



# CATALOG

.....

# 2014-2015

# LETTER FROM THE PRESIDENT

Dear Students,

I am both pleased and honored to welcome you to Ilisagvik College. You are about to embark on a wonderful adventure in higher education that, given your effort and dedication, will lead to a lifetime of success in your chosen field, in your life, and assist you in becoming a contributing member in your community.

For some of you, college is a full time endeavor and the first time you are away from family and on your own. I urge you to remember that your primary focus and main goal is to complete your course of study. Do not let the distractions that life sometimes throws your way turn you from that goal.

And for some of you, college is something you have to fit in between work and family in an attempt to improve your future employment opportunities. You face some very special challenges in trying to fit all your responsibilities into a 24-hour day.

The staff, faculty and administration here at Ilisagvik College understand the special circumstances and challenges facing many of our students. We are well aware of the immense effort it takes to reach the day when you finally graduate with a degree or certificate in your chosen field. Our goal is to provide you with all the support you need to reach that day.

I look forward to meeting you all throughout the school year. Please let me know if there is anything I can do to make your experience the best! Our student support services are available to you seven days a week—whether you need assistance from our faculty, transportation to a class, housing on-site, or other important things to help you succeed, just give our student services office a call, or talk to your instructors. Please remember, if you need help, ask for it.

Together, I know we can make your dreams for the future come true. Have a wonderful school year.

Sincerely,

*Pearl Kiyawn Nageak Brower*  
President

*P*aglagivsi Ilisaqtuasii,

Quviatchaktitpanagivsiñña uvva paglayumiñaqama ilisagiagtuanun Ilisagvigmun. Ilisalluataagniaqtusi, savakpakvuksi, iñuuluataagniaqtusilu iñuuniqtutillavsiññi ilisaaqsi atuquvsigu sulikayuutauniaqaktusi nunaaqqivsiññi.

Iluqavsikavsak samma Ilisagvigmun ilisagiagniaqtusi sulipiitpaallugmilusi ilavsiññin. Itqaumalusi aglaan sivulliuksraq naatchiñmuktuqtuqsrauraksrak ilisaavsiññik. Allannun tunjaanasi, aglaan taamna pisuktaqsi makpigaaq naatchiñiq pisigilugu.

Ilisaqtuat ilañi sulisamma, ilisagiagniaqmuisi savallavsi suliquaunagimmivlugi ilgirasi, tainnakii tavra savaaqsi qutchinmuktuqukkaluaqlugu. Tainnatun tavra piñiluktusi savaaksrasi iñiakkaluanajisa uvlum kiavallagninani.

Savaktiñi Ilisagvigmi kanjiqsumarut qanutun siglignaqtilaanjanik ilisaqtuat apqusaagninat. Ilisaqtuat ilisimagivut qanutun utaqqiññjulgmatun taamna makpigaaq naatchiñiq tigulağataguvsijug. Savaktiuruagut Ilisagvigmi ikayuiññilugniaqtugut taamna makpigaaq naatchiñiq sivulligilugu.

Tavra iluqvavsi ilisaqtuasii kasugukkivsi ukiupak. Ilisimatkağlunja qanuq sunapayaaq piyumiñagupku piluataagniqsraqsi itchumauq ukiupak! Samma ikayuqtiqagniaqtusi uvlutuaq – savaktiñiñ, naakka usiaqsigvikun ilisagiagniaquvsi, iniksraivsiññik kummaalugniaqtugut, naakkaunnii qanuğliqaa ikayuğmiñaguvsiñ, ququulalugi savaktivut Ilisagvigmi, naakkaunnii ilisaurrit. Itqaumapiallaglugu suliapiqsruññiq ikayuqsuquvsi.

Ilisimarunja taamna makpigaaq naatchiñiq piññaktaallapiallagiksi atautchikun savakkupta. Ukiuq taamna ilisagniqsi qanuqtuq quvianagli.

Quyanaqpak,

*Pearl Kiyawn Nageak Brower*  
President



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## FALL SEMESTER 2014

Registration for the fall 2014 semester begins . . . . .	Monday, July 14
Deadline for most financial aid applications . . . . .	Friday, August 1
Deadline for applications for admission for fall semester . . . . .	Friday, August 8
Residence center opens . . . . .	Thursday, August 21
Registration (on campus) . . . . .	Friday, August 22
First day of instruction . . . . .	Monday, August 25
Last day to add semester-long classes . . . . .	Friday, September 1
Holiday – Labor Day . . . . .	Monday, September 5
Deadline for student-initiated and faculty-initiated drops. . . . .	Friday, September 12
Student progress reports due . . . . .	Friday, October 10
Deadline for student-initiated withdrawals . . . . .	Friday, October 10
Holiday – Alaska Day . . . . .	Friday, October 17
Deadline for faculty-initiated withdrawals . . . . .	Friday, October 17
Holiday – Inuit Day . . . . .	Friday, November 7
Holiday – Veteran’s Day . . . . .	Tuesday, November 11
Holiday – Thanksgiving . . . . .	Thursday & Friday, November 27 – 28
Last day of instruction . . . . .	Saturday, December 6
Deadline for faculty to post grades . . . . .	Monday, December 8
Residence center closes . . . . .	Tuesday, December 9

## SPRING SEMESTER 2015

Registration for the spring 2015 semester begins . . . . .	Monday, November 24
Deadline for most financial aid applications . . . . .	Monday, December 1
Deadline for applications for admission for spring semester . . . . .	Monday, December 8
Residence center opens . . . . .	Thursday, January 8
Registration (on campus) . . . . .	Friday, January 16
Orientation . . . . .	Saturday, January 17
Holiday – Martin Luther King Day . . . . .	Monday, January 19
First day of instruction . . . . .	Tuesday, January 20
Last day to add semester-long classes . . . . .	Friday, January 30
Deadline for student-initiated and faculty-initiated drops. . . . .	Friday, February 6
Holiday – Presidents’ Day . . . . .	Monday, February 16
Deadline for student initiated withdrawals . . . . .	Friday, March 13
Student progress reports due . . . . .	Friday, March 13
Applications for graduation should be submitted. . . . .	Friday, March 13
Deadline for faculty initiated withdrawals. . . . .	Friday, March 20
Student progress reports due . . . . .	Friday, March 20
Applications for graduation should be submitted. . . . .	Friday, March 20
Holiday – Seward’s Day . . . . .	Monday, March 30
Graduating students’ preliminary grades to Registrar . . . . .	Friday, April 3
Last day of instruction . . . . .	Thursday, April 30
Commencement . . . . .	Saturday, May 2
Residence center closes . . . . .	Saturday, May 2
Deadline for faculty to post grades . . . . .	Monday, May 4

## SUMMER SEMESTER 2015

Registration for the summer 2015 semester begins. . . . .	Monday, March 30
First day of instruction . . . . .	Monday, May 4
Deadline for most financial aid applications . . . . .	Thursday, May 1
Holiday – Memorial Day . . . . .	Monday, May 25
Holiday – Founder’s Day. . . . .	Thursday, July 2
Last day of instruction . . . . .	Friday, August 21



# OVERVIEW

**A Brief History**  
**Mission and Core Themes**  
**Traditional Iñupiaq Values**  
**Programs at a Glance**



**ILISAĠVIK COLLEGE – A BRIEF HISTORY**

Iłisaġvik College was founded to primarily serve the residents of the North Slope Borough, America’s largest and most northern municipality. The intent of its founders was to provide an education based on the Iñupiaq cultural heritage. The basis for all Iłisaġvik’s educational programs is the rich foundation of a 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 postsecondary 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 Postsecondary 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 Postsecondary 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 it predominantly 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 Postsecondary 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 Postsecondary Education in the state of Alaska in accordance with the terms and conditions set forth in 20 AAC 17.015 (a) (3).

**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 providing well-educated and trained individuals who meet the human resource needs of North Slope employers and the state of Alaska.

## Iḷisaġvium Sivunniutigivlugu Savaaksraṇa

Iḷisaġvik College iḷisalluataġviquaqtitchiruuq, savaaqal-lasiṇiaġniġmun suli suna sivuniġivlugu iḷisaksraumman iḷisaġviquaqhutij sivunmun suli suaqṇaktaallavlugu Iṇupiat iṇuuniagusiāt, Iṇupiuraagṇikun, piqpagiranjich suli piraġausinjich.

Sivuniġigaa iḷisalluatarṇalugi suli iḷitchilluatarṇalugi iḷisaqtitij itquvlugi savaaqagumiṇaqsiḷugich pigiraksraġiranjiniḱ North Slope-mi Savaaqaqtichisuuruat.

### CORE THEMES

As an expression of this mission, Iḷisaġvik College pursues the following core themes:

**Academic Education**—that education embodied in the Associate of Arts, the Associate of Science and the Associate of Applied Science degrees from which students either enter the workforce or transfer to four-year institutions.

**Applied Knowledge and Skills to Develop the Local Workforce**—that provide education and training embodied in certificates, Workforce Development programs, and partnerships with business and industry which either prepare participants to enter the workforce or to gain additional skills to enhance their abilities in the workforce.

**Access and Support**—those activities which either prepare students to enter college level programs or enable students to undertake college programs by providing classes to villages and providing the financial and learning resources to enable them to be successful in their endeavors.

**Iṇupiaq Culture and Values**—instruction and activities which incorporate principles of traditional education, including the promotion of Iṇupiaq culture and values that provide opportunities for participation in cultural events important to the essence of being an Iṇupiaq.



**IÑUPIAQATIGIIGÑIQ: TRADITIONAL IÑUPIAT VALUES**

**Qiksirsrautiqaḡniq Iñuuniaḡvigmun**

Respect for Nature

**Aviktuaqatigiigñiq**

Sharing

**Iñupiuraallaniq**

Knowledge of Language

**Paammaaḡigñiq**

Cooperation

**Iḡaḡiigñiq**

Family and Kinship

**Piqpakkutiqaḡniq suli Qiksirsrautiqaḡniq**

**Utuqqanaanun Allanullu**

Love and Respect for Our  
Elders and One Another

**Quviaḡuniq**

Humor

**Aḡuniallaniq**

Hunting Traditions

**Nagliktuutiqaḡniq**

Compassion

**Qiñuiññiq**

Humility

**Paaḡaktautaiññiq**

Avoidance of Conflict

**Ukpiqquutiqaḡniq**

Spirituality



**Iḡisaḡvik Programs at a Glance**

Iḡisaḡvik College provides educational opportunities to all who wish to pursue their postsecondary education, with an emphasis on the needs of North Slope residents. Iḡisaḡvik believes that learning is a continuing, life-long process. The college has designed most of its courses and programs to allow each piece of knowledge to build upon the others. Most courses offered can be applied towards a certificate or degree. Students applying for a certificate or degree program must complete the application process for admission. Everyone interested in furthering his/her education is welcome to sample the programs and courses offered (see table on the following page).

Degrees and Programs	Level I Certificate	Level II Certificate	Level III Certificate	Level IV Certificate	AA	AS	AAS
<b>Accounting</b>							◆
Accounting Technician	◆	◆					
<b>Allied Health</b>						◆	
Human Services (Emphasis)					◆		
Allied Health	◆						
Certified Nurse Aide	◆						
Medical Coding Specialist	◆						
<b>Associated Construction Trades</b>							
Carpentry	◆						
Electrical	◆	◆	◆	◆			
Pipefitting	◆						
Pipeline Insulation	◆						
Plumbing	◆	◆	◆	◆			
Scaffolding	◆						
<b>Business Management</b>							◆
Business Specialist	◆	◆					
Entrepreneurship/Small Bus. Mgmt.	◆	◆					
Health Management							◆
Information Technology							◆
<b>Education</b>							
Iñupiaq Early Learning					◆		
<b>Emergency Services</b>							◆
Emergency Medical Technician	◆						
Firefighter I	◆						
<b>Heavy Truck and Equipment Operations</b>							
Heavy Truck Operations	◆						
Heavy Eqmt. Operations	◆						
<b>Information Technology</b>							
Technology Support Specialist	◆	◆					
<b>Iñupiaq Studies</b>					◆		
Iñupiaq Fine Arts	◆						
Iñupiaq Language	◆	◆					
<b>Liberal Arts</b>					◆		
<b>Office Administration</b>							◆
Office Administration	◆						

**Abbreviations:**

**AA** Associate of Arts (General transfer degree to four year colleges and universities)

**AS** Associate of Science (Transfer degree to science and health related programs at four year colleges and universities)

**AAS** Associate of Applied Science





# **GETTING STARTED**

**Admissions**

**Academic Advising and Course Placement**

**Course Enrollment**

**College Credit**

**Academic Expectations**

**Tuition, Fees and Other Costs**

**Financial Aid**

**Student Rights and Responsibilities**

**Student Resources**



## ADMISSIONS

- **Application Procedures**
- **Transfer Students**
- **Notification of Admission**
- **Declaration of Program Change**
- **Requirements for Second Degree**
- **Continuing Enrollment**
- **Dual Credit for High School Students**

Iłisaġvik College has an open admissions policy and welcomes applications from all prospective students who desire to attend and can demonstrate the ability to benefit from programs offered by the college. Admission to the college does not guarantee admission to any particular 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. However, some “non-traditional” students may not satisfy admission requirements, but may have the ability to benefit from certain courses. In order to receive funding, he/she must have a diploma from high school or a GED.

Students may apply for admission to Iłisaġvik at any time throughout the year. However, 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. The deadline for admission is published in the academic calendar.

### Catalog Year

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

## APPLICATION PROCEDURE

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 you can download it from the website at [www.ilisagvik.edu](http://www.ilisagvik.edu). Completed forms must be returned to the Registrar’s Office. See the academic calendar located on the inside front cover for deadlines.
- An official transcript certifying the student’s high school diploma or official GED certificate. First-time students should have their high school transcripts sent to the Registrar’s Office. High school seniors who apply before graduation must have a second, final transcript sent following their graduation.
- Provide a copy of Alaska Native Shareholder Native American Tribal Affiliation card, if qualified. Qualified students may be eligible for additional scholarship funds.

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

## TRANSFER STUDENTS

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

- Official college transcript(s) from any higher education institution(s) previously attended (submit to Registrar’s Office).
- Copies of financial aid documents from other schools attended, if applying for financial aid (submit to Financial Aid Office).

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

### Transfer Evaluation

Transfer credit evaluations will be completed for all

students applying to a certificate or degree program and wishing to have college credits accepted that were taken at other regionally accredited colleges and universities. Transcripts will be evaluated once the student has been admitted to a degree or certificate program. Only transcripts from regionally accredited institutions declared at the time of admission are considered for transfer evaluation. Only transfer courses that have a grade of C or better will be considered at Iñisaġvik College. Transfer credits do not count toward a student's GPA at Iñisaġvik.

### 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 of Program Form with the Registrar's Office. This form may be obtained from the Registrar. 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 Iñisaġvik for a period greater than twelve consecutive months will be required to reapply to the college for admission. They will be expected to meet admission requirements in existence at the time of re-admission.

### DUAL CREDIT

#### Definition

Dual credit is a partnership between Iñisaġvik College and the North Slope Borough School District. This program allows eligible students to earn both college and high school credit for courses they take at the college while still in high school.

#### Eligibility

To be eligible, high school students must be juniors or seniors, have passed the High School Qualifying Exam (HSQE), and have a minimum cumulative grade point average (GPA) of 2.0. With written approval from the student's parent or guardian and the designated North Slope Borough School District official, students may enroll for courses at the 100 level with Iñisaġvik College. 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 Dean of Instruction upon the recommendation of the school district. Upon the request of the school district, the Dean may permit students to enroll in courses below the 100 level. Qualified high school students are allowed to enroll in courses not available to them through the North Slope Borough School District.

**Applying**

Dual credit applicants must:

- Meet the above eligibility criteria.
- Complete the Dual Credit and Records Release Application for High School Students.
- Submit an unofficial high school transcript.
- Submit the completed and signed Dual Credit and Records Release Application form to the Iḷisaġvik College Registrar's Office at the time of registration.

A student registering for an English or mathematics course is also required to take a placement exam prior to enrollment.

By signing the Dual Credit and Records Release Application, the student and parent or guardian gives the college permission to release the student's academic record to the North Slope Borough School District.

While attending Iḷisaġvik College, the student will be expected to adhere to all policies of the college.

Dual credit students will be referred to an advisor from the Academic department for advising concerning transferable college courses.



**ACADEMIC ADVISING AND COURSE PLACEMENT**

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

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

Students are strongly encouraged 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 may also see an academic advisor upon request. Students who have accumulated fifteen or more credits are 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, both 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. The Education and Career Coordinator is also available to help advise students on an appropriate program of study. The Education and Career Coordinator can be reached at 907. 852.3333.

**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

Within each program, faculty advisors can then make available to students:

- The program's course rotation schedule. This shows the planned course offerings within a program.
- The program plan. This shows on a semester-by-semester basis how students might typically make their way through a program based on specific prerequisites and requirements.
- After students have met with a faculty advisor and developed an academic plan showing the courses they must take and the order in which they must be taken, students are ready to select their courses for each semester.

**COURSE PLACEMENT: MATHEMATICS AND ENGLISH**

Students taking college mathematics or English courses for their degree or certificate program must take the COMPASS or other acceptable placement assessment.

Students must take one of the following placement tools to fulfill the assessment requirement:

- ASSET
- COMPASS (Contact the Student Services Office to take the COMPASS assessment)

**COMPASS Scores**

**ENGLISH**

Test	Score	Recommended Courses
English	0 – 22	ENGL 075A
English	23 – 44	ENGL 075B
English	45 – 56	ENGL 090A
English	57 – 69	ENGL 090B
English	70 +	BUS 109 or ENGL 111X

**MATH**

Test	Score	Recommended Courses
Pre-Algebra	0 – 24	MATH 055A
Pre-Algebra	25 – 49	MATH 055B
Pre-Algebra	50 – 74	MATH 060A
Pre-Algebra	75 – 100	MATH 060B
Pre-Algebra	75+	BUS 105
Algebra	50-75	MATH 105
College Algebra	0 – 75	MATH 107X



Program active students are required to complete the placement assessments before their first registration so they can discuss the results with their program advisor. Contact the Student Services Office for more information concerning placement testing. The Dean of Instruction may waive this requirement in cases where it is impossible for the student to take placement assessment.

Advisors will assist students in choosing the appropriate courses based on their placement scores to facilitate students' success in their chosen programs. Students with placement scores that do not qualify for college level courses may be required to take additional courses in English and/or mathematics designed to enhance a student's skills in these disciplines.

Students who take the placement assessments at sites other than Iñisaġvik must send the results to the Registrar's Office before registering for classes. Village students may take the ASSET test at the North Slope Borough teleconference office in their village.



## COURSE ENROLLMENT

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

## REGISTRATION

Iłisaġvik 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 Barrow, from the North Slope Borough teleconference offices in the villages, and from the college website <http://www.ilisagvik.edu>.

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

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

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

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

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

## 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.

Students should be aware that the need for preparatory work before being admitted to general education required courses will increase the time it takes to complete their programs.

When planning course load, students should also keep in mind non-school demands on their time, such as employment and/or family responsibilities.

## 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.

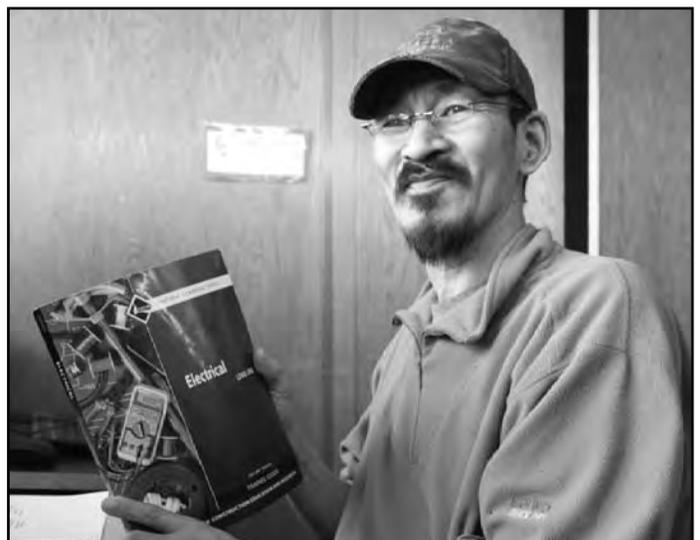
Students wishing to register for more than eighteen credits must talk with their advisor before seeking special permission from the Dean of Instruction.

Courses that are audited, offered by schools other than Iłisaġvik, 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 Instruction.

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



**COURSE NUMBERING**

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

**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 "crosslisted 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 developmental 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.

**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 Instruction, 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 CHANGES**

Students wishing to make changes in their class schedule may obtain information about the drop/add

procedure and Add/Drop/Change forms from the Registrar's Office. Declared students wishing to drop or add a class(es) are required to have their advisor sign their Add/Drop/Change forms.

### **Cancellation of Registration**

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

### **Adding Semester-Length Courses**

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

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

### **Dropping Semester-Length Courses**

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

### **Dropping or Withdrawing From Short-Term Courses**

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

### **Withdrawing From Courses After the Drop Deadline**

Students who wish to withdraw from one or more courses after the drop deadline may request a student initiated withdrawal from the Registrar's Office. After the student initiated withdrawal deadline (eighth Friday after the first day of instruction), students should contact their instructor(s) and request an instructor initiated withdrawal or contact the

Registrar's Office with the request. It is recommended that program active students meet with their advisors prior to withdrawing from courses. Students are responsible for the tuition and fees.

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

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

In accordance with federal and state regulations, the financial aid office must also monitor student academic progress on an annual basis. This occurs at the end of spring semester. Withdrawal from any class may cause the student to be in a position of unsatisfactory academic progress for financial aid purposes. Students not meeting these standards of academic progress may lose financial aid eligibility for future semesters.

### **Faculty-Initiated Withdrawal**

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

Students who have been withdrawn are responsible for the tuition and fees.

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

### **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.

**Cancellation of Classes**

Iḷisaġvik 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. Iḷisaġvik 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.

<b>Important Registration Changes</b>			
<i>Semester-Length Courses</i>			
<b>Action</b>	<b>Begins</b>	<b>Ends</b>	<b>Notes</b>
Adding a class	First day of registration	Second (2 <sup>nd</sup> ) Friday after the first day of instruction	Advisor’s signature required
Dropping a class (class does not appear on transcript)	First day of instruction	Third (3 <sup>rd</sup> ) Friday after the first day of instruction	Advisor’s signature required for student in degree program
Faculty-initiated drop (class does not appear on transcript)	First day of instruction	Third (3 <sup>rd</sup> ) Friday after the first day of instruction	Faculty/instructor will notify Registrar’s Office
Withdrawing from a class (class appears on transcript with W grade)	Third (3 <sup>rd</sup> ) Friday after the first day of instruction	Eighth (8 <sup>th</sup> ) Friday after the first day of instruction	Advisor’s signature required for student in degree program
Faculty-initiated withdrawal (class appears on transcript with W grade)	Third (3 <sup>rd</sup> ) Friday after the first day of instruction	Ninth (9 <sup>th</sup> ) Friday after the first day of instruction	Faculty/instructor will notify Registrar’s Office
<i>Short-Term Courses</i>			
<b>Action</b>	<b>Begins</b>	<b>Ends</b>	<b>Notes</b>
Adding short-term courses	First day of registration	First (1 <sup>st</sup> ) Friday after the first day of instruction for the class	Advisor’s signature required
Dropping short-term courses (class does not appear on transcript)	First day of instruction	When 15% of the class has been completed	Advisor’s signature required for student in degree program
Faculty-initiated drop for short-term courses (class does not appear on transcript)	First day of instruction	When 15% of the class has been completed	Faculty/instructor will notify Registrar’s Office
Withdrawing from a class for short-term (class appears on transcript with W grade)	When 15% of the class has been completed	When 60% of the class has been completed	Advisor’s signature required for student in degree program
Faculty-initiated withdrawal (class appears on transcript with W grade)	When 15% of the class has been completed	When 60% of the class has been completed	Faculty/instructor will notify Registrar’s Office

## COLLEGE CREDIT

- **Credit by Examination**
- **Transfer Credit**
- **Military Credit**
- **Class Standing**
- **Transcripts**

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 the knowledge of the content of 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 Instruction.
- 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.

### **Please 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.

## TRANSFER CREDIT

Credit earned at accredited institutions, through military educational experiences, or through documented training, may be accepted as transfer credit at Iḷisaḡvik for students admitted to the college. Whenever possible, transfer credit is equated with Iḷisaḡvik 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 Iḷisaġvik.

Credits earned more than ten years ago from another institution cannot be transferred to an Iḷisaġvik academic transcript without prior permission from the Registrar or Dean of Instruction. Developmental 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 COMPASS tests to determine their placement level.

**Note:** *These credits do not count toward the residence requirement that at least 16 of the student’s final 30 semester credits must be earned at Iḷisaġvik College.*

**MILITARY CREDIT**

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

**How Credits Are Awarded**

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

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

the Armed Services.

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

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

**CLASS STANDING**

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

- Freshman 0 – 29 credits
- Sophomore 30 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.

**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. The Registrar’s Office will provide a copy of the student’s official transcript, inscribed with the Registrar’s signature and seal, upon receiving the student’s written, signed request. Normal processing time is two days. 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 Iḷisaġvik courses by less than one credit are equated to Iḷisaġvik courses and meet course requirements without needing to petition for a waiver. In cases where courses accepted for transfer differ from equivalent Iḷisaġvik 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.

**ACADEMIC EXPECTATIONS**

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

**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, policies within the course, and procedures. 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.



## COURSE COMPLETION

**Academic Letter Grades**

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

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

The following grades appear on academic records:

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

**Pass/Fail**

- P** Indicates satisfactory completion of course requirements. Although “pass” is the equivalent of a grade of “C” or better, a pass grade is not included in a student’s GPA. Credits earned with pass grades may meet degree requirements and may be used as a measure of satisfactory progress.
- F** Indicates unacceptable work and performance.  
*All “F” grades are included in GPA calculations unless repeated for credit and a higher grade is earned.*

**Credit by Exam**

- EX** Indicates credit given under the credit-by-examination option.

**Transfer Credit**

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

**Incomplete Grade**

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

**Withdrawn**

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

**Audit**

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



## 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 and 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, student's academic advisor and the Dean of Instruction.

Students will be given a failing grade for the course in which the violation occurred. Exceptions may be granted by the Dean of Instruction 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

Iliisagvik 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 Instruction 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 Instruction fully describing the grievance. This must be submitted to the Dean of Instruction 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 Instruction 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 Instruction, 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 Instruction 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) COMPUTATION**

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.

Grading Scale: Letter Grades	
90-100%	A
80-89%	B
70-79%	C
60-69%	D
<60%	F

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

Grading Scale: Pass/Fail	
70-100%	P
<70%	F

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

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

**Honors Lists**

Academic honors are awarded to students with outstanding GPAs. Full-time, program-active students who have completed at least twelve credits graded with letter grades, and part-time students who have completed at least six credits graded with letter grades, may be eligible for academic honors at the end of each semester. Academic honors are recorded on permanent records. Students with outstanding GPAs are eligible for the President's, Dean's or Registrar's lists as follows:

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

**Unsatisfactory Progress Report**

If, during a course, a student begins to perform below "C" work, the instructor will issue an unsatisfactory progress report. Copies of the reports are sent to student advocates, advisors, or funding agencies who may call the deficient student for a conference. It is the student's responsibility to keep informed of his/her own performance in a course.

**Probation**

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

**Suspension**

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 suspension and must stop-out of college for one full semester (fall or spring). Suspension status is recorded on students' transcripts. Students on suspension may register for, and attend, workforce development classes.

**Returning From Suspension**

Students may re-apply for admission after the semester stop-out period. If re-admitted, 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 Instruction is required for all extended probation cases.

