relations**

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.

<b>Credits</b>	<b>3.0</b>
<b>Semester Offered</b>	As demand warrants

**BUS 278: Economic Development in Alaska**

In this course, students will explore past and current economic development activities in Alaska, with particular focus on tribal development and influences. Topics covered include sharing and exchanging goods, early development, small business and entrepreneurship development, workforce development and external influences on the economic conditions of Alaskans.

<b>Credits</b>	<b>3.0</b>
<b>Prerequisites</b>	<a href="#">BUS 151</a> or permission of instructor.
<b>Semester Offered</b>	Fall

**BUS 279: Economic Development on the North Slope**

In this course, students will explore past and current economic development activities in Alaska, with particular focus on tribal development and influences. Topics covered include sharing and exchanging goods, early development, small business and entrepreneurship development, workforce development and external influences on the economic conditions of Alaskans. Students will also consider how to balance subsistence with a cash economy and the impacts of existing and future industry development in the state.

<b>Credits</b>	<b>1.0-3.0</b>
<b>Prerequisites</b>	<a href="#">BUS 151</a> or permission of instructor.
<b>Semester Offered</b>	As demand warrants

**BUS 333: Financial Management**

This course teaches how managers use financial management techniques to assess the financial health and viability of a company and maximize return on investments. Students will learn how to utilize financial management knowledge to make better management decisions.

<b>Credits</b>	<b>3.0</b>
<b>Prerequisites</b>	<a href="#">BUS 233</a> or permission of instructor.
<b>Semester Offered</b>	Fall

**BUS 341: Business Law**

This course provides an introduction to law and explores the legal problems facing businesses. Students learn about business organization, commercial paper, agency, property, creditors, and Uniform Commercial Code. In this course, students will discuss the intricacies of fair credit reporting, the Privacy Act, and the legalities of business relationships.

<b>Credits</b>	<b>3.0</b>
<b>Prerequisites</b>	Upper division standing or permission of instructor.
<b>Semester Offered</b>	Spring



**BUS 350: Technology and Business**

This course teaches students how information technology can be used to achieve competitive advantage in a business environment. Students will discuss how technology can improve decision-making, business processes, operations, and organizational design. Students will study analysis concepts and computer-based tools used in business information systems.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Upper division standing or permission of instructor.
<b>Semester Offered</b>	Spring

**BUS 355: Quantitative Analysis**

This course offers an introduction to quantitative reasoning methods used for business applications. Topics covered will be analyzing and creating graphs, survey techniques, preparing surveys and analysis of data. Emphasis will be placed on the importance of statistical analysis to promote effective problem-solving and managerial decision-making in the business world.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Upper division standing or permission of instructor.
<b>Semester Offered</b>	Fall

**BUS 360: Project Management**

In this course, students examine the aspects of project management. Emphasis will be placed on project management topics such as project management practices, planning, internal and external communication, monitoring, budgeting, and scheduling, project completion. This course covers key components of quality management, human resource considerations, communications, and risk management.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Upper division standing or permission of instructor.
<b>Semester Offered</b>	Spring

**BUS 365: Operations Strategy**

This course explores how managerial processes are used to build effective operations in relationships. Topics include operations strategy, process design, capacity planning, facilities location and design, production scheduling, inventory control, and quality assurance. This course also assesses a firm's competitive position through cost, quality, and innovativeness.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Upper division standing or permission of instructor.
<b>Semester Offered</b>	Spring

**BUS 401: Cultural Values and Business Ethics**

This course covers the impact of ethics in personal and professional situations, ethical decision making, workplace diversity, and politics. Students will discuss Iñupiaq and other cultural values, ethical theories, and issues of moral thought. This course examines how organization structure and management processes can be designed to promote ethical behavior.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Upper division standing or permission of instructor.
<b>Semester Offered</b>	Fall

**BUS 418: Current Topics in Business**

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Upper division standing or permission of instructor (requires 2.0 of better GPA.
<b>Semester Offered</b>	As demand warrants

### BUS 430: Organizational Design, Change, and Development

This course focuses on developing strategies and structures that impact organizational design and change. Students will review the effective elements of an organization. This course examines the design, development, culture, and change management of organizations, and how training and development can contribute to the needs of the organization.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">BUS 234</a> or permission of instructor.
<b>Semester Offered</b>	Spring

### BUS 432: Strategic Management

In this course, students will learn how managers establish and achieve organizational goals through a strategic decision-making process. Students will evaluate short- and long-term perspectives and effectiveness and efficiency tradeoffs. In this course, students will study the process of strategic analysis, strategy formulation, and strategic leadership.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Upper division standing or permission of instructor.
<b>Semester Offered</b>	Spring

### BUS 439: Managing a Culturally Diverse Organization

Using Inupiaq 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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Upper division standing or permission of instructor.
<b>Semester Offered</b>	Fall

### BUS 499: Internship in Business Administration

Students will prepare an original paper of research and analysis and will present findings and conclusions. Alternatively, students may select an experiential learning opportunity (internship) with advisor approval of both a location and role.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Completion of all core (Accounting, Business, and IT) coursework; or permission of instructor.
<b>Semester Offered</b>	As demand warrants

### ECON 121: Microeconomics

This course covers basic microeconomic concepts. Topics include recession and depression, the circular flow of production and consumption, the role of the market in the economy, wage and price movements, the functions of markets in capitalism, and government interference in free markets.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">BUS 151</a> or permission of instructor.
<b>Semester Offered</b>	Spring

### ECON 221: Macroeconomics

This course introduces students to concepts and measurements of income, aggregate demand and supply, price levels, employment, and economic growth. National income, national output, unemployment and inflation rates, and business cycle fluctuations will be discussed. Students will describe economic situations and prepare predictions regarding economic growth or decline.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">BUS 151</a> or permission of instructor.
<b>Semester Offered</b>	Fall

### ESBM 126: Small Business Planning for Childcare

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	As demand warrants

### ESBM 152: Entrepreneurship

This course is an introduction to business start-ups and competitive advantage in the business market. Students will be able to identify and evaluate new business ideas, identify capital sources for new entrepreneurial ventures, and elements of a business plan. Students will develop a business plan.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Fall

### ESBM 273: Small Business Management

This course addresses the process of starting, managing, or owning a small business. Students learn the operation of a business by focusing on ownership, business operations, management, and career opportunities within a small business environment.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">BUS 151</a> or permission of instructor.
<b>Semester Offered</b>	As demand warrants

### ESBM 373: Small Business Strategy and Entrepreneurship

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Upper division standing or permission of instructor.
<b>Semester Offered</b>	As demand warrants

# Carpentry

## CARP 101: Carpentry, Level I

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.

Module Info	
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)	
Credits	1.0-5.0
Prerequisites	Complete <a href="#">CTT 101</a> ; Pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.
Semester Offered	As demand warrants
Fees	
See fee schedule for material fees.	

## CARP 111: Carpentry I, Skill Lab

Required hands-on proficiency development on skills taught in Carpentry Level I, CARP 101.

Credits	1.0
Prerequisites	Complete <a href="#">CTT 101</a> , pass a drug test and ACCUPLACER PreAlgebra math score of 20 or higher; or permission of instructor.
Semester Offered	As demand warrants
Fees	
See fee schedule for material fees.	

## CARP 201: Carpentry, Level II

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.

Module Info	
<b>Module A (1cr): Roofing Applications (NCCER Modules 27202)</b> <b>Module B (1cr): Exterior Finishing, Thermal and Moisture Protection (NCCER Modules 27203, 27204)</b> <b>Module C (1cr): Cold-Formed Steel Framing, Suspended Ceilings (NCCER Modules 27205, 27209)</b> <b>Module D (1cr): Drywall Installation, Drywall Finishing (NCCER Modules 27206, 27207)</b> <b>Module E (1cr): Doors &amp; Door Hardware, (NCCER Modules 27208)</b> <b>Module F (1cr): Windows, Door, Floor, &amp; Ceiling Trim; Cabinet Installation (NCCER Modules 27210, 27211)</b>	
<b>Credits</b>	1.0-6.0
<b>Prerequisites</b>	<a href="#">CTT 101</a> ; <a href="#">CARP 101</a> & 111; MTHC 101A or equivalent; or permission of instructor. Pass a drug test and ACCUPLACER Arithmetic score of 250 or higher.
<b>Semester Offered</b>	As demand warrants
Fees	
See fee schedule for material fees.	

## CARP 211: Carpentry II, Skill Lab

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.

<b>Credits</b>	2.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> ; <a href="#">CARP 101</a> , <a href="#">CARP 111</a> ; MTHC 101A; pass a drug test and an ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.
<b>Semester Offered</b>	As demand warrants
Fees	
See fee schedule for material fees.	

## Chemistry

### CHEM 100: Chemistry and Society

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.

<b>Credits</b>	4.0
<b>Prerequisites</b>	Placement in ENGL 075B; Placement in MATH 060A; or permission of instructor.
<b>Semester Offered</b>	Spring (Even Years)
Fees	
See fee schedule for lab fees.	

**CHEM 103: Basic General Chemistry**

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.

<b>Credits</b>	4.0
<b>Prerequisites</b>	Placement in <a href="#">ENGL 111</a> ; Placement in <a href="#">MATH 105</a> , or permission of instructor.
<b>Semester Offered</b>	Fall (Odd years)
<b>Fees</b>	
See fee schedule for lab fees.	

**CHEM 104: Survey of Organic and Biochemistry**

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.

<b>Credits</b>	4.0
<b>Prerequisites</b>	<a href="#">CHEM 103</a> or permission of instructor.
<b>Semester Offered</b>	As demand warrants
<b>Fees</b>	
See fee schedule for lab fees.	

**CHEM 105: General Chemistry I**

This course (including laboratory) is an introduction to general chemistry and explores topics to a much greater depth than preparatory courses. Topics include: measurement, energy and matter, periodic trends, chemical composition, chemical reactions, solutions, bond theory, gases, thermodynamics, and problem-solving (applied mathematics). This meets the general education requirements for a 4-credit natural science course with laboratory.

<b>Credits</b>	4.0
<b>Prerequisites</b>	Completion of <a href="#">MATH 105</a> and placement into <a href="#">ENGL 111</a>
<b>Semester Offered</b>	Fall (Even Years)
<b>Fees</b>	
See Fee Schedule for Lab Fees	

**College & Career Skills****CCS 011: Intensive Foundational Studies**

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.

<b>Credits</b>	1.0-6.0
<b>Prerequisites</b>	Enrollment in foundation studies courses and referral from both the Dean of Students and Dean of Academic Affairs.
<b>Semester Offered</b>	As demand warrants

### CCS 021: College Prep Skills for High School Students

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.

<b>Credits</b>	2.0
<b>Semester Offered</b>	Fall Spring

### CCS 060: Career Exploration

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	Fall Spring

### CCS 080: English for Second Language Speakers

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.

<b>Credits</b>	1.0-3.0
<b>Prerequisites</b>	Permission of instructor
<b>Semester Offered</b>	Fall Spring

### CCS 101: Tools for Success

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Fall Spring

### CCS 111: Aullaqisaagunnat: Seminar for the Start

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	Fall Spring

### CCS 120: Foundations for College Success

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 selfreflection. Students receive guidance and support as they develop habits that lead to a purposeful, productive, and personally satisfying college experience.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Fall Spring

## CCS 196: College Success Strategies

Designed to increase the skills necessary to achieve academic and career goals. Includes time management, goal setting, understanding motivation, and changing nonproductive 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.

<b>Credits</b>	2.0
<b>Semester Offered</b>	Fall Spring

## Communication

### COMM 131: Fundamentals of Oral Communications: Group Context

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Fall Spring

## Construction Technology

### CTT 101: Introduction to Construction Skills

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Pass a drug test and ACCUPLACER Pre-Algebra math score of 20 or higher, or permission of instructor.
<b>Semester Offered</b>	Fall Spring

## CTT 103: Introduction to Welding

Basic welding procedures and safety practices used in cutting steel with oxyfuel equipment and shielded metal arc welding.

<b>Credits</b>	1.0
<b>Semester Offered</b>	As demand warrants
<b>Fees</b>	See fee schedule for material fees.

### CTT 104: Pipeline Insulation, Level I

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Pass a drug test and an ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.
<b>Semester Offered</b>	As demand warrants



**CTT 105: Scaffolding, Level I**

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.

<b>Credits</b>	<b>3.0</b>
<b>Prerequisites</b>	<b>Pass a drug test and ACCUPLACER Pre-Algebra math score of 20, or permission of instructor.</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**CTT 112: Construction Codes and Regulations**

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.

<b>Credits</b>	<b>3.0</b>
<b>Prerequisites</b>	<b>None</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**CTT 121: Construction Drawings & Specifications**

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.

<b>Credits</b>	<b>3.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**CTT 122: Construction Estimating**

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.

<b>Credits</b>	<b>3.0</b>
<b>Prerequisites</b>	<b>None</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**CTT 145: Introduction to Weatherization**

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.

<b>Credits</b>	<b>1.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**CTT 146: Weatherization Technician, Level I**

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 Info	
<b>Module A (1cr): Wood &amp; Masonry Methods; thermal &amp; moisture Protection (NCCER Modules 33102, 27203)</b> <b>Module B (1cr): Thermal &amp; moisture Protection; Sealing the building envelope (NCCER Module 27203, 59106)</b> <b>Module C (1cr): Sealing the building envelope; insulating pipes, ducts, &amp; water Heaters (NCCER Modules 59106, 59103)</b>	
<b>Credits</b>	<b>3.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**CTT 170: Project Supervision**

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.

<b>Credits</b>	<b>3.0</b>
<b>Prerequisites</b>	<b>Permission of instructor.</b>
<b>Semester Offered</b>	<b>Fall</b>

**CTT 171: Communication for the Construction Trades**

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.

<b>Credits</b>	<b>3.0</b>
<b>Semester Offered</b>	<b>Fall</b>

**CTT 172: Fundamentals of Crew Leadership**

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.

<b>Credits</b>	<b>1.0</b>
<b>Semester Offered</b>	<b>Fall Spring</b>

**CTT 270: Project Management**

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 preconstruction 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.

<b>Credits</b>	<b>4.0</b>
<b>Semester Offered</b>	<b>Spring</b>

**CTT 299: Construction Technology Internship**

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.

<b>Credits</b>	1.0-3.0
<b>Prerequisites</b>	Permission of instructor.
<b>Semester Offered</b>	As demand warrants

**WFDM 104: Protected Species Observer (PSO/MMO)**

<b>Credits</b>	0.5
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**WFDM 201: Able Seaman**

<b>Credits</b>	2.0
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## Data Analysis

**DATA 127: Presenting Data Effectively**

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.

<b>Credits</b>	2.0
<b>Prerequisites</b>	Math 060A and let 140A or permission of instructor.
<b>Semester Offered</b>	As demand warrants

**DATA 140: Computer Spreadsheets**

DATA 140: Computer Spreadsheets

This course introduces students to the use of spreadsheets as a business tool. This course introduces fundamental, intermediate, and advanced spreadsheet concepts and operations. Students will learn to create, format, and revise spreadsheets. Students will also learn how to create and manipulate graphs and other visual sources of data. This course is offered in 1-credit modules.

Module Info	
<b>Module A (1cr)</b> <b>Module B (1cr): Prerequisite: Successful completion of DATA 140A or permission of instructor</b> <b>Module C (1cr): Prerequisite: Successful completion of DATA 140B or permission of instructor</b>	
<b>Credits</b>	1.0-3.0
<b>Semester Offered</b>	Fall Spring

**DATA 180: Database Design Fundamentals**

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Fall

## DATA 227: Introduction to Programming

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">BUS 105</a> or <a href="#">MATH 105</a> and <a href="#">DATA 127</a> or permission of instructor.
<b>Semester Offered</b>	Spring

## Dental Therapy

### DHAT 101: Introduction to Dental Therapy

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Admission to Dental Therapy program
<b>Semester Offered</b>	Summer

## DHAT 125: Operative

This course introduces and develops the skills needed to complete operative dental procedures. Skills include paying attention to detail, visualizing three-dimensional relationships, hand-eye coordination, and critical evaluation. The material will be presented in lecture, laboratory, web-based, and self-study format.

Module Info	
<b>Module A (5.5cr): Classification of basic cavity preparation design.</b> <b>Module B (4.0cr): Classification of complex cavity preparation design</b>	
<b>Credits</b>	5.5-9.5
<b>Prerequisites</b>	<a href="#">DHAT 101</a>
<b>Semester Offered</b>	Fall Spring

### DHAT 130: Introduction to Public Health

This course is designed to help students learn the basic principles of public health. Students will use an established framework, such as a logic model, to develop community projects. The course will provide introduction for students to complete a needs assessment, define a problem in their chosen community, write objectives, find data sources, and develop an evaluation plan. Throughout this course there will be a focus on communication with an emphasis on learning how to develop a presentation and being able to tell your story.

<b>Credits</b>	1.0
<b>Prerequisites</b>	<a href="#">DHAT 101.</a>
<b>Semester Offered</b>	Spring

**DHAT 135: Diagnosis and Treatment Planning**

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. Students complete comprehensive exams on patients and document these encounters in clinical notes.

<b>Credits</b>	2.0
<b>Prerequisites</b>	<a href="#">DHAT 154.</a>
<b>Semester Offered</b>	Spring

**DHAT 140: Behavioral Sciences: Ethics, Motivational Interviewing and Healthy Healers**

This course introduces the art and science of preventing dental disease through motivational interviewing. The student will learn how to provide targeted instruction on aspects of public health dentistry and work with individual patients and target populations. There will also be an emphasis on learning the legal aspects of the practice for Dental Health Aides and the ethical principles that guide professional practice. Some subtopics covered in Healthy Healers include developing your support system, historical trauma, setting boundaries and self-care.

<b>Credits</b>	2.5
<b>Prerequisites</b>	<a href="#">DHAT 101</a>
<b>Semester Offered</b>	Spring

**DHAT 151: Behavioral Sciences: Tobacco Addiction**

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.

<b>Credits</b>	1.0
<b>Prerequisites</b>	Admission to Dental Therapy program.
<b>Semester Offered</b>	Fall

**DHAT 152: Anatomy, Physiology, Pathology of the Head and Neck**

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.

<b>Credits</b>	2.0
<b>Prerequisites</b>	<a href="#">BIOL 100.</a>
<b>Semester Offered</b>	Fall

**DHAT 154: Cariology and Minimally Invasive Dentistry**

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.

<b>Credits</b>	1.0
<b>Prerequisites</b>	<a href="#">DHAT 101.</a>
<b>Semester Offered</b>	Fall

**DHAT 155: Local Anesthesia**

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.

<b>Credits</b>	1.0
<b>Prerequisites</b>	<a href="#">BIOL 100.</a>
<b>Semester Offered</b>	Spring

**DHAT 156: Hygiene and Periodontology**

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.

<b>Credits</b>	1.0
<b>Prerequisites</b>	<a href="#">DHAT 101.</a>
<b>Semester Offered</b>	Summer

**DHAT 160: Infection Control**

Students will learn and demonstrate the infection control principles necessary for dental health aide therapists to operate safely within a dental office and to prevent the spread of microbial diseases. Topics covered include microbiology of infectious disease, transmission of disease, personal protective equipment, and current infection control best practices. This course occurs in both a classroom and clinical setting.

<b>Credits</b>	1.0
<b>Prerequisites</b>	Admission to Dental Therapy degree program.
<b>Semester Offered</b>	Summer

**DHAT 201: Dental Therapy Lecture**

This course is designed to expand the knowledge of Dental Health Aide Therapy students with an emphasis on critical thinking.