**Administrative Expulsion**

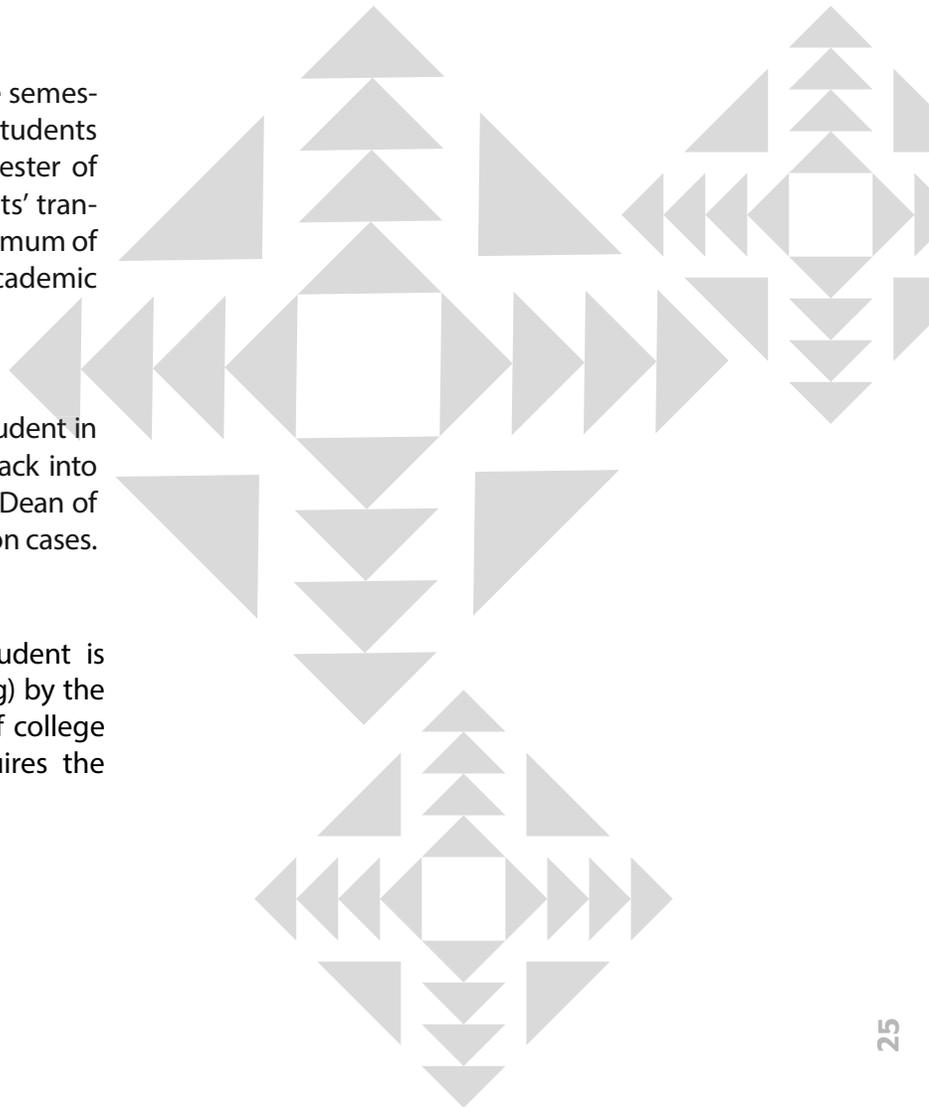
Administrative expulsion occurs when a student is expelled from the college (or student housing) by the College President as a result of a violation of college policies, rules or regulations. Re-entry requires the approval of the College President.

**Academic Petitions**

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

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

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



**GRADUATION**

Iļisaġvik College issues certificates and degrees to graduates at the end of spring semester of each year. Although there may be some students who complete graduation requirements during the fall term, those certificates and degrees will not be issued until the end of the spring semester. Students may ask for a letter of verification, if needed.

**Applying for Graduation and Commencement**

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

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

We invite all students who complete requirements during the academic year to participate in the annual commencement ceremony in the spring.

**Catalog Year**

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 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 Registrar's Office will conduct a credit audit to determine the student's progress toward graduation. The office reviews courses completed and grades earned to determine if program requirements have been met. It is ultimately the responsibility of students to ensure that they complete the total number of credits required for their degrees.

**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 Iļisaġvik. Transfer students graduating with honors must complete twenty-four semester hours of residence credit for an associate degree. A GPA of 3.5 or higher entitles the student to graduate "cum laude." A 4.0 GPA entitles the student to graduate "summa cum laude."

**TUITION, FEES, AND OTHER COSTS**

(for more detailed information, please see pg. 96)

- **Tuition**
- **Fees**
- **Costs for Full-Time Students Not Living on Campus**
- **Room and Board**
- **Annual Costs for Residence Hall Students**
- **Payment**
- **Deferred Payment Agreement**
- **Refunds**

**TUITION**

<b>2014-2015</b>	\$125 for each credit hour
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Tuition will not be charged for CEU courses. These courses may be subject to course fees or other charges.

*The tuition schedule is subject to change.*

**Tuition Waivers**

The College President may waive fees based on community need. Tuition waivers have been established for elders (fifty-five years old or older), fire and emergency personnel, and North Slope Borough School District certified teaching staff.

**FEES**

Registration Fee	\$50
Graduation Fee	\$50
Student Support Services Fee	\$60 per semester (1-11 credits)
	\$120 per semester (12+ credits)

**Course 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.

**ESTIMATED ANNUAL COSTS FOR FULL-TIME STUDENTS NOT LIVING ON CAMPUS**

The following budgets are estimated for a student NOT living on campus and enrolled full-time (12 semester hours) for the 2014-2015 academic year.

	<b>Cost to Student</b>
Tuition	\$3,000
Registration Fee	\$100
Student Support Services Fee	\$240
Books	\$800
Personal Expenses	\$2,730
<b>Total</b>	<b>\$6,870</b>

**ROOM AND BOARD**

Room and board fees are due at the time of registration.

**Student Housing**

Housing at the residential center is \$2,000 per semester based on double occupancy. A damage deposit of \$250 (\$500 for family housing) 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 either residential or family housing for the next semester.

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

**Dorm – Semester (based on double occupancy) \$2,000**

**Student Meals**

Each residential student is required to purchase a semester meal plan for on-campus meals. Students who pay for a semester length meal plan will receive a picture ID meal card. Meals are served cafeteria-style and Sunday brunch is “all you can eat.” Students must show their ID meal card at each meal to be served.

**Residential Student Meal Plan \$3,300**

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

**SUMMARY OF IĪISAĖVIK COLLEGE ANNUAL COSTS FOR RESIDENCE HALL STUDENTS**

The following budgets are estimated for a student living on campus and enrolled full time (12 semester hours) for the 2013-2014 academic year.

All expenses are estimates and subject to change. For information on individual program fees, contact the financial aid officer.

	<b>Cost to Student</b>
Tuition	\$3,000
Registration Fee	\$100
Student Support Services Fee	\$240
Books	\$800
Room	\$4,000
Board	\$6,600
Travel (on-slope airfare)	\$1,880
Transportation Fee	\$250
Personal Expenses	\$2,730
<b>Total</b>	<b>\$19,000</b>

**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. IĪisaĖvik 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 student family housing fees 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 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 IĪisaĖvik 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.

### 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.

## 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

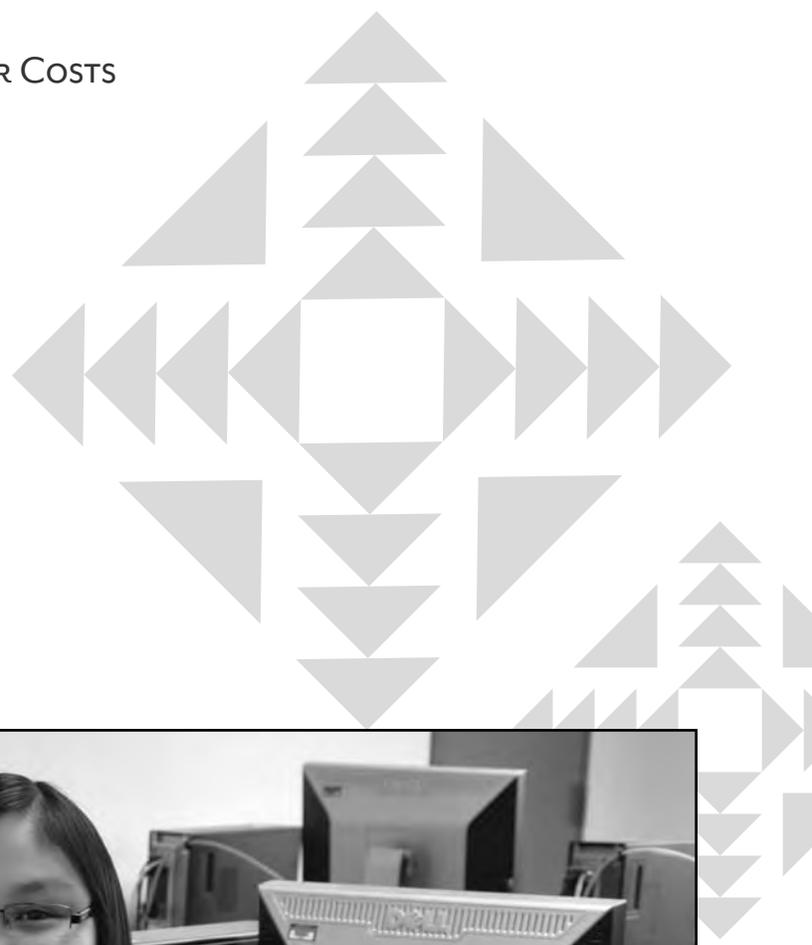
Petitions for refund of college obligations may be granted when a student has been physically disabled, has experienced a death in the family, has a change in employment beyond the student's control, or has other extenuating circumstances. Written documentation of the condition is required. Petitions 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 or student family housing, the following room and board refund schedule applies:

Days 1 – 5	75% of semester room/board charge
Days 6 – 15	50% of semester room/board charge
Days 16 – 30	25% of semester room/board charge
Over 30 days	No refund

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



## FINANCIAL AID

- Rights and Responsibilities
- Types of Financial Aid
- Eligibility
- Remaining Eligible
- Payment
- Repayment
- Village Student Travel

Financial aid is intended to help pay for tuition, fees, books, class supplies, living expenses and village travel, and is available from various federal, state, and local agencies. While financing an education is mainly the responsibility of the student and/or the student's parents, the Director of Financial Aid will make every effort to assist the students in becoming eligible and receive the appropriate financial aid program funds they are eligible for.

## STUDENTS' RIGHTS AND RESPONSIBILITIES

### Students' Rights

As a student at Iḷisaḡvik College, you 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 your financial aid awards.
- Request an explanation of your financial aid package.
- Request reconsideration of your financial aid package if you believe a mistake has been made.
- Know how the school determines if you are making satisfactory academic progress and what happens if you are not.

### Students' Responsibilities

As a student, it is your responsibility to:

- Review and consider all information before you enroll.
- Contact a representative of Iḷisaḡvik College if you have any question about information you have received from the college.
- Accurately complete your application for student financial aid and submit it by the appropriate deadline. Errors can delay your financial aid. It is the student's responsibility to check the posted deadline dates.
- Apply once a year for Title IV funds; for most scholarships, you must apply every semester.
- Ensure the accuracy of all information. Misrepresenting information is grounds for denial of financial aid, and/ or expulsion from college, and you may be subject to prosecution.
- Provide all additional documentation, verification, corrections and/or new information requested by either the financial aid director or the agency to which you have submitted your application.
- Read and understand all forms that you are asked to sign and keep copies of them.
- Notify the financial aid director of any change of name, address, marital status, attendance status and all outside scholarships or resources you will receive for educational expenses.
- Know the tax laws related to your 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. It is the student's responsibility 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, GRANTS AND SCHOLARSHIPS

Grants are usually based on financial need, while scholarships are based on academic merit and promise, as well as financial need. These types of financial aid are not loans and do not need to be repaid.

### 1. FEDERAL 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 FAFSA to the Department of Education. Once you have applied, the federal processor will send you or the college a student aid report (SAR) indicating whether you qualify for the grant.

**Reminder:** *There is a limit to the total amount of Federal Pell Grants that a student may receive, which is the equivalent of 6 school years. Once a total amount of Pell Grant eligibility has been received, a student can no longer receive Pell Grant aid.*

#### Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a need based program for recipients who are Federal Pell eligible. The amount of the FSEOG awards range from \$200 to \$2,000 at Ilisaġvik College. FSEOG awards are limited and are awarded on a first come first served basis. The student must have remaining need after the Federal Pell is applied to receive FSEOG funds.

#### 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.

***Ilisaġvik College does not deal with the Federal Loan Programs.***

## ELIGIBILITY – FEDERAL FINANCIAL AID

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 to the Department of Education (paper application can be turned in to the Financial Aid office, or go to [www.fafsa.gov](http://www.fafsa.gov)).
- Meet the admission requirements of the College and be admitted as a regular student
- Be admitted to an approved degree or certificate program
- 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
- Submit applications to external scholarship programs and funding agencies by the posted deadline for the scholarship programs
- Apply every year for Federal Financial Aid

### 2. LOCAL AND NATIONAL NATIVE CORPORATION

Some regional and village corporations provide scholarships to shareholders. It is the student's responsibility to apply before the deadline for local scholarships. Students should contact their regional and village corporations for details on eligibility and application procedures.

#### Arctic Education Foundation

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

#### In-House Scholarships

These are scholarships that have been given directly to the college. The college is responsible for posting the scholarships and selecting the students who will receive the scholarships. The scholarships are needbased.

For more information on eligibility and application procedures, contact the Financial Aid Office at 907.852.1708 or 1.800.478.7337, extension 1708.

Iñisaġvik College has three in-house scholarships: the American Indian College Fund, ConocoPhillips and the Iñisaġvik Academic Scholarship.

### The American Indian College Fund

The majority of the funds go to students who are AlaskaNative or American Indian. Students must be enrolled in a Tribe (example: Native Village of Barrow). You can now upload a copy of your Regional Corporation card (ASRC, NANA, etc.) and fill out the application online at [www.thecollegefund.org](http://www.thecollegefund.org). The student must also send a digital photo of himself/herself or go to the financial aid office to have a photo taken.

### ConocoPhillips – Qualifications:

- Alaska resident
- Enrolled in an Iñisaġvik College course or program
- Preference given to students taking NSTC, First Aid/ CPR, HAZWOPER, and CDL who are not eligible for other sources of funding
- Secondary consideration given to students from North Slope villages
- Pick up an application at the financial aid office

For more information about available grants and scholarships, students may contact their high school counselor or the college financial aid director, and complete a free scholarship search online at <http://www.fastweb.com>.

### 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 the student must:

- Have a high school diploma or have successfully completed a GED certificate
- Be admitted as a regular student
- Be enrolled in a program leading to a degree, certificate or training that results in employment opportunities
- Make satisfactory academic progress 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.

### Special Note About Financial Aid

Follow up on scholarship applications. Students should not assume that they will be receiving a scholarship simply because they have turned in the application. Check with scholarship providers to make sure they have received all of the necessary information and continue to follow up until you have received an award letter or letter stating that all scholarships have been awarded.

### REMAINING ELIGIBLE FOR FINANCIAL AID

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

### Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress has the following components to measure a student's progress toward a degree or certificate:

- The student must maintain a cumulative grade point average of 2.0.
- Each semester the student must pass 67% of the credits in which he or she 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 Probation

Students failing to meet the above requirements for the previous semester will be placed on financial aid/academic probation for the next semester. Students will be notified in writing that they have been placed on probation.

Students will be able to receive aid for the probation 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 Suspension**

Degree and certificate seeking 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 suspension and must stop-out of college for one full semester (fall or spring). Suspension status is recorded on student transcripts.

Students can appeal for reinstatement of financial aid after they have met the one semester stop-out agreement.

**Financial Aid Appeal Procedures**

A student has the right to appeal financial aid decisions by appealing directly to the Director of Financial Aid. The Director 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, the Director 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 Director. The Director can accept the Committee's recommendation or reject it. The Director has the final authority on all student financial aid appeals.

Students who have been placed on financial aid suspension 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 Director of Financial Aid 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.

**PAYMENT OF FINANCIAL AID**

There will be three posted financial aid disbursement dates each semester. Financial aid will not be released to a student until the following has been met:

- Students must be enrolled in the number of credits required by the scholarship or grant.

- Students are expected to attend class. The financial aid director will verify attendance for all financial aid recipients.
- The business office will disburse all financial aid funds.

Students should contact the business office with any questions pertaining to financial aid disbursements.

Financial aid will not be released to a student prior to the first day of instruction for the program in which the student is enrolled. All educational expenses must be paid before any remaining balance is to be released to the student. The business office will disburse fund balances on the posted disbursement dates. Proper identification with a photo ID must be presented before funds will be released.

**REPAYMENT OF TITLE IV FUNDS**

Students may be responsible for repayment of a portion (or all) of the financial aid received for a semester if he or she totally withdraws from classes during the semester. The amount of a refund, repayment or return of federal aid is based on the U.S. Department of Education regulations concerning return of federal financial aid. Any refund or repayment calculation exceeding the amount of the refund determined by college policy will be charged to the student. Students receiving financial aid are encouraged to meet with their academic advisor and with the financial aid director before making the decision to withdraw from classes.

**VILLAGE STUDENT TRAVEL**

A student's travel expenses from a home village to attend courses in Barrow will be charged to the student's financial aid account. Students' travel charges must be covered by financial aid before refunds of excess financial aid are awarded. For more information about student travel, or to establish a written travel agreement, call the Financial Aid Director at 907.852.1708 or 1.800.478.7337, ext. 1708.

Any student traveling from outside North Slope villages will have to be approved by the Financial Aid Director and the Controller. The student must fill out scholarship applications from his/her Native corporation and/or tribal affiliation prior to air travel. The student must also fill out the current FAFSA. Please refer to the Student Handbook for further information.

## STUDENT RIGHTS AND RESPONSIBILITIES

- **Student Responsibility**
- **Accommodation for Persons with Disabilities**
- **Freedom from Discrimination**
- **Freedom from Alcohol and Drugs**
- **Freedom from Harassment**
- **Freedom from Violence**
- **Student Conduct**
- **Intervention – Grievance Process**
- **Campus Security**
- **Wildlife on Campus**
- **Access to Records**
- **Family Educational Rights and Privacy Act**
- **Directory Information**

## STUDENT RESPONSIBILITY

Admission to Iḷisaḡvik College carries with it the students' obligations to conduct themselves as responsible members of the Iḷisaḡvik learning community. As members of the academic community, students are responsible for studying and learning. Iḷisaḡvik expects student conduct to be in accordance with traditional Iḷupiaq 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.

## ACCOMMODATION FOR PERSONS WITH DISABILITIES

Iḷisaḡvik College will make reasonable accommodations to allow students with disabilities to attend classes. Inquiries should be directed to: Iḷisaḡvik College, Dean of Students, P.O. Box 749, Barrow, Alaska 99723 or by calling 907.852.1823.

Iḷisaḡvik College partners with the Iḷupiat 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 3210 Brower Street in Barrow.

## FREEDOM FROM DISCRIMINATION

Iḷisaḡvik College is committed to a policy of education equity. The college admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment practices without regard to race, color, religion, gender, national origin, marital status, sexual orientation or disabilities. 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 college Human Resources Department at 907.852.1838.

## FREEDOM FROM ALCOHOL AND DRUGS

College policy requires an alcohol and drug-free environment for the benefit of all students 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 HARASSMENT

Harassment of any type is expressly forbidden and includes: physical or verbal abuse; sexual harassment; intimidation; or other conduct, including hazing, which unreasonably interferes with, or creates a hostile or offensive learning, living or working environment. Sexual harassment is a form of student or employee misconduct which includes unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct or communication of a sexual nature. Other forms of harassment include, but are not limited to inappropriate conduct regarding gender, status, race, physical appearance or characteristics.

## FREEDOM FROM VIOLENCE

Threatening or intimidating behavior and violence at any Iñisaġvik College facility are unacceptable behaviors and will not be tolerated. Violence includes any action (verbal, written or physical aggression) that is intended to control or cause, or is capable of causing death, serious bodily injury or harm to oneself or others, or damage to property. Violence includes threats or other conduct that in any way unreasonably interferes with or creates a hostile or offensive learning, living, or working environment. Physical intimidation or harassment may include holding, impeding or blocking free movement, following, stalking, touching or any other inappropriate physical contact or advances.

## 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.

## 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 whether or not a complaint has been filed. Every effort will be made to resolve the problem informally and directly with all involved. Please note the Student Handbook for detailed information regarding this process.

## 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 at [www.ilisagvik.edu/departments/student-services/campus-security/](http://www.ilisagvik.edu/departments/student-services/campus-security/).***

## WILDLIFE ON CAMPUS

Iñisaġvik 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.

## ACCESS TO RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords 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 Instruction, 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.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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.

### **DIRECTORY INFORMATION**

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

Directory Information at Iḷisaḡvik College:

- Student's name, local address, permanent address, email address, photos, and telephone numbers (including cell phone numbers)
- 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



**STUDENT RESOURCES**

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

**STUDENT SUCCESS CENTER**

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

**ACADEMIC ASSISTANCE**

The Learning Resource Centers are located at NARL (Hut 60, RM 208) and Tuzzy Library. Academic assistance is available for Iḷisaḡvik students, other college students, and community members who need academic support. Academic Assistants provide assistance in

English, math, and other program-specific coursework.

**LRC WALK-IN HOURS**

Location	Hours
<b>NARL</b>	Mon-Fri: 6pm–10pm
	Sat & Sun: 3pm–6pm
<b>TUZZY LIBRARY</b>	Tue-Thurs: 6pm–9pm
	Saturday: 3pm–6pm

*\*For more information, please call the Education and Support Coordinator at 907.852.1819.*

**ADULT BASIC EDUCATION**

The Iḷisaḡvik College Adult Basic Education (ABE) Program, located in Hut 60 on the main college campus, helps adults improve their basic skills in reading, writing, and mathematics for educational, vocational, and personal success. The needs of individual students are met through diagnostic testing, instruction, and individual study plans. All services are free. ABE is an open entry/open exit program and is also available in the villages. For more information contact the ABE office at 907.852.1742.

**BOOKSTORE**

The Iḷisaḡvik College bookstore is located in the main building, just off the lobby. The bookstore stocks all required and recommended textbooks and other course materials, which can be purchased in the store, by e-mail or telephone. Payment may be made through financial aid, credit cards, cash, checks or money orders. We also carry books on Iḷupiaq language and culture; Arctic natural science; biographies; stories; novels; children's books with Native and Arctic themes, and Iḷisaḡvik-logo clothing and gifts. For questions, or to place a telephone order, call 907.852.1815, or 1.800.478.7337, extension 1815.

**COMPUTER SERVICES**

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

**E-Mail Access**

Email accounts are available to all students, staff and faculty. Visit or contact the Information Systems department for more information.

## 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 907.852.1819 for more information)
- Residential Center Computer Lab
- 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 907.852.1776 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.

## DISTANCE EDUCATION

Iḷisaḡvik College offers distance education courses utilizing both teleconference and MyCampus, the online course management system. Registration for an online course is the same as for other courses in Barrow. 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 Barrow 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, Iḷisaḡvik uses Blackboard Collaborate, 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 predesignated 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 907.855.0589.

## ENGLISH AS A SECOND LANGUAGE (ESL)

English as a Second Language (ESL) assistance and small group classes provide the opportunity for individuals fluent in another language to strengthen their English speaking, reading and writing skills. Participants may register at any time. Contact 907.852.1742.

## FOOD SERVICES

A full service cafeteria is open to students, faculty, staff and the general public. Hours are posted on the Iḷisaḡvik 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. The meal plan includes breakfast, lunch and dinner Monday through Saturday; also including brunch (all you can eat) 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 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.
- Generally, food must be consumed in the cafeteria.

With the exception of pre-arranged “to-go” meals and sack lunches, students may not take food out of the dining room for later consumption or for giving to others. Plasticware 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.

### **Special Dining Events**

Iḷisaġvik’s Food Services is operated by the College. The cook and kitchen staff often help with many of the student activities and special events throughout the school year.

Examples of such activities may include:

- Welcome Barbecue
- Traditional Potlucks
- Invite-an-Elder-to-Dinner Day
- Get-to-Know-Your-Instructor Day
- Traditional St. Patrick’s Day Dinner

### **GENERAL EDUCATION DEVELOPMENT (GED) TESTING**

Iḷisaġvik offers GED preparation and testing at Hut 60 on the main College campus. Students wishing to earn a high school equivalency diploma from the Alaska Department of Labor may register at any time. Instruction and testing is available in five subject areas: reading, writing, science, social studies and math, as required by the State of Alaska GED program. Sixteen and seventeen-year-old GED students must provide written consent from their parent or guardian to register. Students under 21 must provide documentation confirming official withdrawal from their respective school district in order to enroll. Contact us at 907. 852.1742.

### **INTERNSHIPS**

Iḷisaġvik 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, degreeseeking, and possess demonstrated proficiencies. The work must provide an opportunity to meet academic, educational, and career objectives.

### **JOB PLACEMENT**

The job placement office is located the main campus and can be reached at 907.852.1856. The Career and Education Coordinator will assist individuals in finding jobs that fit the skill set of the applicant. The Coordinator will help with filling out applications, creating cover letters, and enhancing individual resumes. The office also provides online access to employment opportunities.

### **RECREATION AND CULTURAL ACTIVITIES**

Student Success Center staff provide numerous formal and informal recreational and cultural activities to enhance the learning environment.

The Student Success Center maintains a recreation center on the main college campus. It is equipped with a half basketball court, ping-pong and pool tables, weight machines, treadmills, and other exercise and recreational equipment. Regular programming is available throughout the academic year. Hours are posted on the Iḷisaġvik website. Any questions or suggestions for the Recreation Center should be directed to the Student Wellness Coordinator at 907.852.1819.

## RESIDENTIAL SERVICES

### ***Iḷisaqtuat 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 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.

### **Family Housing**

Iḷisaḡvik has limited family housing available. Students requiring family housing must follow the application and admission procedure described above. The Student Life Coordinator works to secure appropriate living space for eligible students and their families. All family housing is off-campus.

## 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.

### **Transferring to a Four-Year Institution and Other Post-Iḷisaḡvik Opportunities**

The Career and Education Coordinator will assist Iḷisaḡvik College students to find educational opportunities once they have completed their degree, certificate, or class. The Coordinator will assist individuals in determining the institute that will be a good fit for them. Once the relevant college or training centers are selected the Coordinator will facilitate the application process to ensure a smooth transition into the new educational opportunity.

## 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 907.852.1703 or email [studentgovernment@ilisagvik.edu](mailto:studentgovernment@ilisagvik.edu).

## STUDENT ORGANIZATIONS

Students have joined together to form an Iḷisaġvik College community basketball team, an organization of Native artisans and crafters, a computer club, and other activities. Any suggestions for student organizations and activities are welcome. Please contact 907.852.1809.

## STUDENT ORIENTATION

Orientation is a series of planned events and/or materials available at the beginning of each semester that allows students to become familiar with their college. Orientation will be available prior to the first day of classes each semester and is a time when students are able to meet other students, faculty and staff. Organized by a college-wide Student Orientation Committee, orientation assists students through the registration and enrollment process.

## 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 with an emphasis on information relating to the Arctic, polar regions, the North Slope, and Iñupiat history, language and culture.

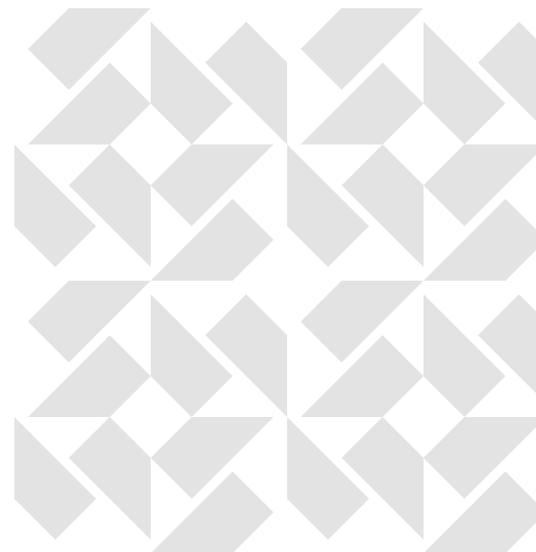
The library's online catalog can be accessed at [www.tuzzy.org](http://www.tuzzy.org). The online catalog is shared in partnership with the University of Alaska Fairbanks. All of the holdings of the Tuzzy Library and its branches in the villages of the North Slope, as well as all branches of UAF, can be searched through this link. The library also provides reference service and research assistance. Material may be requested from other libraries through interlibrary loan (ILL) services. Requests for interlibrary loan materials can be e-mailed, phoned or faxed to the library. Requests are usually filled in eight to twelve days.

Tuzzy Consortium Library is also the home of a classroom that is utilized by many of the departments at Iḷisaġvik College. This space is also available for public use. Along with the classroom, 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 15 public use computers are occupied, laptop computers may be checked out at the front desk.

Videoconferencing is also available through Tuzzy Consortium Library. To take advantage of this equipment please contact a library employee. It can be used for private meetings as well as group presentations across the state of Alaska and beyond. The library has used this equipment to conduct job interviews between Barrow and Australia, to connect to oil experts in New Hampshire and to share Iñupiat culture with people in libraries throughout the state.

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 or e-mail the library 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 through Thursday from 9:00 a.m. to 9:00 p.m. and Friday and Saturday from 12:00 p.m. to 6:00 p.m. The library can be contacted through email 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.