**Module Info**

**Module A (1.5 cr):** Oral surgery, operating room dentistry, pharmacology, and emergency dental care (Prerequisite - completion of all DHAT 100-level courses)

**Module B (4.5 cr):** Research, professionalism, oral surgery, working with pediatric patients and patients with special health care needs (Prerequisite - completion of all DHAT 100-level courses and DHAT 201A)

**Module C (2 cr):** Pulpal and periapical diagnoses, traumatic dental injury, radiographic oral pathology, pediatric care, periodontal disease, prevention, and denture repair (Prerequisite: Prerequisite - completion of all DHAT 100-level courses and DHAT 201B)

**Module D (2 cr):** Prevention topics and research-based topics (completion of all DHAT 100-level courses and DHAT 201C)

<b>Credits</b>	1.5-10.0
<b>Prerequisites</b>	See modules for prerequisites
<b>Semester Offered</b>	Fall Spring Summer

**DHAT 211: Clinic**

During this course students will provide patient care in a clinical setting. Care can include diagnosis, treatment planning, preventive services, operative services, extractions, and other procedures in the DHAT scope of practice. Care can be provided to patients at any stage of life.

Module Info	
<b>Module A (3.5 cr): Application of dental therapy scope of practice in a clinical setting; Clinical, Level 1 (Prerequisite: completion of all DHAT 100-level courses)</b> <b>Module B (4.5cr): Application of dental therapy scope of practice in a clinical setting; Clinical, Level 2 (Prerequisite: DHAT 211A)</b> <b>Module C (5 cr): Application of dental therapy scope of practice in a clinical setting; Clinical, Level 3 (Prerequisite: DHAT 211B)</b> <b>Module D (4 cr): Application of dental therapy scope of practice in a clinical setting; Clinical, Level 4 (Prerequisite: DHAT 211C)</b>	
<b>Credits</b>	3.5-17.0
<b>Prerequisites</b>	Successful completion of Year 1 of Dental Therapy program.
<b>Semester Offered</b>	Fall Spring Summer

**DHAT 242: Community Clinical Rotations I**

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 weeklong modules in remote Alaska Native villages in the first semester of the second year as scheduled.

<b>Credits</b>	3.0
<b>Prerequisites</b>	DHAT 211A.
<b>Semester Offered</b>	Fall

**DHAT 243: Community Clinical Rotations II**

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 weeklong modules in remote Alaska Native villages in the second semester of the second year as scheduled.

<b>Credits</b>	3.0
<b>Prerequisites</b>	DHAT 211A.
<b>Semester Offered</b>	Spring

**Digital Arts****DA 106: Producing Creative Educational Videos**

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 opensource 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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	As demand warrants

**DA 124: Techniques in Filmmaking**

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	As demand warrants

**DA 135: Introduction to Graphic Design**

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.

<b>Credits</b>	1.0
<b>Prerequisites</b>	<a href="#">IT 117</a> or permission of instructor.
<b>Semester Offered</b>	As demand warrants

**DA 181: Introduction to Arctic Photography (Cross-listed ART 181)**

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	As demand warrants

**DA 190: Working with Digital Media (Cross-listed as ART 190)**

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.

<b>Credits</b>	1.0-3.0
<b>Semester Offered</b>	As demand warrants

**DA 281: Advanced Arctic Photography (Cross-listed as ART 281)**

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

<b>Credits</b>	2.0
<b>Prerequisites</b>	<a href="#">DA 181</a> or permission of instructor.
<b>Semester Offered</b>	As demand warrants

**Driver Education****DE 078 (lab): Online Alaska DMV Test Preparation**

This course supports students with review material and allows the opportunity to complete the Class D driver's license online.

CEU or Continuing Education Units

<b>Credits</b>	0.1
<b>Semester Offered</b>	As demand warrants

**DE 079 (lab): Online Alaska DMV Test Preparation**

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.

CEU or Continuing Education Units

<b>Credits</b>	1.0
<b>Semester Offered</b>	As demand warrants



### DE 080: Driver's Education Test Preparation of Written Exam

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.

CEU or Continuing Education Units

<b>Credits</b>	1.0
<b>Semester Offered</b>	As demand warrants

### DE 081: Behind the Wheel Driving

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.

CEU or Continuing Education Units

<b>Credits</b>	2.0-3.0
<b>Semester Offered</b>	As demand warrants

### DE 082: Behind the Wheel Proctoring

This is a proctoring course that will allow the student to take the Alaska Department of Motor Vehicles driver's License Examination

CEU or Continuing Education Units

<b>Credits</b>	0.1
<b>Semester Offered</b>	As demand warrants

### DE 084: Basic Driver Education

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	Fall Spring
<b>Fees</b>	
See fee schedule for course fees.	

## Economics

### ECON 100: Political Economy (Cross-listed as PS 100)

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Completion of or concurrent enrollment in <a href="#">ENGL 111</a> .
<b>Semester Offered</b>	Spring

# Education

## ED 101: Introduction to the Early Childhood Profession

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.

Credits	3.0
Semester Offered	Fall

## ED 111: Best Practices for Paraprofessionals

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 Info	
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.	
Credits	1.0-3.0
Semester Offered	Fall Spring

## ED 118: Topics in Education

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.

Credits	1.0-3.0
Prerequisites	None.
Semester Offered	As demand warrants

## ED 135: Explorations in the Early Childhood Classroom

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.

Credits	1.0-3.0
Prerequisites	background check may be required.
Semester Offered	As demand warrants

## ED 140: Teaching for Alaska's Future

Participants will investigate five core practices in place-based teaching and classroom management. For students interested in pursuing a teaching certification program, this course provides an introduction to the profession and an overview of pathways to teaching in Alaska.

Credits	3.0
Semester Offered	As demand warrants

### ED 199: Practicum

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

<b>Credits</b>	1.0-3.0
<b>Prerequisites</b>	ED 104 or permission of instructor; successful criminal background check.
<b>Semester Offered</b>	Fall Spring

### ED 204: Family and Community Partnerships

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	As demand warrants

### ED 205: Early Child Development

Course focuses on the growth and development of young children during the critical period from conception through age three. Course content includes an examination of developmental domains, historical and research-based theories, cultural perspectives, environmental influences on development, building effective relationships with children and families, as well as an overview of developmentally appropriate programs serving infants and toddlers. Ten hours of field observation are required.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Prerequisites: <a href="#">ED 101</a> or permission of instructor; successful criminal background check if applicable.
<b>Semester Offered</b>	Spring

### ED 206: Child & Adolescent Development and Learning

This course covers the physical, social-emotional, cognitive, and language development of children from birth through early adolescence (age 12). Classic and contemporary learning theories as well as human development theory are presented with attention given to cultural considerations, developmentally appropriate teaching practices, and responsive curriculum. Ten hours of field observation experience is required.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ED 205</a> or permission of instructor. Documentation of clear background check required.
<b>Semester Offered</b>	Spring

### ED 220: Guidance in Early Childhood

This course explores the historical foundations of positive guidance principles as well as research-based strategies for supporting the healthy social-emotional and cognitive development of your children. Course content emphasizes developmentally appropriate guidance techniques, family involvement, cultural influences, and professional self-reflection.

<b>Credits</b>	<b>3.0</b>	
<b>Prerequisites</b>	<a href="#">ED 101: Introduction to the Early Childhood Profession</a> <a href="#">ED 205: Early Child Development</a>	ED 101 or ED 205 or by instructor permission
<b>Semester Offered</b>	Fall/Spring	

### ED 227: Language and Creative Expression

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.

<b>Credits</b>	<b>3.0</b>	
<b>Prerequisites</b>	<a href="#">ED 205</a> or permission of instructor; successful criminal background check.	
<b>Semester Offered</b>	As demand warrants	

### ED 229: Teaching Children's Health and Wellness

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.

<b>Credits</b>	<b>3.0</b>
<b>Prerequisites</b>	<a href="#">ED 101</a> or permission of instructor.
<b>Semester Offered</b>	As demand warrants

# Electrical

## ELEC 101: Electrical, Level 1

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.

Module Info	
<b>Module A (1cr): Orientation to the Trade, Electrical Safety, Circuits and Theory (NCCER Modules 26101, 26102, 26103, 26104)</b> <b>Module B (1cr): NEC, Device Boxes, Handbending (NCCER Modules 26105, 26106, 26107)</b> <b>Module C (1cr): Raceways and Fittings, Conductors and Cables (NCCER Modules 26108, 26109)</b> <b>Module D (1cr): Elect. Construction Drawings, Residential Services, Test Equipment (NCCER Modules 26110, 26111, 26112)</b>	
<b>Credits</b>	1.0-4.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> ; Pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.
<b>Semester Offered</b>	Fall Spring
Fees	
\$50 per module For materials.	

## ELEC 106: Electrical Blueprints and Design

Introduction to reading and working with blueprints for residential and commercial construction and understanding a typical set of building plans.

Module Info	
<b>Module A (1cr): Introduction, Types of Drawings, Materials, Specifications</b> <b>Module B (1cr): Reading Prints, Estimates, Projects</b>	
<b>Credits</b>	1.0-2.0
<b>Semester Offered</b>	Fall
Fees	
See fee schedule for material fees.	

## ELEC 111: Electrical I, Skill Lab

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.

<b>Credits</b>	2.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> , pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.
<b>Semester Offered</b>	Fall
Fees	
See fee schedule for material fees.	

### ELEC 166: Introduction to National Electric Code (NEC)

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.

<b>Credits</b>	2.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> , <a href="#">ELEC 101</a> , <a href="#">ELEC 111</a> ; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or Permission of instructor.
<b>Semester Offered</b>	Fall
<b>Fees</b>	
See fee schedule for material fees.	

### ELEC 201: Electrical, Level II

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.

<b>Credits</b>	6.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> , <a href="#">ELEC 101</a> , <a href="#">ELEC 111</a> ; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or Permission of instructor.
<b>Semester Offered</b>	Spring
<b>Fees</b>	
See fee schedule for material fees.	

### ELEC 202: Electrical, Level III

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.

<b>Credits</b>	7.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> , <a href="#">ELEC 201</a> , <a href="#">ELEC 211</a> ; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.
<b>Semester Offered</b>	As demand warrants
<b>Fees</b>	
See fee schedule for material fees.	

### ELEC 203: Electrical, Level IV

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.

<b>Credits</b>	8.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> , <a href="#">ELEC 202</a> , <a href="#">ELEC 212</a> ; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or Permission of instructor.
<b>Semester Offered</b>	As demand warrants
<b>Fees</b>	
See fee schedule for material fees.	

**ELEC 206: Commercial Wiring**

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.