# **PROGRAMS OF STUDY**

**Accounting**  
**Allied Health**  
**Associated Construction Trades**  
**Business Management**  
**CDL/Heavy Equipment Operations**  
**Education**  
**Emergency Services**  
**Industrial Safety**  
**Information Technology**  
**Iñupiaq Studies**  
**Liberal Arts (General Transfer)**  
**Office Administration**

## PROGRAMS OF STUDY

### ACCOUNTING

#### Certificate Programs

- Accounting Technician I
- Accounting Technician II

#### Associate of Applied Science

- Accounting

### ALLIED HEALTH

#### Training Programs

- Dental Assistant Trainee

#### Certificate Programs

- Medical Coding Specialist
- Certified Nurse Aide
- Allied Health

#### Associate of Arts

- Human Services Emphasis

#### Associate of Science

- Allied Health

### ASSOCIATED CONSTRUCTION TRADES

#### Certificate Programs

- Carpentry I
- Carpentry II
- Electrical I and II Basic
- Electrical I and II Advanced
- Electrical III and IV
- Plumbing I, II, III and IV
- Pipeline Insulation I
- Scaffolding I
- Pipefitting I Trades

### BUSINESS MANAGEMENT

#### Certificate Programs

- Business Specialist I
- Business Specialist II
- Entrepreneurship/Small Business Management Certificate I
- Entrepreneurship/Small Business Management Certificate II

#### Associate of Applied Science

- Business and Management

### CDL/HEAVY EQUIPMENT OPERATIONS

#### Certificate Programs

- Heavy Equipment Operations
- Heavy Truck Operations

### EDUCATION

#### Associate of Arts

- Inupiaq Early Learning

#### Teachers for the Arctic

### EMERGENCY SERVICES

#### Certificate Programs

- EMT: Emergency Medical Technician I
- Firefighter I

#### Associate Of Applied Science

- Emergency Services

### INDUSTRIAL SAFETY

#### Certificate Programs

- Industrial Safety, Level I

### INFORMATION TECHNOLOGY

#### Certifications

- IC3 - Internet and Computer Core Certification
- COMP TIA A+ Certification
- COMP TIA Network+ Certification

#### Certificate Programs

- Information Technology Specialist I
- Information Technology Specialist II

### IÑUPIAQ STUDIES

#### Certificate Programs

- Inupiaq Fine Arts Certificate
- Inupiaq Language Certificate I
- Inupiaq Language Certificate II

#### Associate of Arts

- Inupiaq Studies

### LIBERAL ARTS (GENERAL TRANSFER)

#### Associate of Arts

### OFFICE ADMINISTRATION

#### Certificate Programs

- Office Administration I
- Office Administration II

#### Associate of Applied Science

- Office Administration

## ACCOUNTING

### Program 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, which is the highest level of employment readiness offered by Iñisagvik College.
- 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.



### Program 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.
- Prepare professional financial statements and other reporting documents.
- Identify and use relevant accounting information to support managerial decision making.
- Understand the importance of ethical behavior in business and how organizations influence ethical behavior; demonstrate ethical behavior in personal, academic, and professional activities.
- Use current computer technologies, especially spreadsheets, accounting software, and presentation software, to perform accounting duties.
- Convey financial information effectively to financial and non-financial professionals both orally and in writing.
- Collaborate effectively with diverse individuals and organizations to achieve financial goals.
- Integrate Iñupiaq knowledge, values and culture into business practice.

### Admission Requirements and Prerequisites

Students must meet general admissions requirements.

<b>CERTIFICATE, ACCOUNTING TECHNICIAN I</b>		
<b>Course Requirements</b>		<b>Credits</b>
BUS 101	Principles of Accounting I	3
BUS 151	Introduction to Business**	3
IT 140	Computer Spreadsheets, Modules A, B, C	3
<b>Complete ONE of the following:</b>		
BUS 105	Business Math	3
MATH 107X	Functions for Calculus*	4
<b>Complete ONE of the following:</b>		
ANTH 100X	Individuals, Society and Culture*	3
BUS 155	Human Relations	3
BUS 239	Culture and Management	3
<b>Certificate, Accounting Technician I</b>		<b>Total Credits 15</b>

<b>CERTIFICATE, ACCOUNTING TECHNICIAN II</b>		
<b>Course Requirements</b>		<b>Credits</b>
<b>Communications</b>		<b>(3 credits)</b>
<b>Complete ONE of the following:</b>		
BUS 109	Business English	3
ENGL 111X	Introduction to Academic Writing*	3
<b>Mathematics/Natural Science</b>		<b>(3-4 credits)</b>
<b>Complete ONE of the following:</b>		
BUS 105	Business Math	3
MATH 107	Functions for Calculus*	4
<b>Human Relations</b>		<b>(3 credits)</b>
<b>Complete ONE of the following:</b>		
ANTH 100X	Individuals, Society and Culture*	3
BUS 155	Human Relations	3
BUS 239	Culture and Management	3
<b>Major Specialty</b>		<b>(21 credits)</b>
BUS 101	Principles of Accounting I	3
BUS 151	Introduction to Business **	3
BUS 175	Customer Service	3
BUS 201S	Principles of Accounting II**	3
BUS 254	Introduction to Organizational Management**	3
IT 140	Computer Spreadsheets, Modules A, B, C	3
<b>Complete ONE of the following:</b>		
BUS 112	Principles of Economics**	3
ECON 100X	Political Economy (cross-listed PS 100X)*	3
<b>Certificate, Accounting Technician II</b>		<b>Total Credits 30-31</b>

<b>ASSOCIATE OF APPLIED SCIENCE, ACCOUNTING</b>		
<b>Course Requirements:</b>		<b>Credits</b>
<b>Communications</b>		<b>(9 credits)</b>
BUS 220	Applied Business Communication	3
COMM 131X	Fundamentals of Oral Communication	3
<b>Complete ONE of the following:</b>		
BUS 109	Business English	3
ENGL 111X	Introduction to Academic Writing*	3
<b>Mathematics/Natural Science</b>		<b>(3-4 credits)</b>
<b>Complete ONE of the following :</b>		
BUS 105	Business Math	3
MATH 107X	Functions for Calculus*	4
<b>Humanities/Social Science</b>		<b>(6 credits)</b>
<b>Complete ONE of the following:</b>		
ANTH 100X	Individuals, Society & Culture*	3
BUS 155	Human Relations**	3
<b>Complete ONE of the following:</b>		
BUS 112	Principles of Economics**	3
ECON 100X	Political Economy (cross-listed as PS 100X)*	3
<b>Major Specialty</b>		<b>(36 credits)</b>
BUS 101	Principles of Accounting	3
BUS 114	Payroll Accounting**	3
BUS 151	Introduction to Business	3
BUS 175	Customer Service	3
BUS 201S	Principles of Accounting II**	3
BUS 202	Managerial Accounting	3
BUS 232	Contemporary Management Issues	3
BUS 233	Financial Management	3
BUS 239	Culture and Management	3
BUS 245	Computerized Accounting	3
BUS 254	Introduction to Organizational Management**	3
IT 140	Computer Spreadsheets, Modules A, B, C	3
<b>Electives</b>		<b>(6 credits)</b>
<b>Option 1: Professional Track (for students planning to enter workforce after graduation)</b> Complete any 6 credits from following not taken above: BUS, IT, TM, or INU 100 or 200-level courses		
<b>Option 2: Transfer Track (for students planning to transfer to UA System)</b> Complete any 6 credits from following not taken above: ENGL 200X, HIST 100X, LS 100X, INU Language Courses, or any other course ending in "X" not yet taken for credit		
<i>No course can be counted more than once to meet a requirement in more than one category</i>		
<b>Associate of Applied Science, Accounting</b>		<b>Total Credits 60</b>

\* Recommended for students planning to transfer to 4-year institution

\*\* Check with advisor for possible course substitutions



**ALLIED HEALTH**

**Program Overview**

Allied Health Programs prepare local residents for health careers. In addition to academic offerings, Iḷisaġvik 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.

**Program Outcomes**

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

- Identify and ask focused questions, and apply scientific methodology including observation, hypothesis formulation and testing, and evaluation of evidence in laboratory, academic, and everyday situations.

- Perform mathematical calculations involving counting, arithmetical operations, algebra, and the evaluation of functions.
- Demonstrate competency in the methodologies used to study living systems, with a focus on human biology.
- Identify the significant epidemiological, social and community changes on the North Slope as a result of first contact.
- Be prepared to pursue paraprofessional or professional degree in the health care field of their choice.

**Admission Requirements and Prerequisites**

Students must meet general admission requirements and meet criminal background check requirements necessary to work in the medical field. Allied Health courses may require separate admission requirements and acceptance.



**DENTAL ASSISTANT TRAINEE**

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



**Program Outcomes**

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

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

<b>CERTIFICATE, DENTAL ASSISTANT TRAINEE</b>		
<b>Course Requirements</b>		<b>Credits</b>
HLTH D101	Essentials of Dentistry	3
HLTH D 121	Chairside Procedures I	4
<b>Certificate, Dental Assistant Trainee</b>		<b>Total Credits 7</b>

**CERTIFIED NURSE AIDE CERTIFICATE**

These training courses are offered in conjunction with Tanana Valley Campus of University Alaska Fairbanks. Students complete class work taught by TVC faculty at Iļisaġvik and travel to Fairbanks for clinical experience.



**Program Outcomes**

Upon successful completion of the training programs, students will take a state certification exam in order to receive the state certification necessary to work in the nursing field and carry out these duties:

- Interact with and communicate effectively with patients.
- Provide for the comfort and safety of patients.
- Record and report patient observations.
- Assist nurse with various procedures.
- Become a productive member of a health care team.
- Model professional behavior, ethics, and appearance.

<b>CERTIFICATE, CERTIFIED NURSE AIDE</b>		
<b>Course Requirements</b>		<b>Credits</b>
<b>Option 1:</b> HLTH 107	Certified Nurse Aide	9
<b>Option 2:</b> HLTH 111	Personal Care Attendant	4
HLTH 113	PCA to CNA Bridge	5
<b>Certificate, Certified Nurse Aid</b>		<b>Total Credits 9</b>

**MEDICAL CODING SPECIALIST CERTIFICATE**

**Program 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 system.
- Communicate in a professional manner.
- Model professional behaviors, ethics, and appearance.
- Be prepared to take national credentialing exams.

<b>CERTIFICATE, MEDICAL CODING SPECIALIST</b>		
<b>Course Requirements</b>		<b>Credits</b>
<b>Communications</b>		<b>(3 credits)</b>
<i>Complete ONE of the following:</i>		
COMM 131X	Fundamentals of Oral Communication	3
ENGL 111X	Introduction to Academic Writing	3
<b>Mathematics/Natural Science</b>		<b>(11 credits)</b>
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH 105	Basic College Algebra	3
BIOL 211X	Human Anatomy and Physiology I	4
BIOL 212X	Human Anatomy and Physiology II	4
<b>Medical Coding</b>		<b>(19-21 credits)</b>
HLTH 204	Medical Terminology	3
HLTH 299	Allied Health Internship	1-3
<i>Complete ONE of the following:</i>		
HLTH 270	Introduction to Pathology	3
HLTH 271	Introduction to Pharmacology	3
HIM 110	Introduction to Health Management	3
HIM 210	ICD-9-CM Coding	3
HIM 211	CPT-4 Coding	3
HIM 215	Health Insurance Claims Processing & Reimbursement	3
<b>Certificate, Medical Coding Specialist</b>		<b>Total Credits 33-35</b>

**ALLIED HEALTH CERTIFICATE**

**Program Outcomes**

Upon successful completion of the Allied Health Certificate, 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 for entry level work in healthcare and/or to continue pursuing an Associate of Science in Allied Health degree.

<b>CERTIFICATE ALLIED HEALTH</b>		
<b>Course Requirements</b>		<b>Credits</b>
<b>Communications</b>		<b>(3 credits)</b>
<i>Complete ONE of the following:</i>		
COMM 131X	Fundamentals of Communication	3
ENGL 111X	Introduction to Academic Writing*	3
<b>Mathematics/Natural Science</b>		<b>(3 credits)</b>
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH 105	Basic College Algebra	3
<b>Human Relations</b>		<b>(3 credits)</b>
<i>Complete ONE of the following:</i>		
PSY 101	Introduction to Psychology	3
PSY 150	Lifespan Development	3
<b>Major Specialty</b>		<b>(24 credits)</b>
BIOL 211X	Human Anatomy and Physiology I	4
BIOL 212X	Human Anatomy and Physiology II	4
CHEM 103X	Introduction to General Chemistry	4
HLTH 204	Medical Terminology	3
<b>Complete 9 credits from the following (not taken above):</b> ANTH 100X, BIOL 103X, BIOL 105, BIOL 106, BIOL 240, CHEM 100, CHEM 104X, HLTH 101, HLTH 103, HLTH 270, HLTH 271, HLTH 299, MATH 107X, PHIL 101, PSY 101, PSY 150, PSY 240		
<b>Certificate, Allied Health</b>		<b>Total Credits 33</b>

**ASSOCIATE OF SCIENCE DEGREE, ALLIED HEALTH**

**Program 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 AS 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.

<b>ASSOCIATE OF SCIENCE DEGREE, ALLIED HEALTH</b>		
<b>Course Requirements</b>		<b>Credits</b>
<b>Communications</b>		<b>(9 credits)</b>
COMM 131X	Fundamentals of Oral Communication	3
ENGL 111X	Introduction to Academic Writing	3
ENGL 213X	Academic Writing about Social/Natural Sciences	3
<b>Mathematics, Science and Technology</b>		<b>(19 credits)</b>
BIOL 211X	Human Anatomy and Physiology I	4
BIOL 212X	Human Anatomy and Physiology II	4
CHEM 103X	Introduction to General Chemistry	4
HLTH 204	Medical Terminology	3
LS 101X	Library Information and Research	1
MATH 105	Basic College Algebra	3
<b>Iñupiaq Studies</b>		<b>(3 credits)</b>
<i>Complete any 3 credit INU course</i>		
<b>Humanities and Social Science</b>		<b>(6 credits)</b>
<b>Complete ONE of the following</b>		
PSY 101	Intro to Psychology	3
PSY 150	Lifespan Development	3
<b>Complete ONE of the following</b>		
ANTH 100X	Individual, Society & Culture	3
HIST 100X	Modern World History	3
HIST 117	US History	3
PHIL 101	Introduction to Logic	3
<b>Electives</b>		<b>(23 credits)</b>
<b>Complete 23 credits from the following (not taken above):</b> ANTH 100X, BIOL 103X, BIOL 105, BIOL 106, BIOL 240, CHEM 100, CHEM 104X, HLTH 101, HLTH 103, HLTH 270, HLTH 271, HLTH 299, MATH 107X, PHIL 101, PSY 101, PSY 150, PSY 240		
<b>Associate of Science Degree, Allied Health</b>		<b>Total Credits 60</b>

**ASSOCIATE OF ARTS DEGREE WITH HUMAN SERVICES EMPHASIS**

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

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



## ASSOCIATED CONSTRUCTION TRADES

### Program Overview

The Associated Construction Trades (ACT) program offers training in Carpentry, Electrical, Plumbing, Scaffolding, Pipeline Insulation, and Pipefitting. The certificates offered within the ACT program are designed to prepare students to enter the work force with a minimal set of skills or to upgrade their current skill level for employment.

Iḷisaḡvik College uses the National Center for Construction Education and Research (NCCER) curricula, which are nationally recognized for craft training and provide 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

You must pass a drug test and COMPASS math test to be accepted into these programs.

Students must be in good physical condition. Students 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.

Students 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 wait list for the semester in which they applied are given preference in the following semester.

### Program Outcomes

In addition to apprentice and related learning courses, 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.
- Participate in coordinating projects and supervising others.
- Work with a team unit in a direction that aligns with stated vision, mission and values.
- Work within the legal, regulatory and code parameters of the trade/community.
- Seek out and engage in learning opportunities that broaden perspective, deepen understanding and increase personal fulfillment throughout life.
- Integrate Iñupiaq knowledge, values and culture into business practice.

### Fast Track Training

Iḷisaḡvik College is working in partnership with employers to prepare students for jobs in the oil field and construction industry.



**CARPENTRY**

<b>CERTIFICATE, CARPENTRY I</b>		
<b>Course Requirements</b>		<b>Credits</b>
CARP 110	Carpentry, Level I	5
CARP 111	Carpentry, Level I Skills Lab	1
CTT 101	Introduction to Construction Skills	3
MTHC 101	Math for Carpenters, Module A	1
<b>Certificate, Carpentry I</b>		<b>Total Credits 10</b>

<b>CERTIFICATE, CARPENTRY II</b>		
<b>Course Requirements</b>		<b>Credits</b>
CARP 110	Carpentry, Level I	5
CARP 111	Carpentry, Level I Skills Lab	1
CARP 120	Carpentry, Level II	5.5
CARP 121	Carpentry, Level II Skills Lab	2
CTT 101	Introduction to Construction Trades	3
MTHC 101	Math for Carpenters, Module A	1
MTHC 101	Math for Carpenters, Module B	1
<b>Certificate, Carpentry II</b>		<b>Total Credits 18.5</b>

**ELECTRICAL**

<b>CERTIFICATE, ELECTRICAL I, BASIC</b>		
<b>Course Requirements</b>		<b>Credits</b>
CTT 101	Introduction to Construction Skills	3
ELEC 125	Electrical Training, Level I	4
<b>Certificate, Electrical I, Basic</b>		<b>Total Credits 7</b>

<b>CERTIFICATE, ELECTRICAL II, BASIC</b>		
<b>Course Requirements</b>		<b>Credits</b>
CTT 101	Introduction to Construction Skills	3
ELEC 125	Electrical Training, Level I	4
ELEC 126	Electrical Training, Level II	6
<b>Certificate, Electrical II, Basic</b>		<b>Total Credits 13</b>

<b>CERTIFICATE, ELECTRICAL I, ADVANCED</b>		
<b>Course Requirements</b>		<b>Credits</b>
CCS101	Tools for Success, Modules A, B, C	3
CTT 101	Introduction to Construction Skills	3
ELEC 106	Electrical Blueprints and Design, Modules A, B	2
ELEC 125	Electrical Training, Level I	4
ELEC 138	Electrical Training, Level I, Skill Development	2
ELEC 166	Introduction to Nat'l Electrical Code (NEC), Modules A, B	2
ELEC 206	Commercial Wiring I, Module A	1
MTHE 101	Math for Electricians, Modules A, B	2
<b>Certificate, Electrical I, Advanced</b>		<b>Total Credits 19</b>

<b>CERTIFICATE, ELECTRICAL II, ADVANCED</b>		
<b>Course Requirements</b>		<b>Credits</b>
ELEC 126	Electrical Training, Level II	6
ELEC 188	Electrical Skill Development, Level II	2
ELEC 206	Commercial Wiring I, Modules B, C	2
EIEC 216	Applied NEC Study, Modules A, B	2
ELEC 276	Advanced Blueprints and Design, Modules A, B	2
<b>Certificate, Electrical II, Advanced</b>		<b>Total Credits 14</b>

<b>CERTIFICATE, ELECTRICAL III</b>		
<b>Course Requirements</b>		<b>Credits</b>
ELEC 206	Commercial Wiring I, Module C	1
ELEC 216	Applied NEC Study, Module C	1
ELEC 238	Electrical Skills Development Level III	2
ELEC 251	Electrical Training Level III	7
ELEC 276	Advanced Blueprints and Design, Module C	1
ELEC 289	Electrical Practicum I	3
<b>Certificate, Electrical III</b>		<b>Total Credits 15</b>

<b>CERTIFICATE, ELECTRICAL IV</b>		
<b>Course Requirements</b>		<b>Credits</b>
ELEC 252	Electrical Training Level IV	8
ELEC 275	Advanced Electrical Topics, Modules A, B	2
ELEC 288	Electrical Skill Development Level IV	2
ELEC 299	Electrical Practicum II	3
<b>Certificate, Electrical IV</b>		<b>Total Credits 15</b>



**PIPEFITTING**

**CERTIFICATE, PIPEFITTING LEVEL I**

Course Requirements		Credits
CTT 101	Introduction to Construction Skills	3
PMB 103	Pipefitting, Level I	3
<b>Certificate, Pipefitting, Level I</b>		<b>Total Credits 6</b>

**PIPELINE INSULATION**

**CERTIFICATE, PIPELINE INSULATION**

Course Requirements		Credits
CTT 101	Introduction to Construction Skills	3
CTT 104	Pipeline Insulation, Level I	3
<b>Certificate, Pipeline Insulation</b>		<b>Total Credits 6</b>

**PLUMBING**

**CERTIFICATE, PLUMBING I**

Course Requirements		Credits
CTT 101	Introduction to Construction Skills	3
MTHP 101	Math for Plumbers, Module A	1
PMB 101	Plumbing, Level I	5
PMB 102	Plumbing, Level I Skills Lab	1
<b>Certificate, Plumbing I</b>		<b>Total Credits 10</b>

**CERTIFICATE, PLUMBING II**

Course Requirements		Credits
CTT 101	Introduction to Construction Skills	3
MTHP 101	Math for Plumbers, Module A	1
MTHP 101	Math for Plumbers, Module B	1
PMB 101	Plumbing, Level I	5
PMB 102	Plumbing, Level I Skills Lab	1
PMB 120	Plumbing, Level II	5
PMB 121	Plumbing, Level II Skills Lab	1
<b>Certificate, Plumbing II</b>		<b>Total Credits 17</b>



<b>CERTIFICATE, PLUMBING III</b>		
<b>Course Requirements</b>		<b>Credits</b>
CTT 101	Introduction to Construction Skills	3
MTHP 101	Math for Plumbers, Module A	1
MTHP 101	Math for Plumbers, Module B	1
MTHP 101	Math for Plumbers, Module C	1
PMB 101	Plumbing, Level I	5
PMB 102	Plumbing, Level I Skills Lab	1
PMB 120	Plumbing, Level II	5
PMB 121	Plumbing, Level II Skills Lab	1
PMB 209	Plumbing, Level III	5
PMB 210	Plumbing, Level III Skills Lab	1
<b>Certificate, Plumbing III</b>		<b>Total Credits 24</b>

<b>CERTIFICATE, PLUMBING IV</b>		
<b>Course Requirements</b>		<b>Credits</b>
CTT 101	Introduction to Construction Skills	3
MTHP 101	Math for Plumbers, Module A	1
MTHP 101	Math for Plumbers, Module B	1
MTHP 101	Math for Plumbers, Module C	1
PMB 101	Plumbing, Level I	5
PMB 102	Plumbing, Level I Skills Lab	1
PMB 120	Plumbing, Level II	5
PMB 121	Plumbing, Level II Skills Lab	1
PMB 209	Plumbing, Level III	5
PMB 210	Plumbing, Level III Skills Lab	1
PMB 211	Plumbing, Level IV	5
<b>Certificate, Plumbing IV</b>		<b>Total Credits 29</b>

## SCAFFOLDING

<b>CERTIFICATE, SCAFFOLDING</b>		
<b>Course Requirements</b>		<b>Credits</b>
CTT 101	Introduction to Construction Skills	3
CTT 105	Scaffolding, Level I	3
<b>Certificate, Scaffolding</b>		<b>Total Credits 6</b>

**BUSINESS AND MANAGEMENT**

**Program Overview**

Iḷisaġvik 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 Iḷisaġvik 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 Iḷupiaq 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 Associates 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 associates 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.

**Program Outcomes**

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

- Have a working knowledge of current legal, ethical, social, financial, and economic environmental factors as they apply to business.
- Apply fundamental accounting and financial principles and demonstrate the ability to calculate, compile and analyze financial records to make prudent business decisions.
- Understand basic managerial skills and techniques and how they are applied to achieve organizational strategies and create a positive and rewarding work environment.
- Express ideas clearly and creatively in diverse ways through speech, writing, and visual presentation.
- Demonstrate research skills to access information from multiple sources; demonstrate critical thinking skills to evaluate and synthesize information in the form of conclusions, ideas and opinions.
- Understand the importance of ethical behavior in business and how organizations influence ethical behavior; demonstrate ethical behavior in personal, academic and professional activities.
- Demonstrate a working knowledge of computers using software packages to create spreadsheets, written reports, letters and presentations; communicate with clients and co-workers, and perform other general business duties.
- Integrate Iḷupiaq knowledge, values and culture into business practice.
- Demonstrate accomplishment of the outcomes for at least one of the specialties included in this program.

**Admission Requirements and Prerequisites**

Students must meet general admissions requirements.

**ENTREPRENEURSHIP/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.

**Program 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 of 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.



<b>CERTIFICATE, ESBM SPECIALIST I</b>		
<b>Course Requirements</b>		<b>Credits</b>
BUS 101	Principles of Accounting I	3
BUS 105	Business Math	3
BUS 151	Introduction to Business	3
BUS 260	Principles of Marketing	3
IT 140	Computer Spreadsheet, Modules A, B, C	3
<b>Certificate, ESBM Specialist I</b>		<b>Total Credits 15</b>

<b>CERTIFICATE, ESBM SPECIALIST II ***</b>		
<b>Course Requirements</b>		<b>Credits</b>
<b>Communications</b>		<b>(3 credits)</b>
BUS 109	Business English	3
<b>Mathematics/Natural Science</b>		<b>(3 credits)</b>
BUS 105	Business Math	3
<b>Human Relations</b>		<b>(3 credits)</b>
BUS 175	Customer Service	3
<b>Major Specialty</b>		<b>(21 credits)</b>
BUS 101	Principles of Accounting I	3
BUS 151	Introduction to Business	3
BUS 202	Managerial Accounting	3
BUS 239	Culture and Management	3
BUS 260	Principles of Marketing	3
IT 140	Computer Spreadsheets, Modules A, B, C	3
<b>Complete ONE of the following:</b>		
BUS 279	Economic Development on the North Slope	3
BUS 112	Principles of Economics	3
<b>Certificate, ESBM Specialist II</b>		<b>Total Credits 30</b>

\*\*\*Coursework for the ESBM Specialist II Certificate includes coursework for ESBM Specialist I Certificate plus 15 additional credits.

<b>CERTIFICATE, BUSINESS SPECIALIST I</b>		
<b>Course Requirements</b>		<b>Credits</b>
BUS 101	Principles of Accounting I	3
BUS 151	Introduction to Business**	3
<b>Complete ONE of the following:</b>		
BUS 105	Business Math	3
MATH 107	Functions for Calculus*	4
<b>Complete ONE of the following:</b>		
ANTH 100X	Individuals, Society and Culture*	3
BUS 155	Human Relations	3
BUS 239	Culture and Management	3
<b>Complete ONE of the following:</b>		
IT 130	Computer Word Processing, Modules A, B, C	3
IT 140	Computer Spreadsheets, Modules A, B, C	3
<b>Certificate, Business Specialist I</b>		<b>Total Credits 15-16</b>

\* Recommended for students planning to transfer to a 4-year institution

\*\* Check with advisor for possible course substitutions

<b>CERTIFICATE, BUSINESS SPECIALIST II***</b>		
<b>Course Requirements</b>		<b>Credits</b>
<b>Communications</b>		<b>( 6 credits)</b>
COMM 131X	Fundamentals of Oral Communication*	3
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
ENGL 111X	Introduction to Academic Writing*	3
<b>Mathematics/Natural Science</b>		<b>(3-4 credits)</b>
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH 107X	Functions for Calculus*	4
<b>Human Relations</b>		<b>(3 credits)</b>
<i>Complete ONE of the following:</i>		
ANTH 100X	Individuals, Society and Culture*	3
BUS 155	Human Relations	3
BUS 239	Culture and Management	3
<b>Major Specialty</b>		<b>(18 credits)</b>
BUS 101	Principles of Accounting I	3
BUS 151	Introduction to Business**	3
BUS 175	Customer Service	3
BUS 254	Introduction to Organizational Management**	3
<i>Complete ONE of the following:</i>		
IT 130	Computer Word Processing, Modules A, B, C	3
IT 140	Computer Spreadsheets, Modules A, B, C	3
<i>Complete ONE of the following:</i>		
BUS 112	Principles of Economics**	3
ECON 100X	Political Economy (cross-listed PS 100X)	3
Certificate, Business Specialist II		<b>Total Credits 30</b>

\* **Recommended for students planning to transfer to a 4-year institution**

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

\*\*\* **Coursework for the Business Specialist II Certificate includes coursework for Business Specialist I Certificate plus 15 additional credits**

<b>ASSOCIATE OF APPLIED SCIENCE, BUSINESS AND MANAGEMENT***</b>		
<b>Course Requirements</b>		<b>Credits</b>
<b>Communications</b>		<b>(9 credits)</b>
BUS 220	Applied Business Communication	3
COMM 131X	Fundamentals of Oral Communication*	3
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
ENGL 111X	Introduction to Academic Writing*	3
<b>Mathematics/Natural Science</b>		<b>(3-4 credits)</b>
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH 107X	Functions for Calculus*	4
<b>Humanities/Social Science</b>		<b>(3 credits)</b>
<i>Complete ONE of the following:</i>		
BUS 112	Principles of Economics**	3
ECON 100X	Political Economy (cross-listed as PS 100X)*	3
<b>Major Specialty</b>		<b>(30 credits)</b>
BUS 101	Principles of Accounting I**	3
BUS 151	Introduction to Business**	3
BUS 155	Human Relations**	3
BUS 175	Customer Service	3
BUS 202	Managerial Accounting**	3
BUS 232	Contemporary Management Issues	3
BUS 239	Culture and Management	3
BUS 254	Introduction to Organizational Management**	3
<i>Complete ONE of the following:</i>		
IT 130	Computer Word Processing, Modules A, B, C	3
IT 140	Computer Spreadsheets, Modules A, B, C	3
<i>Complete ONE of the following:</i>		
BUS 233	Financial Management	3
BUS 234	Human Resource Management	3
<b>Electives</b>		<b>(15 credits)</b>
<b>Option 1: Business-Management Concentration</b> BUS, INU, IT, or TM courses (INU credits: limited to 6, 3 of which must be language)		
<b>Option 2: Information Technology Concentration</b> IT 101, IT 117, IT 118, IT 119, IT 291, IT 292, any BUS course not taken above		
<b>Option 3: Health Management Concentration</b> HLTH 204, HLTH 299, HIM 110, any 6 credits in HLTH and HIM		
<b>Option 4: UA Core Track (for students planning to transfer to UA system)</b> ANTH 100X*, ENGL 200X*, HIST 100X*, LS 100X*, up to 6 credits in INU language courses*		
<b>No course can be counted more than once to meet a requirement in more than one category.</b>		
<b>Associate of Applied Science, Business Management</b>		<b>Total Credits 60-61</b>

\* Recommended for students planning to transfer to a 4-year institution

\*\* Check with advisor for possible course substitutions

\*\*\* Coursework for the AAS Degree includes coursework for Business Specialist I and II Certificates plus 30 additional credits

**CDL/HEAVY TRUCK OPERATIONS**

**Program Overview**

The CDL/Heavy Truck Operations program provides training in the safe operation and practical maintenance of a Class 8 tractor-trailer combination. Students will receive certificates indicating specific competencies upon completion of program requirements.

**Program Outcomes**

Upon completion of all requirements of the Heavy Truck Operations Certificate, students will be able to:

- Recognize safety hazards inherent in the operation of heavy equipment.
- Perform pre-trip and post-trip inspections.
- Apply knowledge concerning the service and maintenance of heavy equipment in arctic conditions.
- Maintain and perform proper shop and tool safety precautions.

**Admission Requirements and Prerequisites**

In order to be accepted into the Heavy Truck Operations program, the student must submit an application for admission, be at least 19 years old and have possessed a valid Class D driver’s license for ONE YEAR prior to admission or receive instructor permission. Students must also pass a drug test required by the Alaska Department of Transportation regulations.

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.

Successful applicants will meet general college admission requirements.

This program repeats every semester.

CERTIFICATE, CDL/HEAVY TRUCK OPERATIONS*		
Course Requirements		Credits
HEO 178	CDL, Written Entry Level Operations & Unrestricted Test Preparations	6
<b>Certificate, CDL/Heavy Truck Operations</b>		<b>Total Credits 6</b>



**HEAVY EQUIPMENT OPERATIONS CERTIFICATE**

**Program Overview**

Students will become familiar with basic operation and control system functions of heavy equipment and standard operating procedures as well as other duties required of a heavy equipment operator. This equipment will be operated in a controlled environment for the first four weeks of instruction. The last two weeks, students operate in real-life simulation. This course includes classroom and outdoor usage of basic construction surveying techniques utilizing the National Council for Construction Education and Research (NCCER) curriculum.

**Program Outcomes**

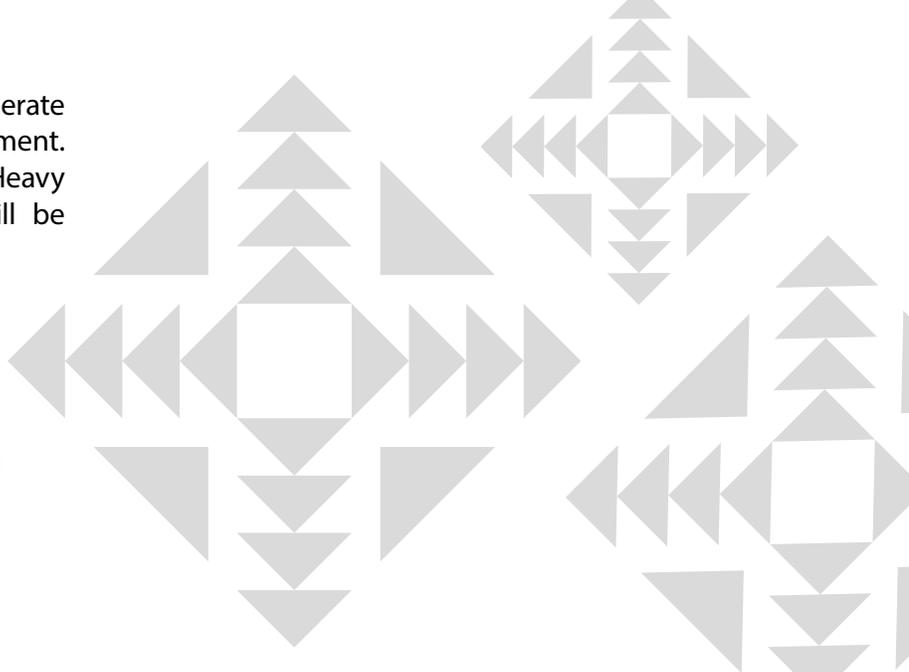
Students will have basic skills required to operate heavy equipment and construction survey equipment. Upon completion of all requirements of the Heavy Equipment Operations Certificate, students will be able to:

- Recognize safety hazards inherent in the operation of heavy equipment.
- Perform pre-trip and post-trip inspections.
- Apply knowledge concerning the service and maintenance of heavy equipment in arctic conditions.
- Maintain and perform proper shop and tool safety precautions.

**Admission Requirements and Prerequisites**

Students must possess a Class B/CDL with Air Brake endorsement or receive instructor permission. 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 wait list for the semester in which they applied will be given preference in the following semester. Successful applicants must also fulfill general college admission requirements. Students must also pass a drug test required by the Alaska Department of Transportation regulations.

This program repeats once during the summer semester.



<b>CERTIFICATE, CONSTRUCTION/HEAVY EQUIPMENT OPERATIONS*</b>		
<b>Course Requirements</b>		<b>Credits</b>
HEO 170	Construction/Heavy Equipment Operations	6
<b>Certificate, Construction/Heavy Equipment Operations</b>		<b>Total Credits 6</b>



## EDUCATION

### ASSOCIATE OF ARTS DEGREE, IÑUPIAQ EARLY LEARNING

#### Program Overview

The need to prepare and certify local Iñupiaq teachers to fill educational vacancies on the North Slope remains a challenge: Of the 166 Type-certified Teachers on the North Slope, 4 are Alaska Native and only 1 is local Iñupiaq. In 2012, Iḷisaḡvik approved a new program which seeks to address this concern as well as the need for language preservation, child care and early childhood education. Under the umbrella of Uqautchim Uglua or “Language Nest,” Iḷisaḡvik now offers an Iñupiaq Early Learning Associate of Arts degree and features a language-immersion preschool where Iḷisaḡvik students enrolled in the program can get experience teaching and working with young children.

Graduates will be eligible for employment with the North Slope Borough School District. Students wishing to transfer are strongly urged to meet with their academic advisors early in their freshman year. Partnerships with four-year institutions offer pathways for graduates to continue their education and enter into corresponding baccalaureate programs as well as further opportunities to complete their education largely at home.

The program also includes a track designed to prepare students to open their own “Language Nests” by offering coursework emphasizing the business aspect of becoming a childcare provider. In the course Small Business Planning for Child Care, students write a business plan for a small, home-based child care business and learn about managing the day-to-day operations of such business.

#### Program Outcomes

The Iñupiaq Early Learning 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. Upon successful completion of required coursework, graduates will:

- Demonstrate and apply knowledge of early childhood developmental theories and Indigenous Ways of Knowing to observe, document and assess young children by utilizing systematic observations, documentation and other effective assessment strategies in an early childhood learning environment. **(Outcome # 1)**
- Demonstrate early education competencies needed to promote child development and learning by utilizing knowledge gained to create environments that are healthy, respectful, supportive and challenging for children of all abilities. **(Outcome #2)**
- Understand the essential need to establish and value diverse family and community relationships and support by demonstrating their knowledge of the importance of kinship, community and culture-based learning. **(Outcome #3)**
- Engage as self-reflective members of the Early Childhood profession and use ethical guidelines and other professional standards related to early childhood practice. **(Outcome #4)**
- Apply scientific method, including observation; hypothesis formulation and testing; evidence evaluation **(Outcome #5)**
- Clearly and logically communicate in writing and in speaking, and demonstrate effective reading and listening skills. **(Outcome #6)**
- Demonstrate an understanding of and apply Indigenous knowledge systems and Iñupiaq worldview through history, language, performing and/or fine arts traditions as they relate to early childhood education. **(Outcome #7)**
- Perform mathematical calculations involving counting, arithmetical operations, and algebra. **(Outcome #8)**
- Retrieve information using technology and traditional library methods. Evaluate the validity of research sources, analyze primary and secondary resources and organize a research essay and/or oral presentation demonstrating the appropriate research and documentation process. **(Outcome #9)**
- Demonstrate basic computer literacy including internet access, electronic communications and basic software applications including word processing. **(Outcome #10)**
- Demonstrate early education competencies needed to promote child development and learning by utilizing knowledge gained to create environments that are healthy, respectful, supportive and challenging for children of all abilities. **(Outcome #2)**

- Integrate and practice Iñupiaq knowledge, culture, and values in the classroom and other interpersonal settings. **(Outcome #11)**
- Examine, understand and use multiple effective and culturally-relevant teaching strategies to positively influence young children's development and learning. **(Outcome# 12)**

**Notes:** All credits must be at the 100 level or above with at least 20 credits at the 200 level. No course can be counted more than once in to meet a requirement in more than one category.

**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.

<b>ASSOCIATE OF ARTS, IÑUPIAQ EARLY LEARNING</b>		
<b>Course Requirements</b>		<b>Credits</b>
<b>Communications</b>		<b>(9 credits)</b>
COMM 131X	Fundamentals of Oral Communication	3
ENGL 111X	Introduction to Academic Writing	3
<i>Complete ONE of the following:</i>		
ENGL 211X	Academic Writing About Literature	3
ENGL 213X	Academic Writing About the Social and Natural Sciences	3
<b>Mathematics, Science and Technology</b>		<b>(12-13) credits</b>
IT 100	Intro to Online Learning (or demonstrate competency)	1
LS 101X	Library Information and Research	1
MATH	Math 105X or Math 107X	3 - 4
<i>Complete ONE of the following:</i>		
BIOL 100X	Human Biology	4
BIOL 103X	Biology and Society	4
BIOL 104X	Natural History of Alaska	4
CHEM 103X	Introduction to General Chemistry	4
GEOS 100X	Introduction to Earth Science	4
<i>Complete ONE:</i>	<b>Math or Science Elective</b>	<b>3</b>
<b>Social Science</b>		<b>(3 credits)</b>
<i>Complete ONE of the following:</i>		
ANTH 100X	Individuals, Society and Culture	3
ANTH 242	Native Cultures of Alaska	3
HIST 115	Alaska, Land and Its People	3
INU 210	Iñupiaq Land Use, Values and Resources	3
INU 220	North Slope Iñupiaq History, Language and Culture	3
SSC 218	Topics in the Social Sciences	3

**(Continued on next page)**



Humanities/ Iñupiaq Language and Culture		(12 credits)
<b>Complete FOUR of the following :</b>		
INU 102	Conversational Iñupiaq I (Not for fluent speakers)	3
INU 103	Conversational Iñupiaq II (Not for fluent speakers)	3
INU 111	North Slope Iñupiaq Grammar I	3
INU 112	North Slope Iñupiaq Grammar II	3
INU 202	Conversational Iñupiaq III (offered upon demand)	3
INU 203	Conversational Iñupiaq IV (offered upon demand)	3
INU 211	North Slope Iñupiaq Grammar III	3
INU 212	North Slope Iñupiaq Grammar IV	3
Early Childhood Education		(18 credits)
ED 101	Introduction to Early Childhood Profession	3
ED 104	Child Development	3
ED 127	Language and Creative Expression	3
ED 129	Teaching Children’s Health and Wellness	3
ED 199	Practicum (Lab School)	3
ED 204	Family and Community Partnerships	3
Electives		(6-7 credits)
<b>Option 1:</b> Teacher Education Transfer Track (to become a certified teacher) Complete TWO of the following (not taken above): ANTH 100X, ANTH 242, ART 105, ART 113, ART 200, ART 212, ART 220, HIST 115, Any INU Course, MATH 200, MATH 205, SSC 218		
<b>Option 2:</b> Early Learning Career Track (to own/operate your own daycare or to become a paraprofessional) Complete TWO of the following (not taken above): ANTH 100X, ART 105, ART 113, ART 200, ART 212, ART 220, BUS 126, BUS 151, HIST 117, Any INU Course, Any IT Course, PSY 101		
Associate of Arts Degree, Iñupiaq Early Learning		Total Credits 60-62

**UQAUTCHIM UGLUA (LANGUAGE NEST)**

The Uqautchim Uglua (Language Nest) Learning Center serves the Iļisaġvik College community as a teacher training lab school and observation site for students enrolled in the program. Practicum and internship opportunities are conducted in an Iñupiaq immersion early learning setting for twelve students ranging

from birth to three years of age. The Learning Center will model the delivery of the North Slope Borough School District’s Iñupiaq Learning Framework (ILF) in a preschool setting. By extending this curriculum to pre-school students, the North Slope’s youngest children will develop the cognitive, interpersonal and motor skills they need to enter school developmentally ready for academic success.



**TEACHERS FOR THE ARCTIC**

Teachers for the Arctic is a teacher preparation program at Iḷisaġvik for early childhood education, elementary education or secondary education. Students interested in a teaching career should enroll in the Associate of Arts degree (AA) program at Iḷisaġvik College, and, following successful completion of the degree, transfer to participating colleges such as the University of Alaska Fairbanks, the University of Alaska Anchorage or Alaska Pacific University, to obtain a baccalaureate degree in education. The AA degree at Iḷisaġvik provides the first two years of study for these degrees. Participants will also have an opportunity to take distance delivery classes from these universities if they choose to work and stay with their family. The Teachers for the Arctic program will support them in all these efforts.

Today, there are only a handful of certified teachers who are Iḷupiaq or who have grown up on the North Slope. The Teachers for the Arctic program has been established to try to reverse this trend. Schools in this region are in dire need of Iḷupiaq teachers to serve as role models for the youth of this region. The Teachers for the Arctic program would like to encourage those who may be interested in teaching in North Slope Borough schools to contact the program coordinator and enroll in the AA program at Iḷisaġvik. Teaching can be such a gratifying profession, and helping young people learn and achieve their goals provides substantial satisfaction. In addition to this personal satisfaction, teaching careers also offer good benefits, like summers off for subsistence hunting. Anyone interested in entering this program will need to be dedicated, caring and committed to making a difference in the lives of youth. The program seeks to enroll enthusiastic learners who will be able to become role models for their communities.

***Become a teacher for the future. Become a Teacher for the Arctic.***



## EMERGENCY SERVICES

### Program Overview

Fire Science is a cooperative program between Iñisaġvik College and the North Slope Borough (NSB) Fire Department. The program prepares participants in Municipal Fire Control and upon completion they will be eligible to apply for Alaska state certifications as an EMT I and as a State of Alaska Fire Officer I. The program is operated in accord with the requirements of the 2002 National Fire Protection Agency (NFPA) Standards. Participants obtain classroom education, hands-on training and practical experience with the North Slope Borough Fire Department. The program is open to both paid and volunteer firepersons who are able to participate with the NSB Fire Department. Applicant must meet age, education and medical requirements of the NSB Fire Department. Certificates in EMT I and Firefighter I are offered and apply to the AAS degree in Municipal Fire Control. The program will take approximately three years to complete and is offered fall, spring and summer.

### Program Outcomes

Upon successful completion of the Fire Science program graduates will be able to:

- Apply for certification as an EMT I.
- Sit for the State of Alaska Fire Officer I exam. (There is both a written and a practical exam. Written exam must be passed with a minimum score of 70%.)
- Meet the requirements of the National Fire Protection Agency (NFPA) Standard 1001, Standard for Firefighter Professional Qualifications.
- Apply effective emergency trauma procedures.
- Effectively operate Personal Protective Equipment.
- Demonstrate an understanding of the mission, organization and operating procedures of a municipal fire department.
- Effectively receive and transmit fire calls.
- Effectively write applicable reports.
- Demonstrate the correct use of various fire apparatus.
- Safely force entry into a structure and exit from hazardous conditions.
- Understand the use and purposes of various fire suppressants and effectively use these.
- Identify the correct use of various portable fire extinguishers.
- Extinguish flames in Class A, B and C materials using correct suppressants.
- Combat ground fires as a member of a team.
- Perform a fire safety survey in a private dwelling.



<b>CERTIFICATE, EMERGENCY MEDICAL TECHNICIAN I</b>		
<b>Course Requirements</b>		<b>Credits</b>
<b>Communications</b>		<b>(3 credits)</b>
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
ENGL 111X	Introduction to Academic Writing	3
ENGL 213X	Academic Writing about the Social/Natural Sciences	3
<b>Mathematics</b>		<b>(3 credits)</b>
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH 105	Basic College Algebra*	3
<b>Major Specialty</b>		<b>(6 credits)</b>
<i>Complete ONE of the following:</i>		
<b>Option 1:</b>		
EMS 170	Emergency Medical Technician I	6
<b>Option 2:</b>		
EMS 103	Emergency Trauma Technician: First Responder	1
EMS 109	ETT to EMT Bridge	5
<b>Certificate, Emergency Medical Technician I</b>		<b>Total Credits 12</b>

\*A higher level math course may be substituted for MATH 105

<b>Certificate Firefighter I</b>		
<b>Course Requirements</b>		<b>Credits</b>
<b>Communications</b>		<b>(3 credits)</b>
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
ENGL 111X	Introduction to Academic Writing	3
ENGL 213X	Academic Writing about the Social/Natural Sciences	3
<b>Mathematics</b>		<b>(3 credits)</b>
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH 105	Basic College Algebra*	3
<b>Major Specialty</b>		<b>(21 credits)</b>
FIRE 101	Principles of Emergency Services	3
FIRE 109	Basic Firefighter	3
FIRE 121	Fire Behavior and Combustion	3
FIRE 131	Firefighter I, Series I	3
FIRE 133	Firefighter I, Series II	3
FIRE 135	Firefighter I, Series III	3
FIRE 137	Firefighter I, Series IV	3
<b>Certificate, Firefighter I</b>		<b>Total Credits 27</b>

\*A higher level math course may be substituted for MATH 105



**ASSOCIATE OF APPLIED SCIENCE, EMERGENCY**

The following matrix provides the requirements for an Associate of Applied Science degree in Emergency Services, with concentration in Municipal Fire Control.

Applicants who wish to apply for this program should first consult with the NSB Fire Training Officer and then complete an application for admission to the program at Iñisaġvik College. Program advisor will be the NSB training officer.

<b>ASSOCIATE OF APPLIED SCIENCE, EMERGENCY SERVICES***</b>		
<b>Course Requirements</b>		<b>Credits</b>
<b>Communications</b>		<b>(3 credits)</b>
<i>Complete ONE of the following:</i>		
COMM 131X	Fundamentals of Oral Communication	3
ENGL 111X	Introduction to Academic Writing	3
ENGL 213X	Academic Writing about the Social/Natural Sciences	3
<b>Mathematics</b>		<b>(3 credits)</b>
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH 105	Basic College Algebra*	3
<b>Humanities/Social Science</b>		<b>(3 credits)</b>
<i>Complete ONE of the following:</i>		
ANTH 100X	Individuals, Society and Culture	
BUS 155	Human Relations	
<b>Major Specialty</b>		<b>(21 credits)</b>
FIRE 101	Principles of Emergency Services	3
FIRE 105	Fire Prevention	3
FIRE 107	Strategy and Tactics	3
FIRE 117	Rescue Practices	3
FIRE 121	Fire Behavior and Combustion	3
FIRE 131	Firefighter I, Series I	3
FIRE 133	Firefighter I, Series II	3
FIRE 135	Firefighter I, Series III	3
FIRE 137	Firefighter I, Series IV	3
FIRE 202	Fire Prevention, Hydraulics and Water Supply	3
FIRE 203	Hazardous Materials Chemistry I	3
FIRE 206	Building Construction for Fire Protection	3
FIRE 210	Fire Administration I	3
FIRE 214	Fire Protection Systems	3
<b>Electives</b>		<b>(6 credits)</b>
<i>Complete ONE of the following:</i>		
<b>Option 1:</b>		
EMS 170	Emergency Medical Technician I	6
<b>Option 2:</b>		
EMS 103	Emergency Trauma Technician: First Responder	1
EMS 109	ETT to EMT Bridge	5
<b>Certificate, Firefighter I</b>	<b>Total Credits</b>	<b>27</b>

\* A higher level math course may be substituted for MATH 105

\*\*\* Coursework for the Associate of Applied Science Degree includes coursework for Emergency Medical Technician I Certificate, plus Firefighter I Certificate (with the exception of FIRE 109), plus 27 additional credits

**INDUSTRIAL SAFETY**

**Program Overview**

The purpose of this certificate is to respond to needs of the employers we serve and to provide a standardized approach to demonstrating that students have mastered the skills necessary to work safely on the North Slope. To be admitted into the program, a student must have earned a High School Diploma or GED. Additionally, a current First Aid/CPR and NSTC certificate is required, or, alternately, the student must have successfully completed the classes, taught by a certified provider, before completion of the program.



**Program Outcomes**

Upon successful completion of the program, students will:

- Understand OSHA requirements for workplace safety
- Master Basic First Aid/CPR and NSTC
- Know how to recognize and handle hazardous material in various job sites
- Meet federally mandated OSHA standards as well as state standards for dealing with hazardous material
- Meet the North Slope Industry driven NSTC and OSHA safety standards
- Understand that safety is a “culture” serving as the foundation to safe operations in the workplace

<b>Pre-Requisites: (Non-Credit – may be taken concurrently with certificate class)</b>		
SAFE 123	Standard First Aid and CPR w/AED	0.6 CEU
SAFE 106	NSTC Unescorted Training	0.8 CEU
<b>Pre-Requisites</b>	<b>Total CEU's</b>	<b>1.4 CEU</b>

<b>CERTIFICATE, INDUSTRIAL SAFETY, LEVEL I</b>		
<b>Course Requirements</b>		<b>Credits</b>
SAFE 110	40 Hour HAZWOPER	1
WFDI 114	30 Hrs. OSHA Approved Maritime Standards	1
WFDI 115	30 Hrs. OSHA Approved Construction Standards	1
WFDI 116	30 Hrs. OSHA Approved General Industry Standards	1
WFDI 117	OSHA-Approved Disaster-Site Worker w/ICS 100, 200, 300	1
<b>Complete 1-3 credits from the following :</b>		
CTT 101	Introduction to Construction Skills	3
CTT 104	Pipeline Insulation, Level I	3
CTT 105	Scaffolding, Level I	3
WFDM 102	Basic Maritime Safety	0.5
WFDM 103	Emergency Procedures and On Board Drills	0.5
WFD 103	Asbestos for Supervisors and Contractors	1
Any EMS or FIRE		1-3
<b>Certificate, Industrial Safety, Level I</b>	<b>Total Credits</b>	<b>6-8</b>

<b>Recommended Complementary Courses: (Non-Credit)</b>		
SAFE 122	Blood Borne Pathogens	0.4CEU
SAFE 170	Confined Space	0.4 CEU
HEO 011	Forklift Operator Training	1.6 CEU

**For a complete listing of Industrial Safety courses, check the Course Descriptions sections in this catalog under “Industrial Safety.”**

## INFORMATION TECHNOLOGY

### Program Overview

Iñisaġvik College's information technology program currently offers courses that allow students to receive certification for passing selected courses and, if the students so choose, to go on and earn industry recognized certification.

### Program Outcomes

Upon successful completion of the IT certification courses, students are able to:

- Use current and emerging software applications proficiently to conduct office operations.
- Support end-users in an office by:
  - Installing and upgrading software
  - Troubleshooting software and hardware problems
  - Performing basic computerized administrative functions
  - Coordinating a networked environment
  - Creating technical documentation and procedures
  - Developing system backups
- Function in the office with an understanding of organizational structure.
- Listen well, speak clearly, and produce written documents that meet a high standard of accuracy and mechanical correctness.
- Work effectively in a team environment.
- Interact effectively with clients and customers.
- Demonstrate professional behaviors that contribute to job acquisition and career advancement.
- Work ethically and effectively with subordinates, superiors, customers, and other stakeholders in professional matters.
- Manage business affairs with professionalism, integrity, and a spirit of inquiry.
- Integrate Iñupiaq knowledge, values and culture into business practice.

### Admission Requirements and Prerequisites

Students must meet general admissions requirements.

### Network+ Course

CompTIA Network+ is another important industry certification that is widely-recognized within the IT profession. Earning the Network+ certificate is considered to be the equivalent of two years of IT experience. In this course, students learn basic network installation and maintenance troubleshooting skills. Successful completion of the course will prepare you to take the certification exam. Upon successful completion, you will also receive recognition from Iñisaġvik College that will identify the proficiency of your knowledge. The course number for Network+ is IT 291.

### CompTIA+ COURSE

The CompTIA A+ industry certification is the computer technology industry's leading hardware and software support standard for entry-level service technicians. A+ is rapidly becoming necessary for employment in the information technology field. In this course students will learn to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance on computer hardware and software. Successful completion of the course will prepare you to take the two certification exams. Upon successful completion, you will also receive recognition from Iñisaġvik College that will identify the proficiency of your knowledge. The course number for A+ is IT 292.



**INTERNET AND COMPUTING CORE CERTIFICATION**

Certiport’s Internet and Computing Core Certification (IC3) 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 you learn and demonstrate Internet and digital literacy through a worldwide industry standard. This program also provides a solid foundation for the Information Technology advanced training. IC3 is a prerequisite course for other IT courses.

<b>IC3 - INTERNET AND COMPUTING CORE CERTIFICATION</b>		
<b>Course Requirements</b>		<b>Credits</b>
IT 117	Introduction to Personal Computers, IC3 Module 1	1
IT 118	Microsoft Office 2010, IC3 Module 2	1
IT 119	Internet Use and Security, IC3 Module 3	1
<b>IC3 - Internet and Computing Core Certification</b>		<b>Total Credits</b>
		<b>3</b>

**INFORMATION TECHNOLOGY SUPPORT SPECIALIST I CERTIFICATE**

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.

<b>CERTIFICATE, INFORMATION TECHNOLOGY SUPPORT SPECIALIST I</b>		
<b>Course Requirements</b>		<b>Credits</b>
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
ENG 111X	Introduction to Academic Writing	3
BUS 151	Introduction to Business	3
IT 101	Keyboarding Skills	1
IT 117	Introduction to Personal Computers, IC3 Module 1	1
IT 118	Microsoft Office 2010, IC3 Module 2	1
IT 119	Internet Use and Security, IC3 Module 3	1
IT 292	PC Hardware and Troubleshooting	4
<b>Certificate, Information Technology Support Specialist I</b>		<b>Total Credits</b>
		<b>14</b>



**INFORMATION TECHNOLOGY SUPPORT  
SPECIALIST II CERTIFICATE**

This is a one-year certificate program designed to provide students with a broader skillset that will help them function more effectively as an IT professional.

<b>CERTIFICATE, INFORMATION TECHNOLOGY SUPPORT SPECIALIST II ***</b>		
<b>Course Requirements</b>		<b>Credits</b>
<b>Communications</b>		<b>(6 credits)</b>
<i>Complete ONE of the following:</i>		
BUS 109	Business English	3
ENG 111X	Introduction to Academic Writing	3
COMM 131X	Fundamentals of Oral Communication	3
<b>Mathematics /Natural Science</b>		<b>(3-4 credits)</b>
<i>Complete ONE of the following:</i>		
<i>Any MATH course at the 100 Level or higher</i>		
BUS 105	Business Math	3-4
<b>Human Relations</b>		<b>(3 credits)</b>
<i>Complete ONE of the following:</i>		
ANTH 100X	Individuals, Society and Culture	3
BUS 155	Human Relations	3
BUS 239	Culture and Management	3
<b>Major Specialty</b>		<b>(18 credits)</b>
BUS 151	Introduction to Business	3
IT 101	Keyboarding Skills	1
IT 117	IC3 - Introduction to Personal Computers	1
IT 118	IC3 - Microsoft Office 2010	1
IT 119	IC3 - Living Online	1
IT 291	Network Installation and Maintenance	4
IT 292	PC Hardware and Troubleshooting	4
<i>Complete ONE of the following:</i>		
IT 130	Computer Word Processing, Modules A, B, C	3
IT 140	Computer Spreadsheets, Modules A, B, C	3
IT 150	Computer Databases, Modules A, B, C	3
<b>Certificate, Information Technology Support Specialist II</b>		<b>Total Credits 30 - 31</b>

**IÑUPIAQ STUDIES**

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 the Iñupiat 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.

**Iñupiaq Fine Arts Certificate**

Students who wish only to pursue the Certificate in Fine Arts and do not meet the general admission requirements may be admitted to the certificate program upon the recommendation of the faculty advisor when he or she sees evidence of potential success.