Module Info	
Module A (1cr): Plans, specifications, and power distribution	
Module B (1cr): Branch, circuits, and feeders	
Module C (1cr): Lightening and services	
<b>Credits</b>	1.0-3.0
<b>Semester Offered</b>	Fall Spring
Fees	
See fee schedule for material fees.	

**ELEC 211: Electrical II, Skill Lab**

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.

<b>Credits</b>	2.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> , <a href="#">ELEC 101</a> , <a href="#">ELEC 111</a> ; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.
<b>Semester Offered</b>	Spring
Fees	
See fee schedule for material fees.	

**ELEC 212: Electrical III, Skill Lab**

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.

<b>Credits</b>	2.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> , <a href="#">ELEC 201</a> , <a href="#">ELEC 211</a> ; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.
<b>Semester Offered</b>	As demand warrants
Fees	
See fee schedule for material fees.	

**ELEC 213: Electrical IV, Skill Lab**

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.

<b>Credits</b>	2.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> , <a href="#">ELEC 202</a> , <a href="#">ELEC 212</a> ; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.
<b>Semester Offered</b>	As demand warrants
Fees	
See fee schedule for material fees.	

**ELEC 216: Applied NEC Study**

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 Info	
<b>Module A (1cr): Chapters 1-4, NEC</b> <b>Module B (1cr): Chapters 5-8, NEC</b> <b>Module C (1cr): Tables and Examples</b>	
<b>Credits</b>	1.0-3.0
<b>Semester Offered</b>	Spring

**ELEC 275: Advanced Electrical Topics**

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.

<b>Credits</b>	2.0
<b>Semester Offered</b>	Spring

**ELEC 276: Advanced Blueprints and Design**

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 Info	
<b>Module A (1cr): Residential and multifamily</b> <b>Module B (1cr): Commercial/industrial</b> <b>Module C (1cr): Advanced projects</b>	
<b>Credits</b>	1.0-3.0
<b>Semester Offered</b>	Fall Spring

**ELEC 289: Electrical Practicum I**

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.

<b>Credits</b>	1.0-3.0
<b>Semester Offered</b>	As demand warrants

**ELEC 299: Electrical Practicum II**

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.

<b>Credits</b>	1.0-3.0
<b>Semester Offered</b>	As demand warrants

## English

**ENGL 031: Writing Workshop**

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Appropriate ACCUPLACER Reading and Writing Score. Consult instructor or Registration
<b>Semester Offered</b>	Fall Spring



## ENGL 075: Integrated Reading & Writing

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Appropriate ACCUPLACER Reading and Writing Score. Consult instructor or Registration
<b>Semester Offered</b>	Fall Spring

## ENGL 111: Introduction to Academic Writing

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.

<b>Credits</b>	3.0
<b>Prerequisite or Corequisite</b>	
LS 101, or permission of instructor.	
<b>Prerequisites</b>	Appropriate ACCUPLACER Reading and Writing Score. Consult instructor or Registration.
<b>Semester Offered</b>	Fall Spring
<b>Notes</b>	
Students may also enroll with an ACCUPLACER score of 55-89 and concurrent enrollment in ENGL 031.	

## ENGL 118: Topics in English

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.

<b>Credits</b>	1.0-3.0
<b>Prerequisites</b>	No prerequisite or placement required.
<b>Semester Offered</b>	As demand warrants

## ENGL 200: World Literature

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.

<b>Credits</b>	3.0
<b>Prerequisite or Corequisite</b>	
LS 101	
<b>Prerequisites</b>	<a href="#">ENGL 111.</a>
<b>Semester Offered</b>	Fall

## ENGL 211: Academic Writing about Literature

Instruction in writing through close analysis of literature (poetry; drama; fiction; nonfiction; and more). The course focuses on critical examination of texts and research.

<b>Credits</b>	3.0
<b>Prerequisite or Corequisite</b>	
LS 101	
<b>Prerequisites</b>	<a href="#">ENGL 111.</a>
<b>Semester Offered</b>	Fall

## ENGL 213: Academic Writing about the Social and Natural Sciences

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.

<b>Credits</b>	3.0
<b>Prerequisite or Corequisite</b>	
LS 101	
<b>Prerequisites</b>	<a href="#">ENGL 111</a> .
<b>Semester Offered</b>	Spring

## ENGL 218: Themes in Literature

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.

<b>Credits</b>	3.0
<b>Prerequisite or Corequisite</b>	
LS 101	
<b>Prerequisites</b>	<a href="#">ENGL 111</a> .
<b>Semester Offered</b>	As demand warrants

## ENGL 271: Creative Writing Workshop

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Permission of instructor.
<b>Semester Offered</b>	As demand warrants

# Geoscience

## GEOS 100: Introduction to Earth Science

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.

<b>Credits</b>	4.0
<b>Prerequisites</b>	Placement in ENG 111; Placement in <a href="#">MATH 105</a> ; or permission of instructor.
<b>Semester Offered</b>	As demand warrants
<b>Fees</b>	
See fee schedule for lab fees.	

## GEOS 203: Indigenous Sciences and Traditional Ecological Knowledge

This course (including laboratory) 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.

<b>Credits</b>	4.0
<b>Prerequisites</b>	English 111; Placement in Math 105; or permission of instructor.
<b>Semester Offered</b>	Spring
<b>Fees</b>	
See fee schedule for lab fees.	

**GEOS 215: Topics in Modern Science**

This course will explore topics that are relevant to the environment today to include the local region, such as the effects of thawing permafrost on the land and infrastructure, and the effects of atmospheric and oceanic changes on seasonal hunting.

<b>Credits</b>	1.0-3.0
<b>Prerequisites</b>	Placement in <a href="#">ENGL 111</a> ; Placement in <a href="#">MATH 105</a> ; or permission of instructor.
<b>Semester Offered</b>	Spring

**GEOS 216: Climate Change and the Local Environment of Alaska**

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Placement into <a href="#">ENGL 111</a> and <a href="#">MATH 105</a> or instructor permission.
<b>Semester Offered</b>	Spring

## Health

**HLTH 020: Junior Public Health Educator**

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	Spring

**HLTH 101: Introduction to Health Profession**

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Fall

**HLTH 103: Introduction to Nutrition**

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Spring

**HLTH 204: Medical Terminology**

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Fall

**HLTH 270: Introduction to Pathology**

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">HLTH 204</a>
<b>Semester Offered</b>	Spring (Odd Years)

**HLTH 271: Introduction to Pharmacology**

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">HLTH 204</a>
<b>Semester Offered</b>	Spring (Even Years)

**HLTH 299: Allied Health Internship**

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.

<b>Credits</b>	1.0-3.0
<b>Prerequisites</b>	<a href="#">HLTH 101</a> , <a href="#">HLTH 204</a> , <a href="#">BIOL 211</a> , and concurrently taking <a href="#">BIOL 212</a> . Medical Coding internships also require <a href="#">HIM 110</a> , <a href="#">HIM 210</a> , <a href="#">HIM 211</a> , and <a href="#">HIM 215</a> , or by approval of the instructor or student's advisor.
<b>Semester Offered</b>	As demand warrants

**HLTH D101: Essentials of Dentistry**

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 dent

<b>Credits</b>	3.0
<b>Semester Offered</b>	As demand warrants

**HLTH D121: Chair-side Procedures I**

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.

<b>Credits</b>	4.0
<b>Prerequisites</b>	HLTH D101
<b>Semester Offered</b>	As demand warrants

## Health Information Management

**HIM 110: Intro to Health Information Management**

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	As demand warrants

## HIM 210: ICD-10-CM Coding

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">HLTH 204</a>
<b>Semester Offered</b>	As demand warrants

## HIM 211: CPD-4 Coding

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">HLTH 204</a>
<b>Semester Offered</b>	As demand warrants

## HIM 215: Health Insurance Claims Processing and Reimbursement

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">HLTH 204</a>
<b>Semester Offered</b>	As demand warrants

## Heavy Equipment Operations

### HEO 001: CDL – School Bus

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.

CEU or Continuing Education Units

<b>Credits</b>	0.4
<b>Prerequisites</b>	Valid driver's license for one year prior to CDL license and be 21 years or older or instructor permission.
<b>Semester Offered</b>	As demand warrants

**HEO 002: Limited Class A/CDL**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>2.0</b>
<b>Prerequisites</b>	<b>Valid Class D (Basic) driver license for one year prior to application for CDL license and be 18 years of age or older, or permission of instructor.</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**HEO 003: Limited Class B/CDL**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>2.0</b>
<b>Prerequisites</b>	<b>Valid Class D (Basic) driver license, valid and current Commercial Learner's Permit, and be 18 years of age or older, or instructor's permission.</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**HEO 004: CDL Tank Vehicles**

This course will prepare students to add the Tank Vehicle endorsement to their class A or B commercial driver's license.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.4</b>
<b>Prerequisites</b>	<b>Valid driver's license for one year prior to application for CDL license and be 18 years of age or older, or permission of instructor.</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**HEO 005: CDL – Hazardous Materials**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.4</b>
<b>Prerequisites</b>	<b>Valid Commercial Driver's License and be 21 years or older, or permission of instructor.</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**HEO 006: CDL – Passenger Vehicles**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.4</b>
<b>Prerequisites</b>	<b>Valid Commercial Driver's License and be 18 years or older, or permission of instructor.</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**HEO 007: CDL – Double/Triple**

This course will prepare students to add the Double/Triple endorsement to their Class A or B commercial driver's license.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.4</b>
<b>Prerequisites</b>	<b>Valid Commercial Driver's License and be 18 years of age or older, or permission of instructor.</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**HEO 008: CDL – Combination Vehicles**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.4</b>
<b>Prerequisites</b>	<b>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.</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**HEO 009: CDL – Air Brake Restriction**

This course will prepare students to pass the air brakes exam in order to remove the restriction from their commercial driver's license.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.4</b>
<b>Prerequisites</b>	<b>Valid Commercial Driver's License and be 18 years of age or older, or permission of instructor.</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**HEO 010: CDL – General Knowledge**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.8</b>
<b>Semester Offered</b>	<b>As demand warrants</b>
<b>Fees</b>	
<b>\$150</b>	

**HEO 011: Forklift Operator Training**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>1.6</b>
<b>Prerequisites</b>	<b>Student must be at least 18 years old and have a valid driver license or instructor's permission; Students must meet state and federal drug and alcohol guidelines.</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**HEO 101: Basic Rigging**

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.

<b>Credits</b>	<b>1.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**HEO 104: Introduction to Heavy Equipment Operations**

Familiarization of basic heavy equipment operations. Some basic construction surveying techniques on how to check trench depth. Basic Safety and Equipment pre-start requirements.

<b>Credits</b>	<b>2.0</b>
<b>Prerequisites</b>	<b>Permission of instructor; students must meet state and federal drug and alcohol guidelines.</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**HEO 105: Commercial Driver’s License – Written Test Prep**

Preparation for the written test component of the State of Alaska Commercial Driver’s License and completion of Entry Level Driver Training (ELDT) Theory. 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.

Credits	1.0
Prerequisites	Student must be at least 18 years old.
Semester Offered	Fall Spring

**HEO 108: Equipment Specific Training**

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.

CEU or Continuing Education Units

Credits	0.5-2.0
Semester Offered	As demand warrants

**HEO 150: Unrestricted Test Preparation – Class A**

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.

Credits	3.0
Prerequisites	Students must possess a Class B license and be able to possess a IA permit license on class day 1, have a current DOT Medical Card, be 18 years of age or older, and 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.
Semester Offered	As demand warrants



**HEO 175: Operation of Class B/CDL Vehicles**

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.

<b>Credits</b>	<b>2.0</b>
<b>Prerequisites</b>	<b>Students must have a valid and current Driver's License, Commercial Learner's Permit, valid and current DOT Medical Card, be 18 years or older, and 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.</b>
<b>Semester Offered</b>	<b>As demand warrants</b>
<b>Fees</b>	
See fee schedule for course fees.	

**HEO 176: Entry Level Operation of Class B or C Commercial Motor Vehicles**

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.

<b>Credits</b>	<b>1.0</b>
<b>Prerequisites</b>	<b>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; be 18 years of age or older; have a valid and current DOT Medical Card; and must meet state and federal drug and alcohol guidelines.</b>
<b>Semester Offered</b>	<b>As demand warrants</b>
<b>Fees</b>	
See fee schedule for course fees.	

### HEO 177: Operation Practice and Road Test Class B Commercial Driver

This unit will provide Pre-Trip, brake check inspection practice and behind-the-wheel exam with a state examiner. Applicants should have prior behind-the-wheel experience in the type of vehicle they choose to operate.

CEU or Continuing Education Units

<b>Credits</b>	1.0
<b>Prerequisites</b>	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 driver's permit with air brake endorsement; must have a valid DOT Medical Card; be 18 years of age or older; and meet all state and federal drug and alcohol guidelines.
<b>Semester Offered</b>	As demand warrants
<b>Fees</b>	
See fee schedule for course fees.	

### HEO 178: CDL Written, Entry Level Operation and Unrestricted Test Preparation

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.

<b>Credits</b>	6.0
<b>Prerequisites</b>	Must have a valid and current Alaska Driver's License, DOT Medical Card, and be 18 years of age or older.
<b>Semester Offered</b>	As demand warrants
<b>Fees</b>	
See fee schedule for course fees.	

# History

## HIST 100: Modern World History

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ENGL 111</a> or concurrent enrollment in <a href="#">ENGL 111</a> .
<b>Semester Offered</b>	Spring

## HIST 115: Alaska, Land, and its People

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/>).

<b>Credits</b>	3.0
<b>Semester Offered</b>	Spring

## HIST 131: U.S. History to 1865

U. S. History including the colonial period, revolution, formation of the constitution, western expansion, and the Civil War.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Fall

## HIST 132: U.S. History, 1865 to Present

Covers U.S. history from the reconstruction era to the present.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Spring

## HIST 200: Native American History

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ENGL 111</a> or permission of instructor.
<b>Semester Offered</b>	Fall

# Human Services

## HUMS 125: Introduction to Addictive Processes

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Fall (Even Years)

**HUMS 199: Practicum in Human Services**

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

<b>Credits</b>	1.0-3.0
<b>Prerequisites</b>	Any related HUMS course and permission of instructor.
<b>Semester Offered</b>	As demand warrants

**HUMS 205: Basic Principles of Group Counseling**

Concepts and techniques of working with small groups, including establishing group goals, effective group interaction, termination, and evaluation. Development of therapeutic group activities presented.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Spring (Odd Years)

**HUMS 210: Crisis Intervention and Grief Counseling**

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Fall (Odd years)

**HUMS 215: Individual Interviewing and Assessment**

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Fall (Odd years)

**HUMS 255: Substance Abuse Counseling**

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Spring (Even Years)

**HUMS 260: History of Alcohol in Alaska**

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	Spring (Odd Years)

**HUMS 271: Ethics in Human Services**

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Spring (Even Years)

## Humanities

### HUM 201: Unity in the Arts

Concentration on the interdependence of visual arts, performing arts, and literature as set against specific social, political, and cultural backgrounds of selected eras.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ENGL 111.</a>
<b>Semester Offered</b>	Fall

### JUST 110

<b>Credits</b>	3.0
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## Industrial Safety

### SAFE 001: OSHA 10 Hour Construction Safety Training

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.

CEU or Continuing Education Units

<b>Credits</b>	1.0-2.0
<b>Semester Offered</b>	As demand warrants

### SAFE 002: OSHA 10 Hour General Industry Safety Training

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 or Continuing Education Units

<b>Credits</b>	1.0-2.0
<b>Semester Offered</b>	As demand warrants

### SAFE 102: CEU Hydrogen Sulfide

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.

CEU or Continuing Education Units

<b>Credits</b>	0.1
<b>Semester Offered</b>	As demand warrants

### SAFE 103: Unescorted Training with H2S

The Unescorted and H2S Safety program for employees in the North Slope oil production area.

CEU or Continuing Education Units

<b>Credits</b>	0.9
<b>Semester Offered</b>	As demand warrants

### SAFE 104: 8-Hour HAZWOPER Annual Refresher

Required yearly refresher course for 40-Hour HAZWOPER or for the 24-Hour HAZWOPER technician level.

CEU or Continuing Education Units

<b>Credits</b>	0.8
<b>Semester Offered</b>	As demand warrants

**SAFE 106: NSTC Unescorted Training**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.8</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**SAFE 110: 40-Hour HAZWOPER**

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.

<b>Credits</b>	<b>1.0</b>
<b>Prerequisites</b>	<b>Students under age 18, must have parent/guardian permission.</b>
<b>Semester Offered</b>	<b>As demand warrants</b>
<b>Fees</b>	
<b>See fee schedule for course fees.</b>	

**SAFE 115: 24-Hour HAZWOPER Technician Level**

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.

<b>Credits</b>	<b>0.5</b>
<b>Semester Offered</b>	<b>As demand warrants</b>
<b>Fees</b>	
<b>See fee schedule for course fees.</b>	

**SAFE 119: Field Safety**

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.

<b>Credits</b>	<b>2.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**SAFE 121: Applied Basic Safety: General Industry**

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.

<b>Credits</b>	<b>1.0</b>
<b>Semester Offered</b>	<b>Fall/Spring</b>

**SAFE 122: Blood Borne Pathogens**

Hazards in the workplace; employees with potential for exposure; OSHA requirements; rights and responsibilities; program development and record keeping.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.4</b>
<b>Semester Offered</b>	<b>As demand warrants</b>
<b>Fees</b>	
<b>See fee schedule for course fees.</b>	

**SAFE 123: Standard First Aid and CPR w/AED**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.6</b>
<b>Semester Offered</b>	<b>As demand warrants</b>
<b>Fees</b>	
<b>See fee schedule for course fees.</b>	

**SAFE 124: Infant/Child CPR**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.3</b>
<b>Semester Offered</b>	<b>As demand warrants</b>
<b>Fees</b>	
<b>See fee schedule for course fees.</b>	

**SAFE 127: Adult CPR**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.4</b>
<b>Semester Offered</b>	<b>As demand warrants</b>
<b>Fees</b>	
<b>See fee schedule for course fees.</b>	

**SAFE 128: Wilderness Survival Skills**

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.

<b>Credits</b>	<b>1.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**SAFE 129: Pediatric First Aid CPR w/AED**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.8</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**SAFE 131: Health, Safety, and Environmental Technician**

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.

<b>Credits</b>	<b>4.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

### SAFE 132: 30-Hour Maritime Industry Safety & Health Standards

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	As demand warrants

### SAFE 133: 30-Hour Construction Safety & Health Standards

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	As demand warrants

### SAFE 134: 30-Hour General Industry Safety & Health Standards

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	As demand warrants

### SAFE 138: 24-Hour Spill Response

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.

<b>Credits</b>	0.5
<b>Semester Offered</b>	As demand warrants
<b>Fees</b>	
See fee schedule for course fees.	

### SAFE 152: Basic Life Support

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.

CEU or Continuing Education Units

<b>Credits</b>	0.4
<b>Semester Offered</b>	As demand warrants

### SAFE 170: Confined Space

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. 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.

CEU or Continuing Education Units

<b>Credits</b>	0.4
<b>Semester Offered</b>	As demand warrants
<b>Fees</b>	
See fee schedule for course fees.	



**SAFE 174: Respirator Use**

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.

CEU or Continuing Education Units

<b>Credits</b>	0.1-0.4
<b>Semester Offered</b>	As demand warrants

## Information Technology

**IT 100: Introduction to Online Learning**

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	Fall Spring

**IT 101: Keyboarding Skills**

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	Fall Spring

**IT 109: Machine Transcription**

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	Fall Spring

**IT 111: Computer Operating Systems for End Users**

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.

<b>Credits</b>	1.0
<b>Prerequisites</b>	<a href="#">IT 117</a> or permission of instructor.
<b>Semester Offered</b>	As demand warrants

**IT 117: Intro to Personal Computers**

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	Fall Spring
<b>Fees</b>	
See fee schedule for exam fees.	

**IT 118: Introduction to MS Office**

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	Fall Spring
<b>Fees</b>	
See fee schedule for exam fees.	