<b>CERTIFICATE, IÑUPIAQ FINE ARTS</b>		
<b>Course Requirements</b>		<b>Credits</b>
ART 105	Beginning Drawing	3
ART 113	Introduction to Painting	3
<i>Complete ONE of the following:</i>		
ART 212	Baleen Art	3
ART 220	Fundamentals of Carving	3
<i>Complete TWO of the following:</i>		
INU 213	Iñuit Storytelling	3
INU 214	Iñupiaq Drum Construction and Use	3
INU 257	Traditional and Contemporary Skin Sewing	3
INU 260	Iñupiaq Songs, Dance and Drumming	3
<b>Certificate, Iñupiaq Fine Arts</b>		<b>Total Credits 15</b>

**Note:** With the approval of the Iñupiaq Studies Coordinator, other ART courses may occasionally be substituted for up to 3 credits.

<b>CERTIFICATE, IÑUPIAQ LANGUAGE I</b>		
<b>Course Requirements</b>		<b>Credits</b>
INU 102	Conversational Iñupiaq I	3
INU 103	Conversational Iñupiaq II	3
INU 111	North Slope Iñupiaq Grammar I	3
INU 112	North Slope Iñupiaq Grammar II	3
<i>Complete ONE of the following:</i>		
INU 213	Iñuit Storytelling	3
INU 220	NS Iñupiaq History, Language and Culture	3
<b>Certificate, Iñupiaq Language I</b>		<b>Total Credits 15</b>

**Students who can demonstrate proficiency in INU 102 and/or INU 103 may challenge the course(s) through Credit-by-Examination.**

<b>CERTIFICATE, IÑUPIAQ LANGUAGE II***</b>		
Course Requirements		Credits
<b>Communications</b>		<b>(3 credits)</b>
<i>Complete ONE of the following:</i>		
COMM 131X	Fundamentals of Oral Communication	3
ENGL 111X	Introduction to Academic Writing	3
<b>Mathematics</b>		<b>(3-4 credits)</b>
<i>Complete ONE of the following:</i>		
MATH	Math 105X or higher	3 – 4
<b>Human Relations</b>		<b>(3 credits)</b>
INU 220	NS Iñupiaq History, Language and Culture	3
<b>Major Specialty</b>		<b>(24 credits)</b>
INU 102	Conversational Iñupiaq I	3
INU 103	Conversational Iñupiaq II	3
INU 111	North Slope Iñupiaq Grammar I	3
INU 112	North Slope Iñupiaq Grammar II	3
INU 202	Conversational Iñupiaq III	3
INU 203	Conversational Iñupiaq IV	3
INU 211	North Slope Iñupiaq Grammar III	3
INU 212	North Slope Iñupiaq Grammar IV	3
<b>Certificate, Iñupiaq Language II</b>		<b>Total Credits 33 - 34</b>

\*\*\*Coursework for Iñupiaq Language II Certificate includes coursework for Iñupiaq Language I Certificate plus 18 additional credits.

**ASSOCIATE OF ARTS DEGREE, IÑUPIAQ STUDIES**

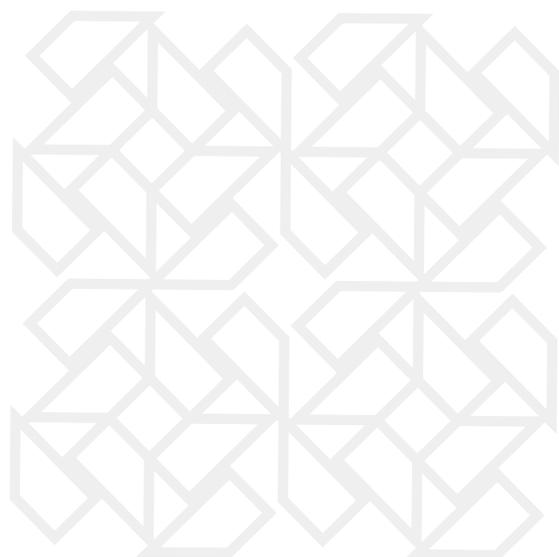
**Course Requirements**

Iñupiaq Studies students must complete the following specialization and related instruction requirements: 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. Courses are distributed among degree requirements and electives.

**Program Outcomes**

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

- Achieve a fundamental knowledge of Iñupiaq grammatical construction.
- Achieve and advance their capability to understand and then respond back in fluent Iñupiaq.
- Gain an appreciation of the centrality of language to culture as well as gained a basic understanding of the influences on Iñupiaq art across the North Slope.
- Develop objects of art in the Iñupiaq style using at least three different media; refine artistic skills in one or more media.
- Demonstrate increased understanding of the relationship of Iñupiaq culture to the land, sea and animals.
- Perpetuate the mission of the college and North Slope through integration of their studies into personal and professional life.



<b>ASSOCIATE OF ARTS DEGREE, IÑUPIAQ STUDIES</b>		
<b>Course Requirements</b>		<b>Credits</b>
<b>Communications</b>		<b>(9 credits)</b>
COMM 131X	Fundamentals of Oral Communication	3
ENGL 111X	Introduction to Academic Writing	3
<i>Complete ONE of the following:</i>		
ENGL 211X	Academic Writing About Literature	3
ENGL 213X	Academic Writing About the Social/Natural Sciences	3
<b>Mathematics, Science and Technology</b>		<b>(12-13 credits)</b>
IT 100	Intro to Online Learning (or demonstrate competency)	1
LS 101X	Library Information and Research	1
MATH	Math 105X or higher	3 – 4
<i>Complete ONE of the following:</i>		
BIOL 100X	Human Biology	4
BIOL 103X	Biology and Society	4
BIOL 104X	Natural History of Alaska	4
CHEM 103X	Introduction to General Chemistry	4
GEOS 100X	Introduction to Earth Science	4
<i>Complete ONE:</i>	Math or Science Elective	3
<b>Humanities and Social Science</b>		<b>(15 credits)</b>
<b>Indigenous Peoples Perspectives</b>		
<i>Complete ONE of the following:</i>		
ANS 240	Alaska Natives in Film	3
ANTH 242	Native Cultures of Alaska	3
HIST 115	Alaska, Land & Its People	3
HIST 220	Native American History	3
INU 213	Iñuit Storytelling	3
INU 220	North Slope Iñupiaq History, Language & Culture	3
<b>Art and Culture Perspectives</b>		
<i>Complete ONE of the following:</i>		
ART 200X	Aesthetic Appreciation	3
HUM 201X	Unity in the Arts	3
<b>Global Perspectives</b>		
<i>Complete ONE of the following:</i>		
ANTH 100X	Individual, Society & Culture	3
ENGL 200X	World Literature	3
HIST 100X	Modern World History	3
<b>US Perspectives</b>		
<i>Complete ONE of the following:</i>		
JUST 110	Introduction to Justice	3
PSY 101	Introduction to Psychology	3
PSY 150	Lifespan Development	3
SWK 103	Introduction to Social Work	3
Any 3 credit HUMS course		3

(Continued on next page)

<b>ASSOCIATE OF ARTS DEGREE, IÑUPIAQ STUDIES</b>		
<b>Iñupiaq Studies</b>		<b>(12 credits)</b>
<b>Iñupiaq Language</b>		
<i>Complete THREE of the following:</i>		
INU 102	Conversational Iñupiaq I	3
INU 103	Conversational Iñupiaq II	3
INU 111	North Slope Iñupiaq Grammar I	3
INU 112	North Slope Iñupiaq Grammar II	3
INU 202	North Slope Iñupiaq Grammar III	3
INU 203	North Slope Iñupiaq Grammar IV	3
<b>Iñupiaq Art and Culture</b>		
<i>Complete ONE of the following:</i>		
INU 213	Iñuit Storytelling	3
INU 214	Iñupiaq Drum Construction and Use	1-3
INU 220*	North Slope Iñupiaq History, Language & Culture	3
<b>Electives</b>		<b>(12 credits)</b>
<i>Complete TWO of the following:</i>		
ART 105	Beginning Drawing	3
ART 113	Introduction to Painting	3
INU 210*	Iñupiaq Land Use Values and Resources	3
<b>Associate of Arts Degree, Iñupiaq Studies</b>		<b>Total Credits 60 - 61</b>

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

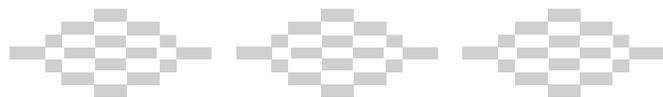


TWO-YEAR COURSE ROTATION, IÑUPIAQ STUDIES			
Fall Odd Years		Fall Even Years	
ART 105	Beginning Drawing	ART 105	Beginning Drawing
ART 220	Fundamentals of Carving	ART 220	Fundamentals of Carving
INU 102	Conversational Iñupiaq I	INU 102	Conversational Iñupiaq I
INU 202	Conversational Iñupiaq III	INU 202	Conversational Iñupiaq III
INU 111	North Slope Iñupiaq Grammar I	INU 111	North Slope Iñupiaq Grammar I
INU 211	North Slope Iñupiaq Grammar III	INU 214	Iñupiaq Drum Construction and Use
INU 214	Iñupiaq Drum Construction and Use	INU 220	NS Iñupiaq Hist., Lang. & Culture
INU 220	NS Iñupiaq Hist., Lang. & Culture	INU 257	Traditional & Contemp. Skin Sewing
INU 257	Traditional & Contemp. Skin Sewing		

Spring Even Years		Fall Odd Years	
ART 113	Introduction to Painting	ART 113	Beginning Drawing
ART 212	Baleen Art	ART 212	Fundamentals of Carving
INU 103	Conversational Iñupiaq II	INU 103	Conversational Iñupiaq I
INU 203	Conversational Iñupiaq IV	INU 112	Conversational Iñupiaq III
INU 112	North Slope Iñupiaq Grammar II	INU 212	North Slope Iñupiaq Grammar I
INU 212	North Slope Iñupiaq Grammar IV	INU 203	Iñupiaq Drum Construction and Use
INU 213	Iñuit Storytelling	INU 213	NS Iñupiaq Hist., Lang. & Culture
INU 260	Iñupiaq Songs, Dances and Drumming	INU 260	Iñupiaq Songs, Dances and Drumming

Summers	
ART 113	Iñupiaq Land Use Values and Resources

The above rotation allows a student who is pursuing a certificate in either Iñupiaq Fine Arts or the Iñupiaq Language Certificate I and II to complete those certificates. For those who applied for the Iñupiaq Language Certificate II, we will offer the INU 211 and 212 in place of INU 111 and 112 on an as needed basis.



**LIBERAL ARTS (GENERAL TRANSFER) ASSOCIATE OF ARTS**

The Associate of Arts degree offers students an opportunity to explore a variety of disciplines, focus on 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.

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 freshman 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.

**Program Outcomes**

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

- Identify and ask focused questions; 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.
- Construct and analyze graphs and tables and translate from one form to another.
- Critically evaluate complex communication in literary, social, cultural and/or scientific documents.
- Communicate complex ideas clearly both in written and spoken English.
- Demonstrate an understanding of Iñupiaq world view through history, language, performing and/or fine arts traditions.
- Demonstrate an understanding of the history, values, arts, traditions and knowledge systems of world cultures including indigenous peoples.
- Retrieve information using electronic methods and traditional library methods. Evaluate the

validity of research sources, analyze primary and secondary resources, and organize a research essay and/or oral presentation demonstrating the appropriate research and documentation process.

- Demonstrate basic computer literacy including Internet access, electronic communications (email and attachments), and basic software applications including word processing.
- Integrate and practice Iñupiaq knowledge, culture, and values in classroom and other interpersonal settings.

**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.

**Notes:**

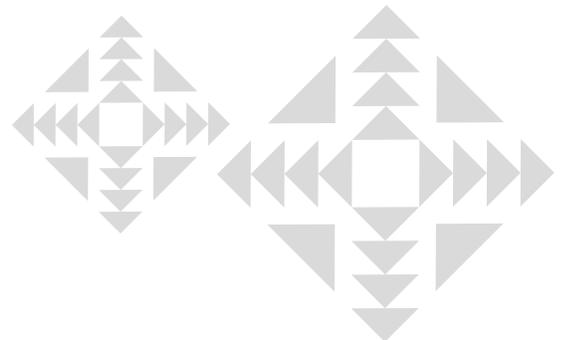
All credits must be at the 100 level or above with at least 20 credits at the 200 level.

Two semester-length courses in a non-English, indigenous language (e.g. Iñupiaq) may substitute for one (3-credit hours) 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.

<b>ASSOCIATE OF ARTS DEGREE (GENERAL TRANSFER)</b>		
<b>Course Requirements</b>		<b>Credits</b>
<b>Communications</b>		<b>(9 credits)</b>
COMM 131X	Fundamentals of Oral Communication	3
ENGL 111X	Introduction to Academic Writing	3
<b>Complete ONE of the following:</b>		
ENGL 211X	Academic Writing About Literature	3
ENGL 213X	Academic Writing About the Social/ Nat. Sciences	3
<b>Mathematics, Science and Technology</b>		<b>(12-13 credits)</b>
MATH	Math 105X, or Math 107X	3-4
IT 100	Introduction to Online Learning	1
LS 101X	Library Information and Research	1
<b>Complete ONE of the following:</b>		
BIOL 100X	Human Biology	4
BIOL 103X	Biology and Society	4
BIOL 104X	Natural History of Alaska	4
CHEM 103X	Introduction to General Chemistry	4
GEOS 100X	Introduction to Earth Science	4
<b>Complete ONE:</b>	Math or Science Elective	3
<b>Iñupiaq Studies</b>		<b>(6 credits)</b>
<b>Complete 6 credits in 100 or 200 level INU language and/or culture courses.</b>		
<b>Humanities and Social Science</b>		
<b>Indigenous Peoples Perspectives</b>		
<b>Complete ONE of the following:</b>		
ANS 240	Alaska Natives in Film	3
ANTH 242	Native Cultures of Alaska	3
HIST 115	Alaska, Land & Its People	3
HIST 200	Native American History	3
INU 213	Iñuit Storytelling	3
INU 220	North Slope Iñupiaq History, Language & Culture	3
<b>Art and Culture Perspectives</b>		
<b>Complete ONE of the following:</b>		
ART 200X	Math 105X, or Math 107X	3
HUM 201X	Introduction to Painting	3
<b>Global Perspectives</b>		
<b>Complete ONE of the following:</b>		
ANTH 100X	Individual, Society & Culture	3
ENGL 200X	World Literature	3
HIST 100X	Modern World History	3
<b>US Perspectives</b>		
<b>Complete ONE of the following:</b>		
ECON 100X	Political Economy	3
HIST 117	US History	3

<b>ASSOCIATE OF ARTS DEGREE (GENERAL TRANSFER)</b>		
<b>Individual and the Community</b>		
<i>Complete ONE of the following:</i>		
JUST 110	Introduction to Justice	3
PSY 101	Introduction to Psychology	3
PSY 150	Lifespan Development	3
SWK 103	Introduction to Social Work	3
Any 3 credit HUMS course		3
<b>General Electives</b>		<b>(18-19 Credits)</b>
Select any combination of 100 or 200 level courses		
<i>No course can be counted more than once to meet a requirement in more than one category</i>		
<b>Associate of Arts Degree, General Transfer</b>		<b>Total Credits 60 - 62</b>



**OFFICE ADMINISTRATION**

**Program Overview**

Iḷisaġvik 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. This program is designed to provide students with skills to seek promotional advances from general office and clerical work to beginning-level Administrative Assistant in an office environment.

**Program Outcomes:**

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

- Use current and emerging word processing technologies to produce organizational documents and presentation materials.
- Meet or exceed the current speed and accuracy requirements for typing and 10-key operation in the industry.
- Individually and collaboratively manage multiple office tasks, prioritizing and re-prioritizing in response to changing demands.
- Assess the image that is expected of office personnel in a specific industry group; reflect

those expectations in personal appearance, professional conduct, and personal hygiene.

- Produce clear, concise and mechanically correct written documents.
- Model effective customer service interactions.
- Seek and respond to opportunities for increased responsibilities and professional advancement.
- Understand office functions as they contribute to sound business practices and procedures.
- Perform the general office procedures of filing, equipment operation, mail distribution, phone calls, and tasks requiring basic math calculations (like inventory).
- Work ethically and effectively with subordinates, superiors, customers and other stakeholders in professional matters.
- Manage business affairs with professionalism, integrity and a spirit of inquiry.
- Integrate Iḷupiaq knowledge, values and culture into business practice.

**Admission Requirements and Prerequisites**

Students must meet general admissions requirements.

<b>CERTIFICATE, OFFICE ADMINISTRATION I</b>		
<b>Course Requirements</b>		<b>Credits</b>
BUS 108	Ten-Key Mastery	1
BUS 109	Business English	3
BUS 119	Office Finance	1
BUS 155	Human Relations	3
IT 101	Keyboarding Skills	1
IT 130	Computer Word Processing, Modules A, B, C	3
<b>Complete ONE of the following:</b>		
BUS 182	Office Procedures	3
BUS 199	Business Practicum	3
<b>Certificate, Office Administration I</b>		<b>Total Credits 15</b>

<b>CERTIFICATE, OFFICE ADMINISTRATION II ***</b>		
<b>Course Requirements</b>		<b>Credits</b>
<b>Communications</b>		
BUS 109	Business English	3
COMM 131X	Fundamentals of Oral Communication	3
<b>Mathematics /Natural Science/Library Information and Research</b>		
BUS 105	Business Math	3
LS 101X	Library Information and Research Methods	1
<b>Human Relations</b>		
BUS 155	Human Relations	3
<b>Major Specialty</b>		
BUS 106	Time Management	1
BUS 108	Ten-Key Mastery	1
BUS 119	Office Finance	1
BUS 203	Records Management	3
IT 101	Keyboarding Skills	1
IT 117	IC3 - Introduction to Personal Computers	1
IT 118	IC3 - Microsoft Office 2010	1
IT 130	Computer Word Processing, Modules A, B, C	3
IT 209	Using Microsoft Outlook	2
<i>Complete ONE of the following:</i>		
BUS 182	Office Procedures	3
BUS 199	Business Practicum	3
<b>Certificate, Office Administration II</b>	<b>Total Credits</b>	<b>30</b>

\*\*\*Coursework for Office Administration II Certificate includes coursework for Office Administration I Certificate plus 15 additional credits.

<b>ASSOCIATE OF APPLIED SCIENCE, OFFICE ADMINISTRATION***</b>		
<b>Course Requirements</b>		<b>Credits</b>
<b>Communications</b>		
BUS 109	Business English	3
BUS 220	Applied Business Communication	3
COMM 131X	Fundamentals of Oral Communication	3
<b>Mathematics/Natural Science/Library Information &amp; Research</b>		
BUS 105	Business Math	3
LS 101X	Library Information and Research Methods	1
<b>Humanities/Social Science</b>		
<i>Complete ONE of the following:</i>		
INU 102	Conversational Iñupiaq I	3
INU 103	Conversational Iñupiaq II	3
INU 111	North Slope Iñupiaq Grammar I	3
INU 112	North Slope Iñupiaq Grammar II	3

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<b>Major Specialty</b>		<b>(36 credits)</b>
BUS 101	Principles of Accounting	3
BUS 106	Time Management	1
BUS 107	Proofreading and Editing	2
BUS 108	Ten-Key Mastery	
BUS 119	Office Finance	1
BUS 151	Introduction to Business	3
BUS 155	Human Relations	3
BUS 203	Records Management	3
BUS 263	Public Relations	3
IT 101	Keyboarding	1
IT 117	IC3 - Introduction to Personal Computers	1
IT 118	IC3 - Microsoft Office 2010	1
IT 130	Computer Word Processing, Modules A, B, C	3
IT 140	Computer Spreadsheets, Modules A, B	2
IT 209	Using Microsoft Outlook 2010	2
IT 255	Microcomputer Graphics, PowerPoint, Modules A, B, C	3
<b>Complete ONE of the following:</b>		
BUS 182	Office Procedures	3
BUS 199	Business Practicum	3
<b>Electives</b>		<b>(9 credits)</b>
<b>Complete ONE of the following:</b>		
BUS 175	Customer Service	3
INU 102	Conversational Iñupiaq I	3
INU 103	Conversational Iñupiaq II	3
INU 111	North Slope Iñupiaq Grammar I	3
INU 112	North Slope Iñupiaq Grammar II	3
INU 220	NS INU History, Lang & Culture	3
<b>Complete TWO of the following:</b>		
BUS 233	Financial Management	3
BUS 234	Human Resource Management	3
BUS 241	Business Law	3
BUS 260	Principles of Marketing	3
BUS 299	Practicum in Business Management	3
<b>Associate of Applied Science, Office Administration</b>		<b>Total Credits 61</b>

**\*\*\*Coursework for the Associate of Applied Science Degree includes coursework for Office Administration I Certificate plus Office Administration II Certificate plus 31 additional credits**





# **FOUNDATIONAL STUDIES FOR ACADEMIC SUCCESS**

## FOUNDATIONAL EDUCATION

Iłisaġvik College offers a series of courses that help students master the foundational skills necessary for college success. Classes focus on strengthening English and Math skills, so students can confidently and successfully transition into 100-level courses.

### COMPASS Test:

COMPASS is a computer-adaptive placement test that helps to place students into the appropriate course level. Students do not pass or fail the test; 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. Students are placed into foundational courses based on the following scores:

### Outcomes:

- Demonstrate ability to organize materials in a logical manner.
- Demonstrate leadership and participative skills to collaborate effectively.
- Demonstrate research skills necessary to retrieve digital and textual information.
- Demonstrate sufficient reading, oral and written English skills to be able to succeed in college-level courses.
- Demonstrate sufficient mathematical skills to be able to enter Math 105.
- Be able to apply mathematical operations including fractions, decimals, percents, ratios and basic linear equations.
- Demonstrate basic computer literacy skills.
- Demonstrate understanding of real numbers, equalities, inequalities, exponents and polynomials by solving systems of linear equations.

RECOMMENDED COURSES	SCORE	TEST LEVEL
ENGL 075A ENGL 075B	0 – 22 23 – 44	English
ENGL 090A ENGL 090B	45 – 56 57 – 69	English
ENGL 111X	70+	English
MATH 055A	0-24	Pre-Algebra
MATH 055B	25-49	Pre-Algebra
MATH 060A	50-74	Pre-Algebra
MATH 060B	75-100	Pre-Algebra
BUS 105	75+	Pre-Algebra
MATH 105	50-75	Algebra
MATH 107X	50-55	College Algebra





# TUITION AND FEES



# TUITION AND FEES

## COURSE FEES

### Graduation Application

Graduation fee .....\$ 50  
 Late application fee..... \$ 100

**Note:** Students who are working towards an Associate Degree will be charged a one-time fee of \$20 at the time they have completed their degree. No fees will be charged for preceding certificates.

Official Transcript Fee.....\$ 10

*(An official transcript of a student's academic record is prepared by the Office of the Registrar.)*

Registration Fee (per semester) ..... \$ 50

## SPECIFIC COURSE AND MATERIAL FEES

### ART

Course Number	Course Name	Material Fees
ART 105	Beginning Drawing	\$50
ART 113	Introduction to Painting	\$100
ART 212	Baleen Art	\$100
ART 220	Fundamentals of Carving	\$100

### ASSOCIATED CONSTRUCTED TRADES

Course Number	Course Name	Material Fees
CARP 110/120	Carpentry, Level I and II	\$75 ea
CARP 111/121	Carpentry, Level I and II Skills Lab	\$125 ea
CTT 103 A/B	Introduction to Welding	\$75
ELEC 106	Electrical Blueprints & Design	\$25
ELEC 125	Electrical, Level I	\$200
ELEC 126	Electrical, Level II	\$200
ELEC 138	Electrical, Level I Skill Development	\$200
PMB 101, 120, 209, 211	Plumbing, Level I, II, III, IV	\$200 ea
PMB 103	Pipefitting, Level I	\$100
PMB 102, 121, 210	Plumbing, Level I, II, III Skills Lab	\$250 ea

### DRIVER'S EDUCATION

Course Number	Course Name	Course Fees
DE 080	Driver's Education Test Prep for Written Exam	\$250
DE 081	Behind the Wheel Driving	\$450
DE 084	Basic Driver's Education	\$675

## STUDENT SUPPORT SERVICES FEE

1-11 credits (per semester) - Part-Time..... \$ 60

12+ credits (per semester) - Full-Time ..... \$ 120

**HEAVY TRUCK OPERATIONS**

Course Number	Course Name	Course Fees
HEO 105	CDL Restricted Test Prep	\$700
HEO 170	Construction/Heavy Equipment Operations	\$6,300
HEO 175	Entry Level Operation of Class 7 Truck & Tractor	\$3,500
HEO 176	Entry Level Class B or C CDL	\$3,300
HEO 178	CDL Written Entry Level Ops & Unrestr. Test Prep	\$8,500

**INDUSTRIAL SAFETY**

Course Number	Course Name	Course Fees
SAFE 102	CEU Hydrogen Sulfide	\$50
SAFE 103	Unescorted Training with H2S	\$250
SAFE 104	8-Hour HAZWOPER	\$100
SAFE 106	NSTC Unescorted Training	\$200
SAFE 110	40-Hour HAZWOPER	\$600
SAFE 115	24-Hour HAZWOPER	\$400
SAFE 122	Blood Borne Pathogens	\$150
SAFE 123	Standard First Aid & CPR	\$75
SAFE 124	Infant/Child CPR	\$75
SAFE 127	Adult CPR	\$75
SAFE 138	24-Hour Spill Response	\$700
SAFE 170	Confined Space	\$50

**INFORMATION TECHNOLOGY**

Course Number	Course Name	Exam Fees
IT 117	IC3 - Introduction to Personal Computers	\$33
IT 118	IC3 - Microsoft Office 2010	\$33
IT 119	IC3 - Living Online	\$33
IT 130	Computer Word Processing	\$85
IT 140	Computer Spreadsheets	\$85
IT 150	Computer Databases	\$85
IT 209	Using Microsoft Outlook	\$85
IT 291	COMP TIA Network+	\$163
IT 292	COMP TIA, A+Exam I	\$163
IT 292	COMP TIA, A+ Exam II	\$163

**SCIENCE**

Course Number	Course Name	Lab Fees
	<i>All BIO, CHEM and GEOS Lab Courses</i>	\$35

## TUITION AND FEES

### WORKFORCE DEVELOPMENT

**Please note:** If course fees are not shown, please contact WFD for a quote. The course fee of many WFD classes will ultimately depend on the enrollment numbers and location of offering. For the purposes

of this catalog, the maximum fee with the minimum number of students has been shown. Course fees may be reduced depending on enrollment.

WFD can be reached at 907.852.1756, or at 907.852.1868, or by email at [workforce@ilisagvik.edu](mailto:workforce@ilisagvik.edu)

### WORKFORCE DEVELOPMENT

Course Number	Course Name	Course Fees	Min/Avg Participants
WFD 103	Asbestos for Supervisors and Contractors, 40 Hour	\$700	10
WFD 104	Sealed Combustion Room Heater Repair Basics	*DOE	5
WFDI 101	Small Engine Repair	*DOE	—
WFDI 111	Appliance Repair and Refrigeration	\$700	10
WFDI 112	Refrigeration Small Systems Repair and Evacuation	\$750	10
WFDI 184	HVAC - Troubleshooting and Maintenance	*DOE	—
WFDM 091	Basic Safe Boating	*DOE	10
WFDM 092	Cold Water Safety and Survival	*DOE	10
WFDM 103	Emergency Procedures and Onboard Drills	*DOE	6
WFDM 200	100 Ton/OUVP Course	*DOE	6
WFDU 100	Certified Pool Operators	\$300	—
WFDU 101	Boiler Technician	*DOE	5
WFDU 101A	Boiler Basics	*DOE	5
WFDU 102A	Tank Farm Management & Spill Response	*DOE	12
WFDU 102B	Fuel Dispenser Review Basics	*DOE	12
WFDU 103	Power Plant Operator	*DOE	5
WFDU 107	Boiler Basics with Retrofit	*DOE	5
WFDU 219	Introduction to Alaskan Small Water Systems	\$650	12
WFDU 220	Water Treatment & Distribution Certification Exam Review	\$625	12
WFDU 229	Introduction to Alaskan Small Wastewater Systems	\$620	10
WFDU 230	Waste Water Collection & Treatment Certification Exam Review	\$650	10
WFDU 239	Introduction to Membrane Water Treatment	*DOE	—
WFDU 289	Alaskan Water Treatment Syst. - Intermediate Operator Training	*DOE	—
WFDT 130	Eco-Tourism Internship	*DOE	4

**\*DOE - Depends on enrollment; contact Training Manager, Kathy Leary for more information at 907.852.1868 or [kathy.leary@ilisagvik.edu](mailto:kathy.leary@ilisagvik.edu).**

### Customized Training by Ilisagvik Faculty (IC Instructors Only)

Instruction	\$100/hour
Materials	Varies with Training
Travel/Lodging	Varies with Training

## DORM RATES AND MEAL PRICES - FALL 2013

Prices listed are for one semester, which generally averages 110-115 days and includes student orientation.

**Full-time Residential Student Dorm Rates per Semester:** ..... \$2,000  
**Full-time Residential Student Meal Plan per Semester:** ..... \$3,300

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.

**Part-Time Residential Per Student Rate: ..\$70/day**

**Non-Student Dorm Per Room Rates:**  
 Double Occupancy/Day ..... \$140  
 Single Occupancy/Day ..... \$115

**Long Term Dorm Rates:**  
 Inquire with the Student Success Center at 907.852.1809

### Regular Meal Rates

Meal	Price	Senior
Breakfast	\$7	\$5
Lunch	\$15	\$12
Lunch Special	\$10	
Dinner	\$15	\$12
Brunch	\$18	\$15
<i>Kids under 10</i>		
Dinner	\$13	
Brunch	\$12	

**For more information on other fees, please see page 26**







# **COMMUNITY AND WORKFORCE DEVELOPMENT**



## COMMUNITY AND WORKFORCE DEVELOPMENT

### *Meeting the training needs of employers and individuals*

- Training to meet industry standards and regulatory requirements
- On-demand training for employer staff development and skills upgrade
- Training for career advancement
- Training to promote economic self-sufficiency
- Training for leadership development

The mission of Iḷisaġvik's Center for Community and Workforce Development (CWFD) is inherent in the Iḷisaġvik College mission to provide well-educated individuals who meet the human resource needs of North Slope employers. The goal is to empower North Slope communities and individuals by providing them with the quality training they need to realize economic self-sufficiency and employment security. CWFD works directly with employers and individuals to assist them in meeting present and future workforce needs. Trainings are delivered onsite in Barrow and in all North Slope villages and elsewhere upon request.

Many CWFD courses are designed to help employers meet regulatory and industry standards. Please check the course listings for the full descriptions of these courses. Additional courses are available upon request.

In addition, CWFD also develops custom trainings on-demand for North Slope employers to meet specific workforce needs. Trainers for CWFD programs come from local, state and national sources. Some of the employer-requested classes previously offered include:

- Asbestos Abatement 40-hour and 8-hour Refresher
- Trainer Development
- Incident Command System (NIMS)
- Office productivity software, QuickBooks, and other custom software classes
- Tank Farm Operations
- Rural Area Landfill Operator
- Office Skills-Targeted to specific need

- Sexual Harassment Prevention
- Heavy Equipment – Equipment Specific Training
- Roustabout
- Conflict Management
- Food Worker Certification
- Supervisor Training
- Adobe Desktop Publishing Integrated software
- Protected Species Observer (MMO)
- Cold Water Safety and Survival

CWFD has an open-door policy for developing courses to meet the needs of local businesses and organizations. Services range from providing facilities and logistical support to planning, coordinating, crediting and delivering the instruction for entire programs. Delivery options include traditional classroom settings; workplace skills development provided on-site; on-line courses; assistance with mentorships and on-the-job training. Credits or CEU's are based on industry standards and are recorded on the college transcript.

For more information, please contact Community and Workforce Development at 907.852.1868 or 907.852.1756; toll free at 800.478.7337, ext. 1868 or ext. 1756; or via email at [workforce@ilisagvik.edu](mailto:workforce@ilisagvik.edu)



## COMMUNITY AND WORKFORCE DEVELOPMENT

### WORKFORCE DEVELOPMENT: BUSINESS

WFDB 004	Time Management	0.3-0.6 CEU
WFDB 005	Customer Service & Beyond	0.3-1.0 CEU
WFDB 006	Business Grammar & Writing	0.3-1.0 CEU
WFDB 008	Telephone Etiquette	0.1-0.5 CEU
WFDB 011	Conflict Resolution	0.3-1.0 CEU
WFDB 018	Priorities & Projects	0.3-1.0 CEU
WFDB 031	Office Skills Development Series	0.3-4.2 CEU
WFDB 041	Microsoft Outlook	0.4-0.7 CEU

### WORKFORCE DEVELOPMENT: INDUSTRY

WFD 103	Asbestos for Supervisors and Contractors, 40 -Hour	1 Cr
WFD 104	Asbestos for Supervisors and Contractors, 8-Hour	0.8 CEU
WFDI 101	Small Engine Repair	1.0-2.0 CEU
WFDI 102B	Fuel Dispenser Review Basics	0.8 CEU
WFDI 105	Sealed Combustion Rm Heat. Repair Basics (Toyo, Monitor, Rinnai)	1.5-3.0 CEU
WFDI 111	Appliance Repair and Refrigeration	3.5 CEU
WFDI 112	Refrigeration Small Systems Repair & Evacuation	1.5-3.0 CEU
WFDI 184	HVAC - Troubleshooting & Maintenance	3.0-4.0 CEU

### WORKFORCE DEVELOPMENT: MARITIME

WFDM 091	Basic Safe Boating	0.5 Cr
WFDM 092	Cold Water Safety & Survival	2.4 CEU
WFDM 102	Basic Maritime Safety	0.5 Cr
WFDM 103	Emergency Procedures & Onboard Drills	0.5 Cr
WFDM 200	OUPV (6 Pack) Course (with or without 100 ton)	3.0-4.0 Cr

### WORKFORCE DEVELOPMENT: TOURISM

WFDT 130	Eco-Tourism Internship/Practicum	3.5 CEU
WFDT 131	Introduction to Guide Training	0.8-2.0 CEU
WFDT 132	Guide Training - ANWR & Local Environs	0.5-1.5 CEU
WFDT 133	Alaska Guide Training	1.5-2.0 CEU

### WORKFORCE DEVELOPMENT: UTILITIES AND FACILITIES

WFDU 100	Certified Pool Operators	1.4 CEU
WFDU 101	Boiler Technician	3.0-4.0 CEU
WFDU 101A	Boiler Basics	2-3 CEU
WFDU 102A	Tank Farm Management & Spill Response	1 Cr
WFDU 219	Introduction to Alaskan Small Water Systems	1.5-3.0 CEU
WFDU 220	Water Treatment & Distribution Certification Exam Review	1.6-3.2 CEU
WFDU 229	Introduction to Alaskan Small Wastewater Systems	1.5-3.0 CEU
WFDU 230	Waste Water Collection & Treatment Certification Exam Review	1.6-3.2 CEU
WFDU 239	Introduction to Membrane Water Treatment	0.8-1.6 CEU
WFDU 289	Alaskan Water Treatment Syst. - Intermediate Operator Training	1.5-3.0 CEU





# **COURSE DESCRIPTIONS**



## COURSE DESCRIPTIONS

### ALASKA NATIVE STUDIES

#### Native American/Alaska Native Children's Literature

ANS 239	Fall	3 credits
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This course will explore Native American storytelling and literature for children with an emphasis on Alaska Native/Iñupiaq literature and oral tradition. Topics covered will include: the history of multicultural literature for children, the representation (and misrepresentation) of Native American/Alaskan Natives in children's literature, and storytelling traditions. Students will examine the pedagogical aspects of multicultural literature, learning, through practical application, techniques for using literature, including oral literature, as a means of incorporating language and culture into the curriculum.

#### Alaska Natives in Film

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

### ANTHROPOLOGY

#### Individuals, Society and Culture

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

#### Tribal Courts and Traditional Methods of Dispute Resolution

ANTH 211	Spring	3 credits
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This course explores a variety of methods used in resolving disputes around the world with particular emphasis on indigenous populations and the formation of tribal courts. Topics include traditional methods of mediation, arbitration, blood-feud and trial-by-ordeal as well as an overview of modern tribal courts in the U.S. and other modern nations. (Prerequisites: English 111X or permission of the instructor.)

#### Native Cultures of Alaska

ANTH 242	Fall	3 credits
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Examines the traditional Aleut, Eskimo and Indian cultures of Alaska including: linguistic and cultural groupings, technology, subsistence patterns, social organization, religion, human ecology, history and current political, social and economic issues. This course meets the initial teacher certification requirements of AS 14.20.20(h) and 4 AAC 12.075(b) of the Alaska Department of Education and Early Development, Office of Teacher Education and Certification, Approved Courses (for specific certification requirements, please see <http://www.eed.state.ak.us/TeacherCertification/>). (Prerequisites: ENGL 111X or permission of instructor.)

### ART

#### Beginning Drawing

ART 105	Fall	3 credits
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This course serves as an introduction to the basic elements in drawing. Emphasis is placed on a variety of techniques and media. See fee schedule for material fees.

#### Introduction to Painting

ART 113	Spring	3 credits
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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 either media. Pictorial principles and organization of paintings is also discussed. See fee schedule for material fees.

## Working with Digital Media (Cross listed as IT 190)

ART 190	Fall (odd years)	1 - 3 credits
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This course will provide students with skills to use software and application procedures for digital media. Skills developed in this course include techniques used to edit images for graphics applications, video creation and editing, internet skills, web content manipulation, file sharing and file transfer procedures. Students also become familiar with online research methods and hardware and software skills used in the digital editing profession.

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

ART 200X	Spring	3 credits
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Gain understanding and appreciation of art, drama, and music through an exploration of their relationship. Topics include the creative process; structure; cultural applications and diversity; the role of the artist in society, and popular movements and trends. (*Prerequisite: ENGL 111X*)

## Baleen Art

ART 212	Spring	3 credits
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Learn the art of baleen use by the Iñupiat of the North Slope. Students will learn to separate baleen, soak, clean, and cut for future use. Students will have an option to learn to shape baleen into a whaling boat, cut and strip for basket and/or other objects. Other options may include learning to sketch on baleen using contemporary tools and history of how baleen was used for survival in the old days and how baleen is used for creating art objects of today will be emphasized throughout the course. *See fee schedule for material fees.*

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

## Fundamentals of Carving

ART 220	Fall	3 credits
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Fundamentals of carving antler, bone, horn, ivory and soapstone using both hand and electric tools will be taught in this class. Students will progress from easier

mediums to more difficult, and choices in materials will be included. Students will become familiar with both traditional and contemporary Inupiat artists' work from various areas of Alaska and other countries. Cost of tools and materials and methods of marketing work will also be explored. See fee schedule for material fees.

**Please note:** Because the Marine Mammal Protection Act of 1972 restricts the possession and use of raw ivory harvested after 1972 to Alaska Natives only, and as this course uses this ivory, non-Native students will work on other materials because federal law prohibits their use of the raw ivory.

## BIOLOGY

### Human Biology (n)

BIOL 100X	As demand warrants	4 credits
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An introduction to scientific methodology and biological principles that focuses on humans as biological organisms. Topics include organization of the human body, human genetics, human development, and the relationship between our bodies and health. Includes lectures, discussions, lab exercises, and projects. For non-science majors and those who seek preliminary instruction before beginning study in health-related areas. May be used as a general education requirement. (*Prerequisites: Placement in ENGL 111X or higher; placement in MATH 105 or higher; or permission of instructor.*) *See fee schedule for lab fees.*

### Biology and Society (n)

BIOL 103X	Spring (odd years)	4 credits
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Fundamental principles of biology; emphasis on their application to humans in the modern world. Lectures, laboratory demonstrations, experiments, and discussions of contemporary biological topics. May be used as a general education requirement. (*Prerequisites: Placement in ENGL 111X or higher; placement in MATH 105 or higher; or permission of instructor.*) *See fee schedule for lab fees.*

### Natural History of Alaska (n)

BIOL 104X	Spring	4 credits
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## COURSE DESCRIPTIONS

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

Fundamentals of Biology I (n)		
BIOL 105	As demand warrants	4 credits

First semester of a two-semester biology series for science majors. This course will focus on chemistry of life, introduction to cell structure and function, molecular biology, and animal structure and function. Includes a 3-hour laboratory component per week. **(Prerequisites: Placement in ENGL 111X and Math 105, Recommended: high school biology or permission of the instructor.)** See fee schedule for lab fees.

Fundamentals of Biology II (n)		
BIOL 106	As demand warrants	4 credits

Second semester of a two-semester biology series for science majors. This course will focus on ecology, genetics, evolution, diversity of life, plant structure and function. Includes a 3-hour laboratory component per week. **(Prerequisites: BIOL 105 or permission of the instructor.)** See fee schedule for lab fees.

Vertebrates of Northern Alaska (n)		
BIOL 162	As demand warrants	1 credit

Introduction to a selected species of vertebrate found in northern Alaska and its importance from a cultural and scientific research perspective. The emphasis will be on habitat, life cycle, economic importance, diseases and natural history. One vertebrate or related group of vertebrates will be studied each term.

Biology Individual Study (n)		
BIOL 197	As demand warrants	1 – 4 credits

Consists of a student project selected jointly by the student and supervising instructor, with final approval by the Dean of Instruction. Designed to support the student's own specialty interest area of biology. See fee schedule for lab fees.

Human Anatomy and Physiology I (n)		
BIOL 211X	Fall	4 credits

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, and special senses. Includes a 3-hour laboratory component per week. **(Prerequisites: Placement in ENGL 111X or permission of instructor. Recommended: CHEM 103.)** See fee schedule for lab fees.

Human Anatomy and Physiology II (n)		
BIOL 212X	Spring	4 credits

Integrated view of human structure and function for students in pre-professional allied health programs and biology. This course examines the endocrine system, lymphatic, immune, respiratory, digestive, excretory and reproductive systems. Includes a 3-hour laboratory component per week. **(Prerequisite: BIOL 211X or permission of instructor.)** See fee schedule for lab fees.

Topics in Modern Science for Everyone (n) (Cross-listed as GEOS 215)		
BIOL 215	Fall (odd years)	3 credits

This course is for you if you wonder about the science reports that you hear in the media and wish you understood them better. Topics will range from advances in genetics and medicine, to climate change and the extinction of the dinosaurs, to resource availability and management. **(Prerequisite: A 100-level 4-credit laboratory science course.)**

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

Survey of the microbial world, interactions between microbes and host, microbial human diseases, the environmental and economic impact of microorganisms. Provides background in basic and applied microbiology, with emphasis on the role microorganisms play in human health, as preparation for Allied Health careers. Includes a 3-hour laboratory component per week. **Prerequisites:** Placement ENGL 111X. **Recommended:** One course in high school or college biology and CHEM 103.) See fee schedule for lab fees.

## BUSINESS

Principles of Accounting I		
BUS 101	Fall, Spring	3 credits

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

Personal Finance		
BUS 102	Spring	1 credit

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

Personal Income Tax		
BUS 104	Spring	1 credit

Details of taxable income, deductions, credits and exemptions, and forms. New tax law changes are emphasized. Record-keeping requirements and suggestions are given. Use of computer software in determining taxes, completing proper forms,

and electronic filing are also covered. Students may receive assistance in completing their own taxes as time permits.

Business Math		
BUS 105	Fall, Spring	3 credits

Review and application of math skills as they apply to various areas of business including retail applications and finance. Designed to provide the skills necessary to make better business decisions. **(Prerequisites: Completion of MATH 060B with a C grade or better, or COMPASS pre-algebra score of 75+, or permission of instructor.)**

Time Management		
BUS 106	Fall, Summer	1 credit

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

Proofreading and Editing		
BUS 107	Spring	2 credits

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

Ten-Key Mastery		
BUS 108	Fall, Spring	1 credit

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

Business English		
BUS 109	Fall, Spring	3 credits

Participants will develop skills in English fundamentals with an emphasis on language usage. Intensive study on grammar, punctuation, capitalization, spelling, word usage, and sentence structure. Also, participants

## COURSE DESCRIPTIONS

will develop skills in writing business documents with emphasis on e-mails, letters, memos, reports, and other business documents. (*Prerequisites: Compass score of 70 or higher, or completion of ENGL 090B with permission of instructor.*)

### Principles of Economics

BUS 112	Spring	3 credits
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Introduction to basic economic concepts, including supply and demand, inflation, money and banking, interest rates, economic growth, price determination, equilibrium, consumerism, unemployment, and economic stability. (*Prerequisites: Completion of or current enrollment in BUS 151.*)

### Payroll Accounting

BUS 114	Fall	3 credits
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Methods to compile and calculate payroll information, earnings, deductions and net wages. Includes payroll records and city, state, and federal tax report forms and laws. (*Prerequisite: BUS 101.*)

### Office Finance

BUS 119	Fall, Spring	1 credit
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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.

### Small Business Planning for Child Care

BUS 126	Spring	3 credits
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This course teaches students to write a business plan, focusing on telling a story about the business, explaining who, what, when, where, and why. This course will focus on small and home-based businesses, and will define specific business objectives and goals with parameters to assist students through the writing process.

### Introduction to Business

BUS 151	Fall, Spring	3 credits
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Business organization and structure, major business functions, business ownership, management, marketing, human resources, economics, labor relations and finance. Opportunities and requirements for professional business careers are also discussed.

### Human Relations

BUS 155	Fall, Spring	3 credits
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A survey of human relations to include attitudes, self-concepts, personal communication styles, motivation, goal setting, ethics, and managing change as applied to the business environment.

### Introduction to Tourism

BUS 157	As demand warrants	3 credits
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Practices and concepts which enhance tourism to include hospitality, recreation and leisure travel both domestic and international. Methods of developing, organizing, funding, and planning a successful tourism economy. North Slope tourism opportunities are emphasized.

### Customer Service

BUS 175	Spring	3 credits
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Course presents service to both internal and external customers as integral to the success of any organization. Includes empowering service providers, dealing with difficult people, building customer retention and satisfaction in the context of performance enhancement. (*Prerequisite: BUS 151 recommended.*)

### Office Procedures

BUS 182	Fall, Spring	3 credits
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Duties and responsibilities of general office employees including filing, processing mail, telephone communication, office supplies, employment procedures, basic requisitioning, office technology, tracking logs and travel arrangements, timesheets, reimbursement procedures, scheduling and planning meetings.

### Independent Project

BUS 198	As demand warrants	1 – 3 credits
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Project will include learning and applying business concepts to significant problems and demonstrating the result to others. (*Prerequisite: Permission of instructor.*)

Practicum in Business Management		
BUS 199, 299	As demand warrants	1 – 3 credits

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

Principles of Accounting II		
BUS 201S	Spring	3 credits

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

Managerial Accounting		
BUS 202	Spring	3 credits

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

Records Management		
BUS 203	Spring	3 credits

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

Applied Business Communications		
BUS 220	Spring	3 credits

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

Contemporary Management Issues		
BUS 232	Spring	3 credits

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

Financial Management		
BUS 233	Fall	3 credits

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

Human Resource Management (Module A cross listed as PADM 188)		
BUS 234	Fall	3 credits

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

Culture and Management		
BUS 239	Fall	3 credits

Course explores methods and strategies for integrating Inupiaq values into team building, daily supervision, managerial processes, and leadership roles. The experience of Inupiaq leaders and an array of research demonstrate how Inupiaq values are an

## COURSE DESCRIPTIONS

important foundation for improving effectiveness and dealing with conflict and change.

Business Law		
BUS 241	As demand warrants	3 credits

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

Computerized Accounting		
BUS 245	Fall	3 credits

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

Grant Writing Essentials		
BUS 253	As demand warrants	3 credits

This course teaches the basics of grant writing and creating budgets. Students will develop abstracts, program descriptions, budgets and budget narratives. Effective proposal management skills and program development will also be taught. *(Prerequisites: Knowledge of Microsoft Word and Excel, research ability and score 70 or higher on the COMPASS English placement test.)*

Introduction to Organization Management		
BUS 254	Spring	3 credits

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

Grant Compliance and Reporting		
BUS 255	As demand warrants	3 credits

This course provides a strong foundation in monitoring activities and requirements of grant agreements to ensure program/project and financial compliance. Office of Management and Budget Circulars for Administrative Requirements and Cost Principles will be studied. Topics will include reducing the risk of mismanagement of grant funds, interagency agreements and program compliance. *(Prerequisites: Knowledge of Microsoft Word and Excel, research ability and score 70 or higher on the COMPASS English placement test.)*

Principles of Marketing		
BUS 260	Spring	3 credits

Basic marketing principles and practices appropriate to small or large goods, or services, and for-profit and nonprofit organizations. Examines target market, marketing mix, consumers, and competition. *(Prerequisite: BUS 151 or permission of instructor.)*

Public Relations		
BUS 263	Spring	3 credits

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

Small Business Management		
BUS 273	As demand warrants	3 credits

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

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

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

## CARPENTRY

Carpentry Level I		
CARP 110	As demand warrants	5 credits

Introduces the carpentry trade, tools and materials. Concentrates on rough carpentry used in floor systems, framing walls, ceilings and roofs as well as windows, doors and weather stripping. Uses NCCER instructional modules. (**Prerequisites: Complete CTT 101; Pass a drug test and COMPASS math score of 30 or higher.**) See fee schedule for material fees.

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

Required hands-on proficiency development on skills taught in Carpentry Level I, CARP 110. (**Prerequisites: CTT 101 and concurrent enrollment in CARP 110. Pass a drug test and COMPASS math score of 30 or higher.**) See fee schedule for material fees.

Carpentry Level II		
CARP 120	As demand warrants	5.5 credits

Carpentry Level II will build on the skills students learned in Level I and introduce them to: roofing materials and application, thermal and moisture protection, exterior finishing, steel framing, drywall installation and finishing, doors, windows and cabinet installation and trim. (**Prerequisites: CTT 101; CARP 110 & 111; MTHC 101A; or permission of instructor. Pass a drug test and COMPASS math score of 30 or higher.**) See fee schedule for material fees.

Carpentry Level II Skill Lab		
CARP 121	As demand warrants	2 credits

Carpentry Level II Skill Lab will develop skills and reinforce the material students have learned in the classroom instruction for CARP 120. Students will be involved with labs or small projects around the college campus. (**Prerequisites: Complete CTT 101; CARP 110 & 111; MTHC 101A; or permission of instructor; Pass a drug test and COMPASS math score of 30 or higher.**) See fee schedule for material fees.

Introduction to Mathematics for Carpentry – Modules A and B		
MTHC 101 A and B	Fall	2 credits

Reviews and applies mathematics principles related to carpentry. Covers whole numbers, fractions, decimals, weights, measures and proportions, ratios and proportions, percentages, angles, perimeters, volume, surface area solids, metric system, board measurement, pricing, estimating and calculating the materials and cost of a job. Practice in calculating and pricing each component. (Prerequisites: Enrolled in CARP 110 and 111 for Module A, and CARP 120 LECT and CARP 121 LAB for Module B; pass a drug test and COMPASS math score of 39 or higher; intended to be taken concurrently with CARP 110.)

Module A – 1 credit

Module B – 1 credit

## CHEMISTRY

Chemistry and Society		
CHEM 100X	Fall (even years)	4 credits

Fundamentals of chemistry with an emphasis on the role of chemistry in environmental and life systems. The role of feedback systems on chemical behavior is illustrated in atmospheric, aquatic, nuclear and nutritional systems. Includes a 3-hour laboratory component per week. (**Prerequisites: Placement in ENGL 111X or higher; placement in MATH 105 or higher; or permission of instructor.**) See fee schedule for material fees.

## COURSE DESCRIPTIONS

### Introduction to General Chemistry (n)

CHEM 103X	Fall (even years)	4 credits
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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. Includes a 3-hour laboratory component per week. (*Prerequisites: Placement in ENGL 111X or higher; placement in MATH 105 or higher, or permission of instructor.*) See fee schedule for material fees.

### Introduction to Organic and Biochemistry

CHEM 104X	Spring (odd years)	4 credits
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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. (*Prerequisites: CHEM 103*) See fee schedule for material fees.

## COLLEGE AND CAREER SKILLS

### English for Second Language Speakers

CCS 080	Fall, Spring	1 - 3 credits
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English language skills for the second language speaker. Class will focus on improving speaking, listening, reading, and writing skills critical for success in college or the workplace. Does not fulfill any English requirement. May be repeated for credit. This course is intended for students who are able to read, write, and speak some English. This course is pass/fail. (*Prerequisite: Instructor permission*)

### Tools for Success

CCS 101	Fall, Spring	3 credits
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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. Uses NCCER instructional modules.

### Aullaqisaagunnat: Seminar for the Start

CCS 111	Fall, Spring	1 credit
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This course introduces students to the context of high 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.

### Career Exploration

CCS 160	Fall, Spring	1 credit
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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.

### College Success Strategies

CCS 196	Fall, Spring	2 credits
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Designed to increase the skills necessary to achieve academic and career goals. Includes time management, goal setting, understanding motivation, and changing non-productive habits and patterns. Also focuses on building good study habits and attitudes; building relationships with students and instructors; analyzing personal study behavior; managing stress and resolving conflicts; thinking critically and giving and taking constructive criticism.

## COMMUNICATIONS

### Fundamentals of Oral Communication: Group Context

COMM 131X	Fall, Spring	3 credits
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The communication process with a focus on listening, perception, verbal and nonverbal communication, ethics, research, and organization. Emphasizes increased understanding of and effective performance in small group communication contexts. Students make several oral presentations in different formats.

## CONSTRUCTION TRADES TECHNOLOGY

### Introduction to Construction Skills

CTT 101	Fall, Spring	3 credits
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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 instructional modules. *(Prerequisites: Pass a drug test and COMPASS math score of 30 or higher.)*

### Introduction to Welding

CTT 103	As demand warrants	1 credit
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Basic welding procedures and safety practices used in cutting steel with oxyfuel equipment and shielded metal arc welding. See fee schedule for material fees.

### Insulation Level I

CTT 104	As demand warrants	3 credits
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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. *(Prerequisites: Pass a drug test and COMPASS math score of 30 or higher.)*

### Scaffolding Level I

CTT 105	As demand warrants	3 credits
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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. *(Prerequisites: Pass a drug test and COMPASS math score of 30 or higher.)*

### Introduction to Weatherization

CTT 145	As demand warrants	1 credit
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This course introduces students to the weatherization initiative and its purpose by examining the economical and environmental effects of the inefficient use of energy in heating and cooling. Presenting the common ways in which heat is lost and how cold air infiltrates a house. Introduces air sealing and insulation and explores career opportunities.

### Weatherization Technician

CTT 146	As demand warrants	3 credits
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This course is a modern approach to 'Weatherization'. Topics are: wood & masonry construction methods & materials along with the different types of fasteners used. Selecting and installing various types of insulating materials, vapor barriers & waterproofing materials. Using caulks & other sealants to reduce thermal loss, expanding foams & blow in insulation options. The benefits of insulating pipes, ducts & water heaters as well as the materials used & providing basic knowledge of piping systems, HVAC ducts and duct systems are all covered extensively.

## ECONOMICS

### Political Economy

ECON 100X	Spring	3 credits
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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 Inupiaq of the North Slope. *(Prerequisites: Completion of or concurrent enrollment in ENGL 111X.)*

## EDUCATION

### Introduction to the Early Childhood Profession

ED 101	Fall, Spring	3 credits
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## COURSE DESCRIPTIONS

This course includes a historical foundation on current issues and trends surrounding early childhood and provides exposure to a variety of developmentally appropriate programs designed to meet the diverse needs of children and families. Topics include the importance of being an advocate, supporting Indigenous children's development, creating an inclusive environment, professionalism and ethical conduct, identification of resources such as the National Association for the Education of Young Children (NAEYC), and the exploration of career opportunities.

Child Development		
ED 104	Fall, Spring	3 credits

This course provides a foundation designed to increase knowledge and understanding of child development from prenatal to age three. Anticipating the emerging development during the rapid growth of these critical years will be emphasized. Students will examine domains, theories, cultural perspectives and multiple influences on development, with an emphasis on prenatal development, healthy childbirth, the importance of relationships, and meaningful environments. Opportunities for observation, reflection, and early intervention in a preschool setting will be provided.

Language and Creative Expression		
ED 127	Fall, Spring	3 credits

Students will gain knowledge on culturally and developmentally appropriate curriculum designed to promote language and literacy, creativity, and physical development. Emphasis is on emergent curriculum, active learning, play observation and creative expression methodologies. Understanding of emergent literacy in young children and how to promote children's development in pre-reading activities will occur. Opportunities to incorporate Indigenous knowledge, local materials, resources, Elders and parents in addressing language and creative expression development in young children will be included. Lab required. **(Co-requisite: ED 199)**

Teaching Children's Health and Wellness		
ED 129	Spring (Even Years)	3 credits

Students will gain knowledge on methods for establishing a healthy and safe environment for the

young child. The course will stress the importance of meeting the child's nutritional needs and its relationship to growth and development. Current topics related to health and safety and child development will be discussed.

Practicum (Lab School)		
ED 199	Fall, Spring	1 - 3 credits

This course provides a guided practicum experience to apply knowledge gained in working with children in an early childhood setting. Opportunities to apply acquired skills in providing quality early care and education based on the knowledge of early childhood theories and approved practices will be provided. Increased competences 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 **(Co-requisite: ED 127; prerequisite: Successful criminal background check.)**

Family and Community Partnerships		
ED 204	Fall (Odd Years)	3 credits

Focus is on developing skills for establishing effective relationships between the early childhood professionals, families of the children, and the community as a whole. Students will gain knowledge and recognize the uniqueness of cultural and community resources. This course will emphasize the importance of fostering meaningful community partnerships which will support the children and families.

### ELECTRICAL

Electrical Blueprints and Design		
ELEC 106	Fall	2 credits

Introduction to reading and working with blueprints emphasizing electrical drawings and understanding a typical set of electrical plans. See fee schedule for material fees.