**IT 119: Internet Use and Security: IC3 Module 3**

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."

<b>Credits</b>	1.0
<b>Semester Offered</b>	Fall Spring
<b>Fees</b>	
See fee schedule for exam fees.	

**IT 130: Computer Word-Processing**

This course introduces basic, intermediate, and advanced word processing operations. In this course, students will create, format, and revise documents from memos to reports. Students will incorporate graphics, charts, and tables to enhance their word processing documents for use in the business environment.

This course is offered in 1-credit modules.

**Module Info****Module A (1cr)**

**Module B (1cr): Prerequisite: Successful completion of IT 130A or permission of instructor**

**Module C (1cr): Prerequisite: Successful completion of IT 130B or permission of instructor**

<b>Credits</b>	1.0-3.0
<b>Semester Offered</b>	Fall Spring

**Fees**

See fee schedule for exam fees.

**IT 140: Comp. Spreadsheets A,B,C**

<b>Credits</b>	3.0
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## IT 150: Computer Databases

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.

Module Info	
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	
<b>Credits</b>	1.0-3.0
<b>Semester Offered</b>	As demand warrants
Fees	
See fee schedule for exam fees.	

## IT 175: Creation and Administration of a Web Page

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">IT 117</a> or permission of instructor.
<b>Semester Offered</b>	As demand warrants

## IT 209: Using Microsoft Outlook

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.

<b>Credits</b>	2.0
<b>Semester Offered</b>	Spring
Fees	
See fee schedule for exam fees.	

## IT 220: Introduction to Project Planning & Scheduling

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">IT 118</a> and any completed three (3) credit of 100-level math or permission of instructor)
<b>Semester Offered</b>	Spring

## IT 221: Microsoft Project

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">IT 220</a> or permission of instructor.
<b>Semester Offered</b>	Spring

**IT 255: Computer Presentation: PowerPoint**

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 Info	
<b>Module A (1cr): Prerequisite: IT 118 or permission of instructor</b>	
<b>Module B (1cr): Prerequisite: Successful completion of Module A or permission of instructor</b>	
<b>Module C (1cr): Prerequisite: Successful completion of Module B or permission of instructor</b>	
<b>Credits</b>	1.0-3.0
<b>Semester Offered</b>	Fall

**IT 291: Network Installation and Maintenance**

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.

<b>Credits</b>	4.0
<b>Prerequisites</b>	<a href="#">IT 117</a> or permission of instructor.
<b>Semester Offered</b>	As demand warrants

**IT 292: Introduction to PC Hardware and Troubleshooting**

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.

<b>Credits</b>	4.0
<b>Prerequisites</b>	<a href="#">IT 117</a> or permission of instructor.
<b>Semester Offered</b>	As demand warrants

**IT 299: Information Technology Internship/ Practicum**

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.

<b>Credits</b>	1.0-4.0
<b>Prerequisites</b>	Student must have completed 30 credits of program specialization required course work.
<b>Semester Offered</b>	Fall Spring

**Iñupiaq Studies****IñU 111: North Slope Iñupiaq Grammar I**

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	permission of instructor.
<b>Semester Offered</b>	Fall

**IñU 114: Foundations of Iñupiaq Language Learning**

This course is for students new to Iñupiaq language pronunciation and sounds. It focuses on practicing pronunciation and includes an introductory vocabulary.

<b>Credits</b>	1.0
<b>Semester Offered</b>	Fall/Spring

IÑU 118: Topics in Iñupiaq Studies

Exploration of various Iñupiaq Studies topics taught either through hands-on learning or lecture-based learning. Topics pertain to cultural and traditional ways of knowing and may include a cross-disciplinary approach. (Course may be repeated for credit when content varies.)

Credits	1.0-3.0
Semester Offered	As demand warrants
Notes	Course may be repeated for credit when content varies.

IÑU 121: Elementary Iñupiaq I

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.

Credits	3.0
Semester Offered	Fall/Spring

IÑU 131: Elementary Iñupiaq II

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.

Credits	3.0
Prerequisites	IÑU 121
Semester Offered	Fall/Spring

IÑU 135: Iñuit Art Studio

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.

Credits	3.0
Semester Offered	Spring
Fees	See fee schedule for applicable charges.

IÑU 158: Traditional and Contemporary Iñupiaq Food Preparation

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.

Credits	3.0
Semester Offered	Fall
Fees	See fee schedule for applicable charges.

IÑU 199: Practicum in Iñupiaq Studies

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.

Credits	1.0-3.0
Semester Offered	As demand warrants

### IÑU 210: Iñupiaq Land, Use, Values and Resources

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/>).

<b>Credits</b>	<b>3.0</b>
<b>Prerequisites</b>	<b>Permission of instructor.</b>
<b>Semester Offered</b>	<b>Summer</b>

### IÑU 213: Iñuit Storytelling

Course content consists of learning traditional stories across Iñuit nunaat (lands) through different formats, including oral presentations, reading books and articles, audio recordings, videos, interviews of Elders or community members, and more. Storytelling techniques, narrative structure, and Iñuit history and traditions will be examined in this course.

<b>Credits</b>	<b>3.0</b>
<b>Prerequisite or Corequisite</b>	<b><a href="#">ENGL 111.</a></b>
<b>Semester Offered</b>	<b>Spring</b>

### IÑU 214: Iñupiaq Drum Construction and use

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.

<b>Credits</b>	<b>3.0</b>
<b>Semester Offered</b>	<b>Fall</b>

### IÑU 220: North Slope Iñupiaq History and Culture

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/>).

<b>Credits</b>	<b>3.0</b>
<b>Semester Offered</b>	<b>Fall</b>

**IñU 224: Iñupiaq Knowledge and Use of Arctic Plants**

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.

Credits	3.0
Prerequisites	Placement in <a href="#">ENGL 111</a> or Instructor Permission
Semester Offered	Fall

**IñU 257: Traditional and Contemporary Skin Sewing**

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.

Credits	3.0
Semester Offered	Fall Spring
Notes	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.

**IñU 260: Iñupiaq Songs, Dances, and Drumming**

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.

Credits	3.0
Semester Offered	Spring

**IñU 295: Northern Alaska Indigenous Leadership Seminar (Cross-listed ANS 295)**

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 audioconferences and a (5) day face-to-face session.

Credits	3.0
Semester Offered	Spring

**INU 109: Qulliq (Seal Oil Lamp) Carving**

Students will learn how to hand carve and customize a qulliq (seal oil lamp) and learn to light it utilizing traditional and contemporary materials. This course also covers the history and traditional stories relating to the qulliq.

Credits	1.0
Semester Offered	As demand warrants
Fees	\$100

**INU 112: North Slope Iñupiaq Grammar II**

Continuation of INU 111, 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. Introduction to dialect differences. (Prerequisite: INU 111).

Credits	3.0
Prerequisites	<a href="#">IñU 111: North Slope Iñupiaq Grammar I</a>
Semester Offered	Spring

### INU 113: Alaska Native Claims Settlement Act (ANCSA)

This course provides an overview of the Alaska Native Claims Settlement Act (ANCSA) of 1971, including the history, implementation, and legacy. ANCSA corporations, land rights and management, and contemporary issues will be explored.

<b>Credits</b>	1.0
<b>Semester Offered</b>	Fall

### INU 194: Cultural Knowledge of Native Elders and Community Members

This course will present students with aspects of traditional knowledge and values as shared by Native Elders and community members. The course will utilize oral presentations, books, articles, and audio recordings to explore past and current cultural traditions.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Fall

### INU 218: Topics in Iñupiaq Studies

Exploration of various topics in Iñupiaq Studies, including topical and thematic explorations of Iñupiaq history, culture, self-determination, identity, folktales, language, and values. The course may involve multi-disciplinary and cross-disciplinary approaches with a grounding in Iñupiaq ways of knowing and/or through an Indigenous lens. Research, writing, and presentations may be required. (Prerequisite: ENGL 111 or concurrent enrollment in ENGL 111).

<b>Credits</b>	1.0-3.0
<b>Prerequisite or Corequisite</b>	
<a href="#">ENGL 111</a>	
<b>Semester Offered</b>	As demand warrants

### INU 223: Tribal Governance

This course is an introduction to the study of tribal government and politics in Alaska, including tribal legislative, judicial, and administrative responsibilities. The course will review concepts of federal Indian law and land claims, including ANCSA. Self-determination and self-governance for building and enhancing tribal governments will also be discussed.

<b>Credits</b>	3.0
<b>Prerequisite or Corequisite</b>	
Prerequisite: <a href="#">ENGL 111</a> of concurrent enrollment in <a href="#">ENGL 111</a> .	
<b>Semester Offered</b>	Spring

## Journalism/Public Communication

### JPC 204: Multimedia Reporting and Writing

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.

<b>Credits</b>	1.0-3.0
<b>Prerequisites</b>	<a href="#">ENGL 111</a>
<b>Semester Offered</b>	As demand warrants

### JPC 290: Photojournalism

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	As demand warrants



## Library Sciences

### LS 101: Library Information and Research

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.

<b>Credits</b>	1.0
<b>Semester Offered</b>	Fall Spring

## Mathematics

### MATH 031: Math Workshop

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.

<b>Credits</b>	1.0
<b>Prerequisites</b>	ACCUPLACER QAS score of 240-249 or permission of instructor.
<b>Semester Offered</b>	As demand warrants

### MATH 055: Applied Math

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 Info	
Module A (2cr): ACCUPLACER score of < 250 in Arithmetic Module B (2cr): ACCUPLACER score of 250-300 in Arithmetic or completion of Module A in Elem. Alg.	
<b>Credits</b>	2.0-4.0
<b>Semester Offered</b>	Fall Spring

### MATH 060: Beginning Algebra

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 Info	
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.	
<b>Credits</b>	2.0-4.0
<b>Semester Offered</b>	Fall Spring

### MATH 105: College Algebra

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Math 060B or equivalent; ACCUPLACER AAF score of 230-249 or permission of instructor.
<b>Semester Offered</b>	Fall Spring

### MATH 107: Functions for Calculus

A study of algebraic, logarithmic, and exponential functions, together with selected topics from algebra.

<b>Credits</b>	4.0
<b>Prerequisites</b>	<a href="#">MATH 105</a> or ACCUPLACER AAF score of >250 or permission of instructor.
<b>Semester Offered</b>	Spring

### MATH 108: Trigonometry

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">MATH 107</a> or concurrent enrollment in <a href="#">MATH 107</a> or permission of instructor.
<b>Semester Offered</b>	As demand warrants

### MATH 111: Introduction to the History of Mathematics

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	As demand warrants

### MATH 116: Mathematics in Healthcare

Designed to promote critical thinking skills through a realworld 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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	As demand warrants

### MATH 200: Calculus I

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.

<b>Credits</b>	4.0
<b>Prerequisites</b>	<a href="#">MATH 108</a> or concurrent enrollment in <a href="#">MATH 108</a> ; or instructor permission.
<b>Semester Offered</b>	As demand warrants

### MATH 201: Calculus II

Addresses techniques and application of differential and integral calculus, vector analysis, partial derivatives, multiple integrals, and infinite series.

<b>Credits</b>	4.0
<b>Prerequisites</b>	<a href="#">MATH 200</a> .
<b>Semester Offered</b>	As demand warrants

### MATH 205: Mathematics for Elementary School Teachers I

Elementary set theory, numeration systems, algorithms of arithmetic, divisors, multiples, integers, and introduction to rational numbers.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">MATH 105</a> or permission of instructor.
<b>Semester Offered</b>	As demand warrants

### MATH 206: Mathematics for Elementary School Teachers II

This course covers topics such as real number systems and subsystems, logic, informal geometry, metric system, probability, and statistics.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Math 205
<b>Semester Offered</b>	As demand warrants

MHTC 101: Math for Carp. Mod A-C

Credits	1.0-3.0
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MTHC 101: Math for Carpenters

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.

Module Info	
Module A (1cr): Simple mathematical operations Module B (1cr): Basic geometry, conversions, powers, roots Module C (1cr): Solving equations, basic elements of trigonometry	
Credits	1.0-3.0
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.
Semester Offered	As demand warrants

MTHE 101: Math for Electricians

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.

Module Info	
Module A (1cr): Simple mathematical operations Module B (1cr): Basic geometry, conversions, powers, roots Module C (1cr): Solving equations, basic elements of trigonometry	
Credits	1.0-3.0
Prerequisites	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.
Semester Offered	Fall

## MTHP 101: Math for Plumbers

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. Modules must be taken in sequence.

Module Info	
<b>Module A (1cr): Review of mathematics, algebra, and geometric principles</b> <b>Module B (1cr): Basic practical applications of mathematical principles to calculating lengths, runs and costs</b> <b>Module C (1cr): Reviews weights and measures; area and volumes. Explains the concepts of temperature and pressure and how they apply to plumbing installations</b>	
<b>Credits</b>	1.0-3.0
<b>Prerequisites</b>	Completion of high school algebra, NCCER Core math, ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.
<b>Semester Offered</b>	As demand warrants

## MTHP 101: Applied Construction Trades Math

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.

<b>Credits</b>	1.0-3.0
<b>Prerequisites</b>	Completion of high school algebra, NCCER Core Math, or instructor permission. Modules must be taken in sequence.
<b>Semester Offered</b>	Fall/Spring

## Philosophy

### PHIL 101: Introduction to Logic

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Spring

## Physics

### PHYS 123: College Physics I

Physics 123 is a 4-credit course (including lab). It is an overview of algebra-based physics beginning with a basic introduction to physics including measurement and motion. It continues with Newton's Laws of Motion, followed by a study of fluids and waves. The course ends with a study of heat and the Laws of Thermodynamics.

<b>Credits</b>	4.0
<b>Prerequisites</b>	<a href="#">MATH 105: College Algebra</a> <a href="#">ENGL 111: Introduction to Academic Writing</a>
<b>Semester Offered</b>	Fall (Odd years)
<b>Fees</b>	Students will incur a lab fee of \$158

### PHYS 124: College Physics II

College Physics II is a 4-credit course (including lab). It continues where College Physics I leaves off. It covers electricity, magnetism, Faraday's Law, light and optics, the Special Theory of Relativity, quantum theory and mechanics, and nuclear and high energy physics.

<b>Credits</b>	4.0
<b>Prerequisites</b>	<a href="#">PHYS 123: College Physics I</a>
<b>Semester Offered</b>	Spring (Even Years)
<b>Fees</b>	Students will incur a lab fee of \$120

# Plumbing

## PMB 101: Plumbing, Level I

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.

Module Info	
<b>Module A (1cr): Introduction to the Plumbing Profession, Plumbing Safety, Tools of the Plumbing Trade (NCCER Modules 02101, 02102, 02103)</b> <b>Module B (1cr): Introduction to Plumbing Math, Introduction to Plumbing Drawings (NCCER Module 02104, 02105)</b> <b>Module C (1cr): Plastic Pipe &amp; Fittings, Copper Pipe &amp; Fittings (NCCER Modules 02106, 02107)</b> <b>Module D (1cr): Cast-Iron Pipe &amp; Fittings, Carbon Steel Pipe &amp; Fittings (NCCER Module 02108, 02109)</b> <b>Module E (1cr): Introduction to Plumbing Fixtures; Introduction to Drain, Waste, &amp; Vent (DWV) Systems; Introduction to Water Distribution Systems (NCCER Modules 02110, 02111, 02112)</b>	
<b>Credits</b>	1.0-5.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> ; Pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.
<b>Semester Offered</b>	As demand warrants
Fees	
See fee schedule for material fees.	

## PMB 103: Pipefitting, Level I

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> ; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher.
<b>Semester Offered</b>	As demand warrants
Fees	
See fee schedule for material fees.	

## PMB 111: Plumbing I, Skill Lab

This hands-on lab will provide students proficiency development and improvement on skills learned in Plumbing Level I, PMB 101.

<b>Credits</b>	1.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> , <a href="#">PMB 101</a> , pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.
<b>Semester Offered</b>	As demand warrants
Fees	
See fee schedule for material fees.	

**PMB 201: Plumbing, Level II**

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.

<b>Credits</b>	5.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> , <a href="#">PMB 101</a> , and <a href="#">PMB 111</a> ; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher.
<b>Semester Offered</b>	As demand warrants

**PMB 202: Plumbing, Level III**

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.

<b>Credits</b>	5.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> , <a href="#">PMB 101</a> , <a href="#">111</a> , <a href="#">201</a> , <a href="#">211</a> , MTHP A & B; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.
<b>Semester Offered</b>	As demand warrants
<b>Fees</b>	
See fee schedule for material fees.	

**PMB 203: Plumbing, Level IV**

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.

<b>Credits</b>	5.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> , <a href="#">PMB 101</a> , <a href="#">111</a> , <a href="#">201</a> , <a href="#">211</a> , <a href="#">202</a> , <a href="#">212</a> ; MTHP A & B; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.
<b>Semester Offered</b>	As demand warrants
<b>Fees</b>	
See fee schedule for materials fee.	

**PMB 211: Plumbing II, Skill Lab**

This lab provides the required hands-on proficiency development and improvement for skills learned in Plumbing, Level II, PMB 201.

<b>Credits</b>	1.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> , <a href="#">PMB 101</a> , <a href="#">111</a> ; or permission of instructor.
<b>Semester Offered</b>	As demand warrants
<b>Fees</b>	
See fee schedule for material fees.	

## PMB 212: Plumbing III, Skill Lab

This lab provides the required hands-on proficiency development and improvement for skills learned in Plumbing, Level III, PMB 202.

<b>Credits</b>	1.0
<b>Prerequisites</b>	Complete <a href="#">CTT 101</a> , <a href="#">PMB 101</a> , 111, 201, 211 or permission of instructor.
<b>Semester Offered</b>	As demand warrants
<b>Fees</b>	
See fee schedule for material fees.	

## Political Science

### PS 100: Political Economy (Cross-listed ECON 100)

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ENGL 111</a> or concurrent enrollment in ENG 111.
<b>Semester Offered</b>	Spring

### PS 345: Alaska Government and Politics

Examines all forms of government structures and political processes in Alaska. Examines the history of government in Alaska, contemporary political issues, and political change.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">ENGL 111</a> and <a href="#">ANTH 242</a> or <a href="#">PS 100</a> or Instructor Permission
<b>Semester Offered</b>	As demand warrants

## Psychology

### PSY 101: Introduction to Psychology

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Fall

### PSY 121: Positive Psychology and Wellbeing

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 selfesteem. Applying concepts to the self will develop skills for helping others.

<b>Credits</b>	3.0
<b>Semester Offered</b>	As demand warrants

### PSY 150: Lifespan Development

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	Spring (Odd Years)

### PSY 240: Developmental Psychology in Cross-Cultural Perspective

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	<a href="#">PSY 101</a>
<b>Semester Offered</b>	Spring (Even Years)

## Social Sciences

### SSC 118: Topics in the Social Sciences

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."

<b>Credits</b>	1.0-3.0
<b>Prerequisites</b>	No prerequisite or placement required.
<b>Semester Offered</b>	As demand warrants

### SSC 218: Topics in the Social Sciences

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.

<b>Credits</b>	1.0-3.0
<b>Prerequisites</b>	<a href="#">ENGL 111</a> or concurrent enrollment in <a href="#">ENGL 111</a> . 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 <a href="http://www.eed.state.ak.us/TeacherCertification/">http://www.eed.state.ak.us/TeacherCertification/</a> ).
<b>Semester Offered</b>	As demand warrants

## Social Work

### SWK 103: Social Work in Human Services

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.

<b>Credits</b>	3.0
<b>Semester Offered</b>	As demand warrants



## Statistics

### STAT 200: Elementary Probability and Statistics

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.

<b>Credits</b>	3.0
<b>Prerequisites</b>	Math 107 or permission of instructor.
<b>Semester Offered</b>	As demand warrants

## Tribal Management

### TM 101: Introduction to Tribal Management

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 statechartered local government and tribal court process and implementation.

<b>Credits</b>	1.0-3.0
<b>Semester Offered</b>	As demand warrants

### TM 102: Tribal Law and Government

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.