Electrical Training Level I		
ELEC 125	Fall	4 credits

A beginning level course covering electrical safety, hand bending, fasteners, electrical theory one and two, test equipment, National Electrical Code, boxes and fittings, conductors, blueprints and residential

wiring. Course uses NCCER instructional modules.  
*(Prerequisites: NCCER Core training.) See fee schedule for material fees.*

Electrical Training Level II		
ELEC 126	Spring	6 credits

An advanced electrical course covering second year topics such as AC current, motors, grounding, conduit bending, conductor installations, cable tray, electrical services, circuit breakers and fuses, contactors and electric lighting. Uses NCCER instructional modules.  
*(Prerequisites: NCCER Level I.) See fee schedule for material fees.*

Electrical Skill Development Level I		
ELEC 138	Fall	2 credits

Beginning labs covering the use of electrical hand and power equipment. Wiring simulations and practice including switches, receptacles and fixtures. Students complete small wiring projects, practice hand bending of conduit and learn pipe threading. See fee schedule for material fees.

Introduction to National Electrical Code (NEC)		
ELEC 166	Fall	2 credits

Introduction to the National Electrical Code as the basic standard that governs electrical work. The purpose, scope and layout of the NEC will be covered in depth along with how to find answers to common electrical installation questions.

Electrical Skill Development Level II		
ELEC 188	Spring	2 credits

Installation of various types of boxes, drilling, wiring of switches, receptacles, fixtures, setting and wiring panels. Includes single pole switches, three and four-way switches, dimmers, low voltage wiring and various appliances. See fee schedule for material fees.

Commercial Wiring I		
ELEC 206	Fall, Spring	1 – 3 credits

Introduction to wiring methods and materials used in lighting commercial buildings. Installation of wiring in conduit systems and rules governing these types of installations including services, feeders, and lighting

and power distributions systems. See fee schedule for material fees.

**Module A** – 1 credit. Plans, specifications and power distribution.

**Module B** – 1 credit. Branch, circuits and feeders.

**Module C** – 1 credit. Lighting and services.

Applied NEC Study		
ELEC 216	Spring	1 – 3 credits

Application of the National Electric Code and how to use it as a guide for any type of wiring installation. How to find answers to common questions in the code and how to apply it to a wide variety of building situations.

**Module A** – 1 credit. Chapters 1 – 4 NEC

**Module B** – 1 credit. Chapters 5 – 8 NEC

**Module C** – 1 credit. Tables and Examples

Electrical Level III Skill Development		
ELEC 238	As demand warrants	2 credits

Hands on lab activities covering the skills introduced in the NCCER Level III course. Labs include motors, branch and feeder circuits, lighting applications, hazardous locations, transformers, and motor controls. See fee schedule for material fees.

Electrical Level III		
ELEC 251	As demand warrants	7 credits

An advanced electrical course covering 3rd 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.

Electrical Level IV		
ELEC 252	As demand warrants	8 credits

An advanced electrical course covering 4th year topics such as load calculations for feeders and services, health care facilities, standby and emergency systems, basic electronic theory, fire alarm systems, specialty

## COURSE DESCRIPTIONS

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.

Advanced Electrical Topics		
ELEC 275	As demand warrants	1 – 3 credits

Advanced theory and skill training in electrical and electronic systems. Topics may vary with needs of students but may contain subjects such as electronic theory, voice and data systems, fiber optics, TV and antenna systems, wind and solar power etc.

Advanced Blueprints and Design		
ELEC 276	Fall/Spring	1 – 3 credits

Advanced skills in understanding of blueprints and the design process by working with actual prints of construction projects, sheet by sheet, to the completion of the project.

**Module A** – 1 credit. Residential and multifamily

**Module B** – 1 credit. Commercial/industrial

**Module C** – 1 credit. Advanced projects

Electrical Level IV Skill Development		
ELEC 288	As demand warrants	2 credits

Hands on lab activities covering the skills introduced in the NCCER Level IV course. Labs include feeders and services, standby and emergency systems, fire alarms, HVAC controls, Heat trace and freezing protection, and special locations. *See fee schedule for material fees.*

Electrical Practicum I		
ELEC 289	As demand warrants	1 – 3 credits

Project where electrical wiring methods, electrical theory, job safety, and the use of tools are utilized to perform a simulated or actual job assignment. Designed to parallel in a learning environment what will be expected on the jobsite.

Electrical Practicum II		
ELEC 299	As demand warrants	1 – 3 credits

Project where electrical wiring methods, electrical theory, job safety, and the use of tools are utilized to perform a simulated or actual job assignment. Designed to parallel in a learning environment what will be expected on the jobsite.

Math for Electricians		
MTHE 101	Fall	1 – 2 credits

Reviews basic principles of Mathematics, Algebra and Trigonometry as they relate to Electrical applications. Problems are related to learning activities in ELEC 125. To be taken concurrently with ELEC 125.

**Module A** – 1 credit

**Module B** – 1 credit

### EMERGENCY MEDICAL TECHNOLOGY

Emergency Trauma Technician: First Responder		
EMS 103	As demand warrants	1 credit

This course was designed to provide basic emergency care knowledge and skills for students who respond with emergency care. The objective of the first person on an emergency scene is to recognize the needs of the victim and deliver quality care to the patient, minimizing discomfort and preventing further complications.

ETT to EMT Bridge		
EMS 109	As demand warrants	5 credits

This course prepares Alaska registered Emergency Trauma Technicians (ETT) to advance to the level of Emergency Medical Technician I (EMT) by completion of a bridge program. The course provides ETTs with the additional knowledge and skills required by the national DOT EMT – Basic Curricula. Proficiency in victim assessment, recognition and treatment of medical emergencies and other basic life support procedures.

Emergency Medical Technician Refresher		
EMS 124	As demand warrants	1 credit

Review of skills and emergency medical procedures at the Basic EMT I, II or III level. Emergency medical

care procedural changes, newly developed equipment and its use, changes in State licensing practices, and other medico-legal requirements.

Aeromedical Evacuations in Alaska		
EMS 135	As demand warrants	1 credit

History of Alaska aero-medical transport, physiological aspects of pressure and atmosphere; physical effects of flight on the patient and escort; aircraft and equipment considerations; legal aspects of air transport, effects of aero-medical transport on specific medical situations. *(Prerequisite: EMS 170)*

EMT: Emergency Medical Technician I		
EMS 170	As demand warrants	6 credits

Provides the necessary training to become a state certified EMT I in accordance with the national Emergency Medical Technician Basic curriculum. Proficiency in victim assessment, recognition and treatment of medical emergencies and other basic life support procedures. Topics include: roles and responsibilities of the EMT; medico-legal considerations in EMS; respiratory and cardiac emergencies; trauma management; medical emergencies and management; environmental emergencies; childbirth; hazardous situations and materials; patient packaging and triage, and communications and report writing. *(Prerequisites: Possess a valid CPR Provider level card (2005 guidelines) on the first day of the course. Students should be sufficiently proficient in reading, writing, and speaking English to understand course materials and participate in discussions and patient care scenarios. Students must have the strength to be able to move victims, sufficient vision to assess the condition of a victim, and dexterity to perform the skills procedures.)*

Emergency Medical Technician II		
EMS 230	As demand warrants	1 – 3 credits

Improvement of EMT skills in trauma intervention for the seriously injured patient through advanced techniques in fluid therapy. Use of MAST pants, utilization of specific drug therapy and advanced airway care covered. *(Prerequisite: EMT I certification as described in State EMT regulation 7AAC26.010 or EMS 119.)*

Emergency Medical Technician III		
EMS 231	As demand warrants	2 credits

This course acts as an introduction to basic cardiac anatomy and physiology, cardiac electro-physiology, recognition and treatment of basic lethal arrhythmias, use of defibrillator monitor, use of morphine, lidocaine, epinephrine 1:1000, recognition and treatment of extremity pain due to isolated trauma. *(Prerequisite: EMT II certification as described in the State EMT regulation 7AAC26.010 or EMS 230.)*

## ENGLISH

SAT/ACT Prep for High School		
ENGL 021	Fall, Spring	1 credit

This course utilizes Word Smart's online application called Learner One. This class uses the Word Smart software to help students improve their vocabulary skills through a variety of exercises and games. Students will also be using Pearson's My Writing Lab to work on grammar and writing applications. Students initially take a diagnostic test for both Word Smart, My Writing Lab, and My Math Lab to determine what skill level they should begin with and to find out their strengths and weaknesses in vocabulary, English skills, and Math skills. This is a lab based classroom experience, but students will be writing short paragraphs from time to time in class. Students are expected to work online outside of the classroom at least 4 hours a week.

Writing Workshop		
ENGL 031	Fall, Spring	3 credits

This course explores a variety of methods used in resolving disputes around the world with particular emphasis on indigenous populations and the formation of tribal courts. Topics include traditional methods of mediation, arbitration, blood- feud and trial by ordeal as well as an overview of modern tribal courts in the U.S. and other modern nations. *(Prerequisites: English 111X or permission of the instructor.)*

## COURSE DESCRIPTIONS

### The Write Stuff

ENGL 075W	Fall, Spring	3 – 6 credits
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This class emphasizes the fundamental English skills necessary for college or the workplace. This includes sentence and paragraph writing, reading, and vocabulary building. It is offered in 3-credit modules.

**Module A** – 3 credits (*Prerequisite: COMPASS Score of 0-22*)

**Module B** – 3 credits (*Prerequisite: COMPASS Score 23-44 or successful completion of Module A*)

### Critical Reading and Writing

ENGL 090	Fall, Spring	3 – 6 credits
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This course builds on the English skills gained in ENG 075. Emphasis is on multi-paragraph writing, academic reading, and critical thinking and vocabulary building. The successful completion of this course will prepare the student for the English demands of college transfer courses. It is offered in 3-credit modules.

**Module A** – 3 credits (*Prerequisite: COMPASS score of 45-56*)

**Module B** – 3 credits (*Prerequisite: COMPASS Score 57-69, or successful completion of Module A*)

### Introduction to Academic Writing

ENGL 111X	Fall, Spring	3 credits
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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. (*Prerequisite: English COMPASS score 70+; or completion of ENGL 090B with permission of instructor.*)

### Topics in English

ENGL 118	Fall	1 – 3 credits
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Exploration of various composition and/or literary topics including fiction and essay writing, literature genres (e.g. biography and native stories), and poetry. Specific topic to be announced in College semester schedules. Past courses have included "Telling Your Story: the Personal Memoir"; "Writings about the Arctic"; and "Folk and Fairytales: Cross-Section of Written and Oral Tales." Course may be repeated for

credit when content varies. Counts as ELECTIVE only. (*No prerequisite or placement required.*)

### World Literature

ENGL 200X	Fall	3 credits
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Introduction to reading and appreciation of a variety of literary texts from different cultures. Includes exposure to myth, poetry, storytelling, and drama. Students will gain an understanding of cultural differences and universals in texts from American, American minority, Western European and non-Western sources. (*Prerequisite: ENGL 111X*)

### Academic Writing About Literature

ENGL 211X	Fall	3 credits
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Instruction in writing through close analysis of literature (poetry; drama; fiction; nonfiction; and more). The course focuses on critical examination of texts and research. (*Prerequisite: ENGL 111X*)

### Academic Writing About the Social and Natural Sciences

ENGL 213X	Spring	3 credits
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Instruction in critical reading and persuasive writing by reading and responding to essays from the social and natural sciences. Concentration on the research methods and techniques necessary to create an extended written argument. (*Prerequisite: ENGL 111X*)

### Themes in Literature

ENGL 218	As demand warrants	3 credits
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Exploration of literary themes in various genres of literature, including fiction, poetry and drama. 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. Course may be repeated for credit when content varies. (*Prerequisite: ENGL 111X*)

### Introduction to Creative Writing

ENGL 271	Fall	3 credits
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Close study and practice of forms and techniques of fiction, essay, and poetry writing for beginning and advanced writers; discussion of students' work in class and individual conferences. (*Prerequisite: ENGL 111X*)

**FIRE SCIENCE**

**Principles of Emergency Service**

FIRE 101	As demand warrants	3 credits
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This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/ service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems, and introduction to fire strategy and tactics.

**Fire Prevention**

FIRE 105	As demand warrants	3 credits
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This course provides fundamental information regarding the history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use of fire codes; identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

**Tactics and Strategy**

FIRE 107	As demand warrants	3 credits
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The principles of fire control through utilization of personnel, equipment and extinguishing agents on the fire ground. *(Prerequisite: FIRE 101 or permission of the instructor.)*

**Basic Firefighter**

FIRE 109	Fall, Spring	1 credit
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Introduction to firefighting, especially in rural areas with limited resources. This course provides knowledge and skills to enable students to meet the standards of Basic Firefighter as published by the Alaska Fire Standards Council and includes information in NFPA 1001 Firefighter Professional qualifications. The course utilizes State of Alaska Fire Service Training Firefighter I Skills check off sheets to evaluate performance of psychomotor skills.

**Introduction to Incident Command System**

FIRE 110	As demand warrants	1 credit
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This course provides training on and resources for personnel who require a basic understanding of the Incident Command System (ICS), including persons involved with emergency planning and response and recovery efforts. This NIIMS ICS orientation introduces ICS, unified and area command, and multi-agency coordination to those persons responsible for the on-scene ICS organization. Includes discussions on responsibilities and information transfer between agency executives and incident commanders. Contact NSBFD if advanced ICS training above the 100 level is needed.

**Coaching the Emergency Vehicle Operator**

FIRE 112	As demand warrants	1 credit
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This course provides the classroom portion required to meet the certification requirements for the State of Alaska Emergency Vehicle Driver. The program is based in part on NFPA 1001, NFPA 1500, and IFSTA Apparatus Driver. The course is intended to provide emergency vehicle drivers with the knowledge and skills to safely operate apparatus and reduce one of the leading causes of fatalities in the nation. *(Prerequisite: Valid driver's license.)*

**Rescue Practices**

FIRE 117	As demand warrants	3 credits
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Rescue situations and techniques, including vehicle extrication, rescue carries, ventilation principles, structural rescue, use of portable hand and power tools, wildland/canine search and rescue, ice and water rescue, and emergency lifesaving principles. All students are required to wear a complete set of fire department approved protective clothing (turnout gear). An eight hour personal protective equipment and self-contained breathing apparatus safety orientation must be completed in order to participate in live fire exercises. *(Prerequisite: EMS 170 or permission of the instructor.)*

**Fire Behavior and Combustion**

FIRE 121	As demand warrants	3 credits
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## COURSE DESCRIPTIONS

This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled.

Firefighter I, Series I		
FIRE 131	As demand warrants	3 credits

The initial phase in a four-phase process for achieving State of Alaska Firefighter I certification. Fundamental knowledge of fire behavior, fire organizations, types of fire equipment emergency response services possess and methods of their use. Successful completion of all four phases will qualify the student to sit for the Alaska State Firefighter I certification exam. (Prerequisites: All students are required to wear a complete set of fire department approved protective clothing (turnout gear).)

Firefighter I, Series II		
FIRE 133	As demand warrants	3 credits

The second phase in a four-phase process for achieving state of Alaska Firefighter I certification. Fundamental knowledge of fire behavior, fire organizations, types of fire equipment emergency response services possess and methods of their use. Successful completion of all four phases will qualify the student to sit for the Alaska State Firefighter I certification exam. (Prerequisites: All students are required to wear a complete set of fire department approved protective clothing (turnout gear). An eight hour Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA) safety orientation offered each semester must be completed in order to participate in live fire exercises.)

Firefighter I, Series III		
FIRE 135	As demand warrants	3 credits

The third phase in a four-phase process for achieving state of Alaska Firefighter I certification. Fundamental knowledge of fire behavior, fire organizations, types of fire equipment emergency response services possess and methods of their use. Successful completion of all four phases will qualify the student to sit for the Alaska State Firefighter I certification exam. (Prerequisites: All students are required to wear a complete set of fire department approved protective clothing (turnout gear). An

eight hour Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA) safety orientation offered each semester must be completed in order to participate in live fire exercises.)

Firefighter I, Series IV		
FIRE 137	As demand warrants	3 credits

The final phase in a four-phase process for achieving state of Alaska Firefighter I certification. Fundamental knowledge of fire behavior, fire organizations, types of fire equipment emergency response services possess and methods of their use. Successful completion of all four phases will qualify the student to sit for the Alaska State Firefighter I certification exam. (Prerequisites: All students are required to wear a complete set of fire department approved protective clothing (turnout gear). An eight hour Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA) safety orientation offered each semester must be completed in order to participate in live fire exercises.)

Firefighter II		
FIRE 138	As demand warrants	6 credits

Advanced technical knowledge of fire alarms, communications, fire behavior, self-contained breathing apparatus, rescue, safety ladders, fire hose, nozzles and appliances, fire streams, water supplies, sprinklers, overhaul and inspections. All students are required to wear a complete set of fire department approved protective clothing (turnout gear). (*Prerequisites: Firefighter I certification and permission of the instructor.*)

Emergency Vehicle Driver (EVD)		
FIRE 141	Every other year	1 credit

This course was designed to provide department members with the knowledge and skills to safely operate emergency vehicles. While the course contains a great deal of information, it can be summed up in one word "safety." The fire service helps those in need, preventing the loss of life whenever possible. Safe vehicle operations are a major component of the service. This course was developed in accordance with NFPA 1451 "Standard for a Fire Service Vehicle Operations Training Program" NFPA 1002 "Standard for Fire Department

Vehicle Driver/Operator Professional Qualifications.” Due to unique conditions on the North Slope, course requirements have been adapted to meet local needs. As an example, the need to practice and perform skills for driving on an interstate is not valid. While information related to driving at highway speeds and their relevance as they relate to operations and collisions is discussed, performance of skills is neither possible, nor feasible.

Fire Protection: Hydraulics and Water Supply		
FIRE 202	As demand warrants	3 credits

Provides a foundation of theoretical knowledge to understand the principles of the use of water in fire protection and their application to analyze and solve water supply problems. **(Prerequisites: FIRE 101 and successful completion of MATH 060 or higher.)**

Hazardous Materials Chemistry I		
FIRE 203	As demand warrants	3 credits

Chemistry review of common hazardous materials including problems of recognition, reactivity and health risks encountered by firefighters. **(Prerequisite: Satisfactory demonstration of basic chemistry knowledge or permission of the instructor.)**

Building Construction for Fire Protection		
FIRE 206	As demand warrants	3 credits

The components of building construction that relate to fire and life safety. Focus on firefighter safety. Includes elements of construction and design features shown to be key factors when inspecting buildings, preplanning fire operations and operating in emergencies. **(Prerequisite: FIRE 101)**

Fire Administration I		
FIRE 210	As demand warrants	3 credits

Organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer. **(Prerequisites: FIRE 101 or permission of the instructor.)**

Fire Protection Systems		
FIRE 214	As demand warrants	3 credits

Features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable extinguishers. **(Prerequisite: FIRE 101 or permission of the instructor.)**

Fire Officer I		
FIRE 217	As demand warrants	1 credit

This course provides current and potential officers with knowledge and skills to assist them in effectively managing company and department operations. The course is based on National Fire Protection Association (NFPA) standard 1021 (Fire Officer Professional Qualifications). Topics include human resource management, community and governmental regulations, administration, inspection and investigations, emergency service delivery and safety.

GEOSCIENCE		
Introduction to Earth Science (n)		
GEOS 100X	Fall (odd years)	4 credits

Survey of four main disciplines of earth science: geology, oceanography, meteorology, and astronomy. Labs serve as vehicles to learn scientific methodology and to provide evidence to illustrate theories presented in lectures. Includes a 3-hour laboratory component per week. **(Prerequisite: Placement in ENG 111X or higher; placement in MATH 105 or higher; or permission of instructor.)** See fee schedule for lab fees.

Topics in Modern Science for Everyone (n) (Cross listed as BIOL 215)		
GEOS 215	Fall (odd years)	3 credits

This course is for you if you wonder about the science reports that you hear in the media and wish you understood them better. Topics will range from advances in genetics and medicine, to climate change and the extinction of the dinosaurs, to resource availability and management. **(Prerequisite: A 100-level 4-credit laboratory science course.)**

# COURSE DESCRIPTIONS

## HEALTH

### Introduction to the Health Professions

HLTH 101	Fall	3 credits
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Explore careers in the health profession. Course content provides the student with knowledge regarding work description, work environment, employment opportunities, education and skill requirements. Will also cover a brief explanation of the evolution of medicine, health problems and future health care trends.

### Introduction to Nutrition

HLTH 103	Spring	3 credits
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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.

### Certified Nurse Aide Training

HLTH 107	As demand warrants	9 credits
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This program is offered in cooperation with Tanana Valley College of University of Alaska Fairbanks. Trains entry level workers in basic skills needed to assist nurses and to be effective health care team members. Students qualify to sit for the Alaska State Certification Exam for Nursing Assistants. Minimum of 90 lecture hours and 80 lab/clinical hours. Course consists of about 2½ weeks of classroom time in Barrow and 2½ weeks of clinical experience in Fairbanks. *(Prerequisites: COMPASS reading score of 60 or better, completed application, criminal background check, current TB test and immunizations, drug testing and instructor approval.)*

### Personal Care Attendant Training

HLTH 111	As demand warrants	4 credits
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Designed to train entry level health care workers in basic skills necessary to provide care in homes and facilities and to be efficient health care team members. Students will receive a state issued

certification of completion for PCA training. For each student a minimum of 88 hours of classroom, lab, and/or practicum included. (Prerequisites: COMPASS reading score of 60 or better, completed application, criminal background check, current TB test and immunizations, drug testing and instructor approval.)

### PCA to CNA Bridge

HLTH 113	As demand warrants	5 credits
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Trains Personal Care Attendants to become Certified Nurses' Aides. Build upon basic PCA skills and experience. Provides the additional classroom, laboratory and clinical hours necessary to sit for the Certified Nurses' Aide certification exam. *(Prerequisites: HLTH 111, or agency training with two years' experience and COMPASS reading score of 60 or better, completed application, criminal background check, current TB test and immunizations, drug testing and instructor approval.)*

### Medical Terminology

HLTH 204	Fall	3 credits
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Study of medical terminology including analysis and origin of word roots, prefixes, and suffixes. Content presented by body systems, focusing on terms for anatomy, diagnostic, laboratory and medical specialties. Use of medical dictionary, word pronunciation and abbreviations. Designed for health care providers and those preparing for further study in health-related fields.

### Introduction to Pathology

HLTH 270	Spring (odd years)	3 credits
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Introduces basic concepts underlying various pathological processes in human diseases. Pathogenesis, etiology, and predisposing factors will be examined for the most common diseases and disorders of each body system. Discussion also includes diagnostic process, appropriate testing, and various treatment options. *(Prerequisite: HLTH 204)*

### Introduction to Pharmacology

HLTH 271	Spring (even years)	3 credits
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This course is designed to give an overview of pharmacology, including how drugs are named,

their classifications, routes of administration and mechanism of action. Course content and discussions will focus on giving participants a broad understanding of the discipline and the most frequently used terminology. *(Prerequisite: HLTH 204)*

Allied Health Internship		
HLTH 299	As demand warrants	1 – 3 credits

This course provides students an opportunity to apply knowledge in a workplace experience. Students spend 40 hours per credit hour working in a healthcare setting and under the supervision of both a qualified professional healthcare worker and a faculty advisor. Students will submit a written report evaluating their experience and grade will be pass/fail. *(Prerequisites: HLTH 101, HLTH 204, BIOL 211X, and concurrently taking BIOL 212X. Medical Coding internships also require HIM 110, HIM 210, HIM 211, and HIM 215.)*

Essentials of Dentistry		
HLTH D101	As demand warrants	3 credits

Essentials of Dentistry will provide an overview of dental assisting, oral health education, infection control, and patient record management, and Basic Life Support certification. It includes an introduction to basic dental procedures, safety, dental anatomy and dental radiography. The course prepares graduates of the Dental Assistant Trainee program for entry-level positions in healthcare settings such as dental assisting in the Barrow and village dental clinics.

Chairside Procedures I		
HLTH D121	As demand warrants	4 credits

Practical training and experience in beginning skills necessary to function as a chairside dental assistant in a general dentistry practice. Emphasis on developing clinical skills in four-handed dentistry techniques. Training will occur in the dental clinic setting under the supervision of the SSMH Dental Clinic staff. Students will be required to spend 180 hours in training and pass competency-based performance assessments. *(Prerequisite: HLTH D101)*

## HEALTH INFORMATION MANAGEMENT

### Intro to Health Information Management

HIM 110	As demand warrants	3 credits
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This course is designed as an overview to the healthcare delivery system and the health information management profession. During the course, students will learn about the Health Information profession, the organization of healthcare in the United States, the role of providers, Information Systems related to the health record, filing methods, storage and retention, functions of the health record, content and structure, and data sets for various types of healthcare facilities.

### ICD-10-CM Coding

HIM 210	As demand warrants	3 credits
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This course reviews the role of the coding professional, the history of classification systems with emphasis on the basic rules and guidelines of the International Classification of Disease, Ninth Revision, Clinical Modification (ICD-10-CM). This course will review the purpose and use the structure and conventions of ICD-10-CM. Detailed study will cover coding procedures in assigning ICD-10-CM codes for diagnosis and procedures with emphasis on coding in the inpatient care setting, coding compliance programs, performance measurement, staff recruiting and retention, and coding for reimbursement. *(Prerequisite: HLTH 204)*

### CPT-4 Coding

HIM 211	As demand warrants	3 credits
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This course reviews the basic principles, characteristics, and conventions of coding with the current procedural terminology (CPT), nomenclature and introduces the concept of compliance programs including auditing and monitoring, compliance considerations unique to certain healthcare settings, and CMS initiatives to reduce Medicare payment errors and high-risk areas for fraud/abuse enforcement. *(Prerequisite: HLTH 204)*

## COURSE DESCRIPTIONS

### Health Insurance Claims Processing and Reimbursement

HIM 215	As demand warrants	3 credits
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This course explores and provides a contemporary look at the principles and practice of insurance and reimbursement processing, including the completion of the claims for inpatient, outpatient, emergency department and office encounters. The students will also explore the structure and purpose of insurance plan options, charge master review, carrier requirements, State and Federal regulations, and healthcare reimbursement methodologies such as payment systems, fee for service, managed care, and global payments. *(Prerequisite: HLTH 204)*

### HEAVY EQUIPMENT OPERATION

#### Limited Class A/CDL

HEO 002	As demand warrants	2.0 CEU
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This class will prepare the student to add the Class A/CDL vehicle endorsement to their commercial driver's license. Additional license endorsements include combination, Air brake and Double/Triple. *(Prerequisites: Valid Class D (Basic) driver license for one year prior to application for CDL license, be 19 years of age or older, or instructor permission. See fee schedule for course fees.)*

#### Limited Class B/CDL

HEO 003	As demand warrants	2.0 CEU
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This course will prepare the student to add a Class B/CDL vehicle endorsement to their Commercial Driver's License. Additional license endorsements include Tank, Passenger and Hazardous Materials. *(Prerequisites: Valid Class D (Basic) driver license for one year prior to application for CDL license, be 19 years of age or older, or instructors permission. See fee schedule for course fees.)*

#### CDL – Tank Vehicles

HEO 004	As demand warrants	0.4 CEU
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This course will prepare students to add the Tank Vehicle endorsement to their class A or B commercial

driver's license. *(Prerequisites: Valid driver's license for one year prior to application for CDL license and be 19 years of age or older, or instructor permission. See fee schedule for course fees.)*

#### CDL – Hazardous Materials

HEO 005	As demand warrants	0.4 CEU
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This course will prepare students to add the Hazardous Materials endorsement to their class A, B or C commercial driver's license. This endorsement permits the license holder to haul placarded hazardous materials shipments. *(Prerequisites: Valid driver's license for one year prior to application for CDL license and be 21 years or older, or instructor permission. See fee schedule for course fees.)*

#### CDL – Passenger Vehicles

HEO 006	As demand warrants	0.4 CEU
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This course will prepare students to add the passenger vehicle endorsement to their class A, B or C commercial driver's license. This endorsement permits the license holder to operate vehicles that can carry 15 or more people (including the driver) for compensation. *(Prerequisites: Valid driver's license for one year prior to application for CDL license and be 19 years or older, or instructor permission. See fee schedule for course fees.)*

#### CDL – Double/Triple

HEO 007	As demand warrants	0.4 CEU
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This course will prepare students to add the Double/Triple endorsement to their class A or B commercial driver's license. *(Prerequisites: Valid driver's license for one year prior to application for CDL license and be 19 years of age or older or instructor permission. See fee schedule for course fees.)*

#### CDL – Combination Vehicles

HEO 008	As demand warrants	0.4 CEU
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This course will prepare students to upgrade from a class B or C commercial driver's license to the class A commercial driver's license. *(Prerequisites: Valid driver's license for one year prior to application for CDL license and be 19 years of age or older, or the*

**student must obtain instructor permission.** See fee schedule for course fees.)

CDL – Air Brake Restriction		
HEO 009	As demand warrants	0.4 CEU

This course will prepare students to pass the air brakes exam in order to remove the restriction from their commercial driver's license. **(Prerequisites: Valid driver's license for one year prior to application for CDL license and be 19 years of age or older or the student must obtain instructor permission.** See fee schedule for course fees.)

CDL – General Knowledge		
HEO 010	As demand warrants	0.8 CEU

This course will prepare students to upgrade from a Class D (basic) driver's license to the class A, B and C commercial driver's license. Successful completion of this course will allow the student to enter into the commercial driving industry and to complete other commercial drivers' license endorsements. **(Prerequisites: Valid driver's license for one year prior to application for CDL license and be 19 years of age or older, or instructor permission.** See fee schedule for course fees.)