<b>Credits</b>	1.0-3.0
<b>Semester Offered</b>	As demand warrants

### TM 105: Introduction to Tribal Finance

An introduction to tribal finance applications, functions, program and organizational management, budgeting, program reporting and bookkeeping basics.

<b>Credits</b>	1.0-3.0
<b>Semester Offered</b>	As demand warrants

# Welding

## WMT 101: Welding, Level I (Modules A-I)

This course will cover the NCCER Welding, Level 1, curriculum that consists of twelve (12) topics that are taught in nine (9) modules.

Module Info	
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 FitUp/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)	
Credits	1.0-9.0
Prerequisites	NCCER Core math, ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.
Semester Offered	As demand warrants
Fees	
See fee schedule for course fees.	

# Workforce Development

## WFD 103: Asbestos for Supervisors and Contractors 40-Hr

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.

Credits	1.0
Semester Offered	As demand warrants

## WFD 104: Asbestos for Supervisors and Contractors 8-Hour

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.

CEU or Continuing Education Units

Credits	0.8
Semester Offered	As demand warrants

**WFD 105: Custodial Safety**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.3</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFD 125: Methods of Instruction**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>4.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDA 011: NCCER Applications in the Classroom**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.8</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 004: Time Management**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.3-0.6</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 005: Customer Service and Beyond**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.3-1.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 006: Business Grammar and Writing**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.3-1.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 009: MS Word**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.1-0.5</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 010: MS Excel**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.3-1.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 011: Conflict Resolution**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.3-1.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 012: MS PowerPoint**

Students will learn how to navigate PowerPoint and learn tip & tricks to save time and make great looking presentation.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.3-1.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 023: Financial Literacy**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.3-0.7</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 031: Office Skills Development Series**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.3-4.2</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 043: Workshop Preparing Effective Resumes**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.1-0.7</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 048: Professionalism in the Office**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.1-4.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 061: Project Management**

Step by step guide to project management including Outline, Managing people, time, resources, and schedules, Budget-Costs and profits, goals, Communications, risk management.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.3-4.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 065: Workplace Expectations**

This class teaches basic information on business etiquette in terms of proper communication, e-mail, telephone skills, attire, language, and punctuality.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.1-1.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 074: Robert's Rules of Order**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.3-2.1</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 082: Project Management Tools: PERT/CPM**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.2-0.7</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 089: Assertiveness Skills**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.1-3.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 090: Emotional Intelligence**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.1-4.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 093: Interpersonal Skills**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.1-4.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 094: Building Self-Esteem**

Students will discuss the importance of higher self-esteem, simple and effective ways to boost their self-confidence and how to communicate more effectively.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.1-4.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 106: Job Search Skills**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.3</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 107: Effective Teamwork**

Students will learn what makes a team effective, assess opportunities for improving teamwork and tips for promoting teamwork in their group.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.3</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 108: Problem Solving Techniques**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.3</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDB 199: Analyzing and Summarizing Data in Excel**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.2-0.7</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDH 011: Mental Health First Aid**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.8</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDH 017: MANDT**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>2.4</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDI 101: Small Engine Repair**

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.

<b>Credits</b>	<b>1.0-2.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDI 105: Sealed Combustion Room Heater Repair Basics (Toyo, Monito, Rinnai)**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>1.5-3.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDI 111: Appliance Repair and Refrigeration**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>3.5</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDI 117: OSHA Approved Disaster – Site Worker w/ ICS 100, 200 & 300**

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.

<b>Credits</b>	<b>1.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDI 123: Roustabout**

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.

<b>Credits</b>	<b>3.0</b>
<b>Semester Offered</b>	<b>Spring (Odd Years)</b>

**WFDI 160: Basic Electricity for the Non-Electrician**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.3-4.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>



### WFDI 184: HVAC – Troubleshooting and Maintenance

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>3.0-4.0</b>
<b>Semester Offered</b>	<b>Spring (Odd Years)</b>

### WFDI 184: HVAC – Troubleshooting and Maintenance

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>3.0-4.0</b>
<b>Semester Offered</b>	<b>Spring (Odd Years)</b>

### WFDI 215: Plumbing Skills for NSB Homes

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>2.0-4.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

### WFDI 295: TOYO Stove and Boiler Maintenance

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>1.4-7.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

### WFDM 091: Basic Safe Boating

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>1.2</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

### WFDM 092: Cold Water Safety and Survival

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>2.4</b>
<b>Semester Offered</b>	<b>As demand warrants</b>



**WFDM 102: Basic Maritime Safety**

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.

<b>Credits</b>	<b>0.5</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDM 103: Emergency Procedures and Onboard Drills**

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.

<b>Credits</b>	<b>0.5</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDM 200: Operator, Uninspected Passenger Vessel up to 100 ton (with Master's when applicable)**

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

<b>Credits</b>	<b>3.0-4.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDT 130: Eco-Tourism Internship**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>3.5</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

## WFDU 100: Certified Pool Operator

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>1.4</b>
<b>Semester Offered</b>	<b>Fall</b>

## WFDU 101: Boiler Technician

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>3.0-4.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

## WFDU 101A: Boiler Basics

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>3.0-4.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

## WFDU 102A: Tank Farm Management and Spill Response

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.

<b>Credits</b>	<b>1.0</b>
<b>Semester Offered</b>	<b>Spring</b>

## WFDU 107: Boiler Basics with Retrofit

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.

<b>Credits</b>	<b>1.0-2.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

### WFDU 219: Introduction to Alaskan Small Water Systems

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>1.5-3.0</b>
<b>Prerequisites</b>	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.
<b>Semester Offered</b>	As demand warrants

### WFDU 220: Water Treatment and Distribution Certification Exam Review

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>.

CEU or Continuing Education Units

<b>Credits</b>	<b>1.6-3.2</b>
<b>Semester Offered</b>	As demand warrants

### WFDU 229: Introduction to Alaskan Small Wastewater Systems

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>1.5-3.0</b>
<b>Prerequisites</b>	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.
<b>Semester Offered</b>	As demand warrants

### WFDU 230: Wastewater Collection and Treatment Certification Exam Review

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 <http://www.dec.alaska.gov/water/opcert/trainingcalendar.htm>.

CEU or Continuing Education Units

<b>Credits</b>	<b>1.6-3.2</b>
<b>Semester Offered</b>	As demand warrants

**WFDU 239: Introduction to Membrane Water Treatment**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>0.8-1.6</b>
<b>Semester Offered</b>	<b>As demand warrants</b>

**WFDU 289: Alaskan Water Treatment Systems – Intermediate Operator Training**

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.

CEU or Continuing Education Units

<b>Credits</b>	<b>3.0</b>
<b>Semester Offered</b>	<b>As demand warrants</b>



# FACULTY & PROGRAM STAFF



# Personnel

## Simon Aina

### Title

Associate Dean of Students

### Credentials

B.B.A. Business Administration, Iḷisaġvik College, 2023

A.A.S., Allied Health, Iḷisaġvik College, 2014

## Kirsten Alburg

### Title

Educational Technology Specialist

### Credentials

M.A. Instructional Design, American College of Education, 2019

B.S., Elementary Education, Warner Pacific College, Portland OR., 1999

## Christine Coll

### Title

Manager of Student Success

### Credentials

B.A. in Psychology, De La Salle University, Manila, Philippines, 2008

## Alex Dattilo

### Title

Training Manager, Workforce Development

### Credentials

A.A. Liberal Arts, Iḷisaġvik College, Utqiaġvik, AK, 2016.  
Certification: CDL

## Zoe Holland

### Title

Academic Librarian

## Gregory Jones

### Title

Assistant Professor - Construction Technology

### Credentials

Certified NCCER welding instructor, 2018

## Jerica Niayuq Leavitt

### Title

Assistant Professor, Iḷupiaq Studies

### Credentials

M.A. Rural Studies, University of Alaska Fairbanks, 2019

B.A. Alaska Native Studies, Emphasis in Alaska Native Education, University of Alaska Fairbanks, 2014

A.A. Iḷupiaq Studies and General Studies, Iḷisaġvik College, Utqiaġvik, Alaska, 2012

## Clarke Leichte

### Title

Assistant Professor - Business

### Credentials

DBA, Doctor of Business Administration, Wilmington University, 2018

ME, Master of Entrepreneurship, Western Carolina University, 2008

BA, Communications, Catawba College, 1991

## Kalisi Muti

### Title

Cohort Enrollment Specialist

## Linda Nicholas-Figueroa

### Title

Associate Professor, Biology/Chemistry

### Credentials

PhD, Interdisciplinary Studies in Science Education, University of Alaska Fairbanks (UAF), Fairbanks, AK, 2017

M.A. Chemistry, UAF, 2009

B.S. Biochemistry and Molecular Biology, UAF, 2000

## Jerrold Ogden

### Title

Instructor, Mathematics

### Credentials

M.Ed., American College of Education, Indianapolis, IN, 2021

B.S. Mathematics, Northern State University, Aberdeen, SD, 1985

## Christian Ortila

### Title

Admissions Specialist

### Credentials

B.A., Linguistics

### **Sarah Shoffstall-Cone**

**Title**

Director, Alaska Dental Therapy Education Program

**Credentials**

Certificate, Dental Public Health, University of Texas  
Health Science Center at San Antonio, 2018

Master of Public Health, A. T. Still University, 2010

D.D.S., Dental Surgery, Ohio State University, 2005

### **Fa'amamata Tufele**

**Title**

Registrar

**Credentials**

M.A. Educational Administration in Higher Education,  
University of Hawai'i at Manoa, 2019

B.A., Political Science with Emphasis in International  
Relations, UC San Diego, 2007

### **Daniel Wall**

**Title**

Associate Professor, Social Sciences

**Credentials**

M.A. U.S. History, University of Nevada, Las Vegas, 1995

B.A. Philosophy / Linguistics, University of Nevada, Las  
Vegas, 1990

### **Teressa Williams**

**Title**

Director, Tuzzy Consortium Library

**Credentials**

MLIS, Drexel University, Philadelphia, Pennsylvania, 2007

B.A. Anthropology, Temple University, Philadelphia,  
Pennsylvania, 2004

A.A. Santa Rosa Junior College, Santa Rosa, California  
2000