Forklift Operator Training		
HEO 011	As demand warrants	1.6 CEU

This course of instruction is an employee/employer based course of instruction. Instruction prepares participants to safely operate multiple types/styles of forklifts. Students learn proper pre-trip inspection procedures and study the policies, procedures, and hazards for each piece of equipment. Proper palletized cargo loading and unloading practices will be stressed. This course complies with OSHA Standard 1926.602. Participants will receive an OSHA compliant certification upon successful completion of the course. Student must be at least 19 years old and have a valid driver license or instructor's permission. **(See fee schedule for course fees.)**

Basic Rigging		
HEO 101	As demand warrants	1 credit

As the demands for homes, roads, bridges, public buildings & new power plants increase, the need for experienced riggers will increase. This course is designed to help trainees meet the OSHA 29 CFR part 1926 Subpart CC-Cranes & Derricks in Construction requirements.

Introduction to Heavy Equipment Operations		
HEO 104	As demand warrants	2 credits

Familiarization of basic heavy equipment operations. Some basic construction surveying techniques on how to check trench depth. Basic Safety and Equipment pre-start requirements. **(Prerequisite: Permission of instructor.)**

Commercial Driver's License – Written Test Preparation		
HEO 105	Fall, Spring	1 credit

Preparation for written test component for the State of Alaska Commercial Driver's License. State exam given by the State of Alaska Department of Motor Vehicles examiners or other third party examiner. **(See fee schedule for course fees.)**

Equipment Specific Training		
HEO 108	As demand warrants	.5 – 2.0 credits

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.

Operation of Class 8 Truck and Trailer		
HEO 130	Fall, Spring	4 credits

On-road truck driving skills and preparation for unrestricted CDL driver's skills test given by State of Alaska Department of Motor Vehicles examiners or other third party examiner. **(Prerequisites: Students must pass a drug test prior to course start date in**

## COURSE DESCRIPTIONS

accordance with Department of Transportation Rules and Guidelines. The student must complete HEO 105 or possess a valid restricted CDL and/or Commercial Instruction Permit or receive instructor approval, meet all requirements including federal drug and alcohol guidelines and be program active in order to receive priority admission into the course. Students who are not program active will be considered on a space available basis. See fee schedule for course fees.)

### Commercial Driver's License Unrestricted Test Preparation

HEO 150	Fall, Spring	2 credits
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Preparation for CDL behind-the-wheel exam given by State of Alaska Department of Motor Vehicles examiners or other third party examiner. Student will receive instruction in various traffic situations to include both urban and rural driving. **(Prerequisites: The student must complete HEO 130, HEO 175 or HEO 176, or receive instructor approval, meet all requirements including federal drug and alcohol guidelines and be program active in order to receive priority admission into the course. Students who are not program active will be considered on a space available basis. See fee schedule for course fees.)**

### Construction/Heavy Equipment/Earthmoving Equipment Operations

HEO 170	Summer	6 credits
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An entry-level course in the operations of heavy equipment in the construction field. Includes basic construction equipment and safety procedures and preventative maintenance of dump trucks and tractors. Instruction in the operation and maintenance of track and rubber tire earth-moving equipment. Also, use of basic surveying equipment with emphasis on measurements and mathematics used in surveying during construction operations. **(Prerequisites: Students must pass a drug test prior to course start date in accordance with Department of Transportation Rules and Guidelines. The student must possess a valid CDL or receive instructor approval, meet all requirements including federal drug and alcohol guidelines and be program active in order to receive priority admission into the course. See fee schedule for course fees.)**

### Operation of Class B/CDL Vehicles

HEO 175	As demand warrants	2 credits
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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. Applicants should have prior behind-the-wheel experience in the type of vehicle they choose to operate. See fee schedule for course fees.

### Entry Level Operation of Class B or C Commercial Motor Vehicles

HEO 176	As demand warrants	1 credit
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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. 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 and meet state and federal drug and alcohol guidelines. See fee schedule for course fees.

CDL Written, Entry level Operation and Unrestricted Test Preparation		
HEO 178	As demand warrants	6 credits

This course includes preparation for all written and driving tests of the State of Alaska Commercial Driver’s License. During this period, students will receive training in basic shifting and backing procedures of a Class 8 Tractor/Trailer combination or straight vehicles; vehicle inspection procedures; and coupling and uncoupling procedures (where applicable). Applicants should have prior behind-the- wheel experience in the type of vehicle they choose to operate.

This course will also prepare students to test with an Alaska State Department of Motor Vehicles Examiner, in order to receive their unrestricted Commercial Driver’s License. Students will drive a Class 8 Tractor/Trailer combination or straight vehicles in a variety of road and traffic situations including multi-lane highways, traffic lights, etc. All aspects of the state exam will be reviewed with students to ensure competency. Areas covered will include driving, backing, and vehicle inspection.

**HISTORY**

Modern World History		
HIST 100X	Spring	3 credits

Significant aspects of modern world history from the 1700s to the present day. The course examines major global developments using an issues approach to address such aspects of the modern world as revolutionary change, interaction of peoples, ideology and the chronological background of significant historical events and processes. *(Prerequisites: ENGL 111X or concurrent enrollment in ENGL 111X.)*

Alaska, Land and Its People		
HIST 115	Spring	3 credits

A survey of Alaska from earliest days to the present, its peoples (Native and non-Native), and the social, economic and political issues and prospects that concern Natives and non-Natives and the relationships between both groups. This course meets the initial teacher certification requirements of AS 14.20.20(h) and 4 AAC 12.075(b) of the Alaska Department of Education and Early Development, Office of Teacher Education and Certification,

*Approved Courses (for specific certification requirements, please see <http://www.eed.state.ak.us/TeacherCertification/>).*

United States History		
HIST 117	Fall	3 credits

A survey course that focuses on the basic issues and events of American History most closely connected with present day America. The central theme of the course is America’s great diversity in race, ethnicity, gender and economic classes.

Native American History		
HIST 200	Fall	3 credits

A survey of the history of America with an emphasis on Native Americans from the 19th century to the present. Explores key historical, cultural, political, social, legal, economic and spiritual elements concerning Native Americans and the interaction of Native and non-Native Americans. *(Prerequisite: ENGL 111X or permission of instructor.)*

**HUMANITIES**

Unity in the Arts		
HUM 201X	Fall	3 credits

Concentration on the interdependence of visual arts, performing arts, and literature as set against specific social, political and cultural backgrounds of selected eras. *(Prerequisite: ENGL 111X)*

**HUMAN SERVICES**

Introduction to Addictive Processes		
HUMS 125	Fall (even years)	3 credits

Focus on gaining knowledge of psycho-social aspects of addiction. Historic and behavioral approaches, disease concept and current trends relating to addiction are presented. Twelve-step and self-help approaches explored.

Practicum in Human Services		
HUMS199	As demand warrants	1-3 credits

This course provides students an opportunity to apply knowledge in a workplace experience. Students spend 40 hours per credit hour working in

## COURSE DESCRIPTIONS

human services setting and under the supervision of both a qualified professional and a faculty advisor. Students will submit a written report evaluating their experience and grade will be pass/fail Prerequisites: Any related HUMS course and permission of instructor.

### Basic Principles of Group Counseling

HUMS 205	Spring (odd years)	3 credits
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Concepts and techniques of working with small groups, including establishing group goals, effective group interaction, termination and evaluation. Development of therapeutic group activities presented.

### Crisis Intervention and Grief Counseling

HUMS 210	Fall (odd years)	3 credits
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Helping people in crisis from a theoretical and experiential perspective. Understanding how people feel, think and behave during periods of crisis and grieving. Suicide, violence, life transitions and AIDS explored.

### Individual Interviewing and Assessment

HUMS 215	Fall (odd years)	3 credits
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This course covers basic interviewing skills such as establishing rapport, active listening and eliciting information. Basic clinical interventions such as displaying empathy, establishing boundaries, interpreting body language and tone of voice, assessing client issues, goal setting and contracting are also covered. Ethical conduct and personal awareness and growth are emphasized.

### Substance Abuse Counseling

HUMS 255	Spring (even years)	3 credits
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This course covers treatment modalities specific to chemical dependency such as twelve-step programs as well as individual, group and family therapies. Skills covered in this course are assessment, treatment planning, documentation of client progress and facilitating an intervention. The mandates of State of Alaska and Federal laws are emphasized.

### History of Alcohol in Alaska

HUMS 260	Spring (odd years)	1 credit
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This course will examine significant historical force, events, and consequences related to alcohol and other drug use in Alaska. Topics include the impact of: Russian and American traders; miners; missionaries; disease; U.S. Military rule; Federal/Territorial/State legislation; the transition from Territory to Statehood; health and safety issues; prevention and treatment, and recent history and trends.

### Ethics in Human Service

HUMS 271	Spring (even years)	3 credits
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This course examines ethical issues such as confidentiality, rights of clients, privileged communications, privacy and duty to warn. Federal and State of Alaska laws regarding substance abuse counseling and mental health counseling are explored. Ethical decision-making and the identification of unethical behavior are also discussed. Oral presentations are required.

## INDUSTRIAL SAFETY

### OSHA 10 Hour Construction Safety Training

SAFE 001	As demand warrants	1 – 2 CEU
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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 Hydrogen Sulfide

SAFE 102	As demand warrants	0.1 CEU
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The H2S Safety program is designed for Prudhoe Bay employees, but can be used by others to ensure 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. (See fee schedule for course fees.)

Unescorted Training with H2S		
SAFE 103	As demand warrants	0.9 CEU

The Unescorted and H2S Safety program for employees in the North Slope oil production area. (See fee schedule for course fees.)

8-Hour HAZWOPER Annual Refresher		
SAFE 104	Monthly	0.8 CEU

Required yearly refresher course for 40-Hour HAZWOPER or for the 24-Hour HAZWOPER technician level. (See fee schedule for course fees.)

NSTC Unescorted Training		
SAFE 106	Monthly	0.8 CEU

The Unescorted program must be completed by all employees who work on the North Slope oil production area in either long term or temporary assignments or are visitors without escort. (See fee schedule for course fees.)

40-Hour HAZWOPER		
SAFE 110	Monthly	1 credit

This course introduces students to recognition of, protection from, and working with hazardous substances during clean-up activities at work sites containing hazardous waste substances. This course complies with federal regulations 29 CFR 1910.120 and applicable EPA regulations. A 40-Hour HAZWOPER Certificate shall be issued upon successful completion of the course. (See fee schedule for course fees.)

24-Hour HAZWOPER Technician Level		
SAFE 115	As demand warrants	0.5 credit

Upon successful completion of this course, the student will receive a certificate of training completion for the Hazardous Materials Technician as outlined in 29 CFR 1910.120(q). Topics covered will include PPE, Hazard-Risk analysis, site control, emergency response planning, the DOT and NIOSH guides, Incident Command System, respiratory equipment, instrumentation and monitoring. (See fee schedule for course fees.)

Field Safety		
SAFE 119	As demand warrants	2 credits

Field Safety, a.k.a. NCCER's Safety Learning Series, is a systematic approach to safety education and training. By providing a standardized curriculum in modularized form, this series enables the education facility to customize a training program. Field Safety is composed of four independent titles: Safety Orientation, Field Safety, Safety Technology and Safety Management. This particular course includes many of the modules offered in this series.

Blood Borne Pathogens		
SAFE 122	As demand warrants	0.4 CEU

Hazards in the workplace; employees with potential for exposure; OSHA requirements; rights and responsibilities; program development and record keeping. (See fee schedule for course fees.)

Standard First Aid and CPR w/AED		
SAFE 123	Monthly	0.6 CEU

This course will give individuals the knowledge and skills necessary to recognize and provide basic care for injuries, sudden illnesses, breathing difficulties and cardiac arrest for adults, children, and infants, until advanced medical care can arrive. Course includes instruction on AED(automated external defibrillator). Certification awarded upon successful completion. See fee schedule for course fees.

Infant/Child CPR		
SAFE 124	Monthly	0.3 CEU

This course will give individuals the knowledge and skills necessary to prevent, recognize, and provide basic care for breathing and cardiac emergencies in infants and children until advanced medical personnel arrive and take over. Certification will be awarded upon successful course completion. (See fee schedule for course fees.)

Adult CPR		
SAFE 127	As demand warrants	0.4 CEU

## COURSE DESCRIPTIONS

Completion of this course will satisfy the annual requirement for American Red Cross adult CPR training. This course can be challenged and, if successfully completed, satisfy the annual American Red Cross adult CPR training requirement. Challenging the course is by appointment only. (See *fee schedule for course fees.*)

### 24-Hour Spill Response

SAFE 138	As demand warrants	0.5 credits
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An intense course designed for professionals requiring refresher training for on-the-job capabilities. Designed to instruct personnel with specific responsibilities to deploy, use, and function within an Incident Command System while responding to hazardous materials emergencies. (See *fee schedule for course fees.*)

### Confined Space

SAFE 170	As demand warrants	0.4 CEU
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Confined spaces types, potential hazards testing, protective equipment and rescue techniques. Confined Space Safety certification issued upon successful completion. Meets Federal and State law requirements. (See *fee schedule for course fees.*)

## INFORMATION TECHNOLOGY

### Introduction to Online Learning

IT 100	Fall, Spring	1 credit
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This class will provide students with the necessary tools to successfully complete online courses. This introduction will simulate online learning in either 1) a face-to-face, traditional format, or 2) an online format with teleconference support. Topics covered in this class will include navigating web pages, downloading and uploading files, posting personal profiles, participating in online discussion, working with email attachments, taking online quizzes and exams, checking grades, and planning and organizing for successful completion.

### Keyboarding Skills

IT 101	Fall, Spring	1 credit
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Training to improve keyboarding with an emphasis on correct techniques, increasing speed and accuracy

using the touch typing method. May be repeated once for credit.

### Machine Transcription

IT 109	Fall, Spring	1 credit
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Training in machine transcription with an emphasis on the proper use of the software and hardware used for machine transcription. Review of the use of MS Word, language and vocabulary skills.

### Computer Operating Systems for End Users

IT 111	As demand warrants	1 credit
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The computer operating system is the environment that allows use of the computer for the things you want to do. This class covers the basic manipulation of the operating system for making use of the computer more accessible, fun and productive. (**Prerequisite: IT 117 or permission of instructor.**)

### Introduction to Personal Computers: IC3 Module 1

IT 117	Fall, Spring	1 credit
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This course prepares the student for the Internet Computing Core Certification (IC3) and teaches core skills and knowledge necessary to use the computer operating system. It also provides the foundation necessary to further enhance productivity and marketability with other desktop application-specific certifications. See fee schedule for exam fees.

### Microsoft Office 2010: IC3 Module 2

IT 118	Fall, Spring	1 credit
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This course prepares the student for the Internet Computing Core Certification (IC3) and teaches the common program functions in Word, Excel and PowerPoint. The IC3 certification helps you learn and demonstrate Internet and digital literacy through a worldwide industry standard. You will be able to start and exit a Windows application and utilize sources of online help, identify common on-screen elements of Windows applications, change application settings and manage files within an application. Provides the foundation necessary to further enhance productivity and marketability with other desktop application-specific certifications. See *fee schedule for exam fees.*

### Internet Use and Security: IC3 Module 3

IT 119	Fall, Spring	1 credit
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This course prepares the student for the Internet Computing Core Certification (IC3) and teaches core skills and knowledge necessary to understand and identify network fundamentals, benefits and risks of network computing and the Internet. It also identifies the relationships between computer networks, other communications networks and how electronic mail applications work. It teaches the appropriate use of e-mail and e-mail related "netiquette." *See fee schedule for exam fees.*

Computers as Problem-Solving Tools		
IT 127	Fall	3 credits

Use of computer applications in a business environment focusing on how the computer can be used as a tool for solving typical business problems. (Prerequisite: IT 117 or permission of instructor.)

Computer Word-Processing		
IT 130	Fall, Spring	1 – 3 credits

Introduces basic, intermediate, and advanced word-processing operations. Create, format, and revise documents from simple memos to a report incorporating graphics, charts and tables. Offered in 1- credit modules. *See fee schedule for exam fees.*

**Module A** – 1 credit (Prerequisite: IT 117 or permission of instructor)

**Module B** – 1 credit (Prerequisite: Successful completion of Module A or permission of instructor)

**Module C** – 1 credit (Prerequisite: Successful completion of Module B or permission of instructor)

Introduction to Graphic Design		
IT 135	Fall	1 credit

In-depth hands-on experience using a personal computer with word-processing, graphics page layout, a scanner and related graphics software. Course covers how to utilize the features of a page layout program to create effective, professional documents for both camera-ready and on-line publications. Explores elements that go into the design and the requirements for professional publishing. (Prerequisite: IT 117 or permission of instructor.)

Computer Spreadsheets		
IT 140	Fall, Spring	1 – 3 credits

Use of spreadsheets as analysis and decision-making tools and their use in the business environment. Introduces fundamental, intermediate, and advanced spreadsheet concepts and operations and covers how to create, format, and revise spreadsheets, create graphs, as well as using a spreadsheet as a business analysis and decision-making tool. Offered in 1-credit modules.

**Module A** – 1 credit (Prerequisite: IT 117 or permission of instructor)

**Module B** – 1 credit (Prerequisite: Successful completion of Module A or permission of instructor)

**Module C** – 1 credit (Prerequisite: Successful completion of Module B or permission of instructor)

Computer Databases		
IT 150	As demand warrants	1 – 3 credits

Fundamental, intermediate, and advanced database concepts and operations to help keep track of business or personal information. Covers how to use, design, create, and revise databases, as well as use a database as a business analysis and decision-making tool. Offered in one credit modules. See fee schedule for exam fees.

**Module A** – 1 credit (Prerequisite: IT 117 or permission of instructor)

**Module B** – 1 credit (Prerequisite: Successful completion of Module A or permission of instructor)

**Module C** – 1 credit (Prerequisite: Successful completion of Module B or permission of instructor)

Creating and Administration of a Web Page		
IT 175	Spring	3 credits

Students will have an operational interactive web page. They will learn the fundamentals of web tools, web design programs, page layout, graphics, HTML programming concepts, how to set up a web site, maintenance, and utilization of other helpful resources. (Prerequisite: IT 117 or permission of instructor.)

## COURSE DESCRIPTIONS

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

IT 190	Fall (odd years)	1 - 3 credits
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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.

### Using Microsoft Outlook

IT 209	Spring	2 credits
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This course provides the student with introductory, intermediate and some advanced procedures, tools and technological information used in electronic communication in the business environment today. This course uses real-world examples and scenarios in Microsoft Outlook that allow the student to meet the electronic infrastructure of e-mail, as we know it today. *See fee schedule for exam fees.*

### Computer Presentation: PowerPoint

IT 255	Fall	1 - 3 credits
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The purpose of this course is to learn how to use a powerful presentation graphics program that provides everything needed to produce an effective presentation in the form of black-and-white or color overheads, 35mm photographic slides, or on-screen slides. Used to support business and professional environmental tasks in your presentations to make them more interesting and helpful.

**Module A** – 1 credit

**Module B** – 1 credit (*Prerequisite: Successful completion of Module A or permission of instructor*)

**Module C** – 1 credit (*Prerequisite: Successful completion of Module B or permission of instructor*)

### Network Installation and Maintenance

IT 291	Spring	4 credits
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CompTIA Network+ is an important industry certification that is widely recognized within the IT profession. In this course, students learn

basic network installation and maintenance troubleshooting skills. (*Prerequisite: IT 117 or permission of instructor.*) *See fee schedule for exam fees.*

### Introduction to PC Hardware and Troubleshooting

IT 292	Fall, Spring	4 credits
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The CompTIA A+ certification is the computer technology industry's leading hardware and software support standard for entry level service technicians. In this course, students will learn to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance on computer hardware and software. (*Prerequisite: IT 117 or permission of instructor. See fee schedule for exam fees.*)

### Information Technology Internship/Practicum

IT 299	Fall, Spring	4 credits
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This course provides students with the opportunity to further develop information technology support skills in an actual work environment. Goals and objectives for each internship are developed by the student and the instructor. Documentation of the time spent in the internship and evaluation of the experience as it relates to the initially stated goals and objectives will be required. Course covers advanced topics relating to the Internet and its use. Emphasis on use of the Internet for information gathering and supplying, security issues and current trends. (*Prerequisite: Student must have completed 30 credits of program specialization required course work.*)

## IÑUPIAQ

### Conversational Iñupiaq I

IÑU 102	Fall	3 credits
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Introductory course for students who want to acquire the ability to listen, comprehend and then respond in Iñupiaq, the language of the North Slope. First learn to understand simple spoken language, then to speak simple Iñupiaq, developing a beginning level of communicative competence in the language.

### Conversational Iñupiaq II

IÑU 103	Spring	3 credits
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Continuation of IÑU 102 for students who want to increase their ability to listen, comprehend and then

respond in Iñupiaq, the language of the North Slope. First learn to understand simple spoken language, then to speak simple Iñupiaq, developing a beginning level of communicative competence in the language. (Prerequisite: IÑU 102)

North Slope Iñupiaq Grammar I		
IÑU 111	Fall	3 credits

Introduction to Iñupiaq, the language of Unalakleet, Seward Peninsula, Kotzebue Sound, and the North Slope. Open to both speakers and non-speakers. For speakers, the course provides literacy and grammatical analysis. For others, it provides a framework for learning to speak, read, and write the language. (Prerequisite: *Permission of instructor.*)

North Slope Iñupiaq Grammar II		
IÑU 112	Spring	3 credits

Continuation of IÑU 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: *IÑU 111*)

Topics in Iñupiaq Studies		
IÑU 118	As demand warrants	1 – 3 credits

Exploration of various Iñupiaq Studies topics such as crimping to make the soles; sewing the maklaks to the soles; beading; learning how to make qupak; how to take tendons from caribou legs, dry, split, and then how to braid them to make thread; learning how to construct various frames in making qayaq, uniat, or umiaq; demonstrate how the skins for the cover of the qayaq or umiaq are sewn. (Course may be repeated for credit when content varies.)

Conversational Iñupiaq III		
IÑU 202	Fall	3 credits

Continuation of IÑU 103. Conversational course for students who want to further their fluency in Iñupiaq, the language of the North Slope. Students will expand their vocabulary and learn proper ways in responding. This course will increase vocabulary by learning traditional and seasonal activities that promotes our

Iñupiaq Values. (Prerequisites: IÑU 103 or permission of instructor.)

Conversational Iñupiaq IV		
IÑU 203	Spring	3 credits

Continuation of IÑU 202. Conversational course for students who want to further their fluency in Iñupiaq, the language of the North Slope. Students will expand their vocabulary and learn proper ways in responding. This course will increase vocabulary by learning traditional and seasonal activities that promotes our Iñupiaq Values. (Prerequisites: *IÑU 202 or permission of instructor.*)

Iñupiaq Land Use, Values and Resources		
IÑU 210	Summer	3 credits

An overview of the core elements of the Iñupiaq worldview of their geography and ecosystem. Examination of the complex relationships of people with the land, ocean and natural resources will be an integral part of the course. Culturally proper behaviors in the treatment of the land and resources will be discussed including North Slope geography landmarks, Traditional Land Use Inventory, camps, hunting areas, animals of the area, place names, plants of the area, historic use, flora and fauna, hunting and subsistence. Demonstrations of appropriate uses of animals and other resources will be incorporated. This course meets the initial teacher certification requirements of AS 14.20.20(h) and 4 AAC 12.075(b) of the Alaska Department of Education and Early Development, Office of Teacher Education and Certification, Approved Courses (for specific certification requirements, please see <http://www.eed.state.ak.us/TeacherCertification/>). (Prerequisite: *permission of instructor*)

North Slope Iñupiaq Grammar III		
IÑU 211	Fall	3 credits

This class is an advanced continuation of learning the Iñupiaq language as spoken in Alaska. For Iñupiaq speakers, the course provides advanced literacy and grammatical analysis. For others, it provides a framework for learning to speak, read, and write the Iñupiaq language. First three chapters of the North Slope Iñupiaq Grammar – Second Year by Edna Ahgeak MacLean will be covered. The class will learn Iñupiaq grammar and structure by studying, reading and through oral exercises in class. (Prerequisite: *IÑU 112*)

## COURSE DESCRIPTIONS

### North Slope Iñupiaq Grammar IV

IÑU 212	Spring	3 credits
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This class is an advanced continuation of IÑU 211, continuing to focus on the Iñupiaq language as spoken in Alaska. For Iñupiaq speakers, the course provides advanced literacy and grammatical analysis. For others, it provides a framework for learning to speak, read and write the Iñupiaq language. Second half, last three chapters of the North Slope Iñupiaq Grammar – Second Year by Edna Ahgeak MacLean will be covered as listed. The class will further its knowledge of Iñupiaq grammar and structure by studying, reading and through more advanced oral exercises in class. (**Prerequisite: IÑU 211**)

### Iñuit Storytelling

IÑU 213	Spring	3 credits
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Provides a comparative survey and overview of Inuit Storytelling across the circumpolar North. It will explore both traditional and contemporary art forms of storytelling from Arctic countries. Stories will be researched, transcribed and translated from Iñupiaq into English and then retold to the class or to entities such as NSBSD classrooms. Course content consists of interviewing Elders, reading and discussion of books from IHLC Elders conferences; books from Russia, Canada, Greenland and Lapland. Internet may also be used in research. (**Prerequisites: Must have complete IÑU 102 and IÑU 103 or permission of instructor.**)

### Iñupiaq Drum Construction and Use

IÑU 214	Fall	1 – 3 credits
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Art of making a traditional drum and how to use the drum will be taught in this class. Local expert(s) will share their knowledge of how a drum is made and how it used to be made long ago. Students will learn to steam, bend and put on a handle with hardwood. The end product will have a skin membrane or other suitable material placed on the frame. Students will practice holding and beating the drum after it is completed.

### North Slope Iñupiaq History, Language and Culture

IÑU 220	Fall	3 credits
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Provides a solid foundation regarding indigenous knowledge about North Slope Iñupiaq history,

language and culture. Significant historical events dating back to prehistoric times and to the present will be emphasized, as well as linguistic and cultural characteristics of the Iñupiaq. 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/>*).

### Traditional and Contemporary Skin Sewing

IÑU 257	Fall/Spring	3 credits
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Traditional skin sewing taught by local experts. Students will learn to sew by hand and 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.

**Please note:** The Marine Mammal Protection Act of 1972 restricts the possession and use of certain skins to Alaska Natives only; non-Native students will use unrestricted skins.

### Iñupiaq Songs, Dances and Drumming

IÑU 260	Spring	3 credits
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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.

## JOURNALISM AND PUBLIC COMMUNICATIONS

### Writing for the Media

JPC 204	As demand warrants	3 credits
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Basic writing structures in a variety of media, including print, broadcast (radio and television), public relations and advertising. Basic skills are taught in information gathering, evaluation and writing for delivery to a mass audience.

Photojournalism		
JPC 290	As demand warrants	3 credits

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. Material and course fees will be required.

**JUSTICE**

Introduction to Justice		
JUST 110	As demand warrants	3 credits

This course provides a survey of philosophies, functions and methods of social control with an emphasis on the role of law and those involved in its administration—police, courts, and correction organizations. Topics of interest are to include study of history, organization, processes and problems related to law and justice agencies in a heterogeneous, democratic society.

**LIBRARY SCIENCES**

Library Information and Research		
LS 101X	Spring	1 credit

Introduction to effective library research methods and principles of information organization and retrieval. Emphasis on applied experience with finding and evaluating information, especially through use of library catalogs, journal indexes and Internet resources.

**MATHEMATICS**

Applied Math		
MATH 055	Fall, Spring	2 – 4 credits

Fundamentals; review of whole number and fractional computation including applications, module reviews, decimal and integer computation including applications; introduction to equation solving percents and ratios; solving proportions and linear equations. Will be offered in 2 credit modules.

**Module A** – 2 credits (*Prerequisite: COMPASS Score 0-24*)

**Module B** – 2 credits (*Prerequisite: COMPASS Score 25-49, or completion of Module A*)

Beginning Algebra		
MATH 060	Fall, Spring	2 – 4 credits

This course is the beginning college algebra (or equivalent to HS algebra 1). Topics include reviewing of order operations, solving linear system equations of inequalities, word problems, simplifying exponential expressions, rational expression, polynomials, factoring, and introduction to: quadratic equations and solving roots and radical equations. Offered in 2-credit modules.

**Module A** – 2 credits (*Prerequisite: COMPASS Pre-Alg. Score 50-74 or completion of MATH 055, Mod. B*)

**Module B** – 2 credits (*Prerequisite: COMPASS Pre-Alg. Score 75-100 or completion of MATH 060, Mod. A*)

Basic College Algebra		
MATH 105	Fall, Spring	3 credits

This course is an overview of basic college algebra skills. Topics include graphing and functions, polynomials, rational expressions, and equations, quadratic functions and the algebra of functions. (*Prerequisites: Math 060B or equivalent; COMPASS Alg. Score 50-75*)

Functions for Calculus		
MATH 107X	Spring	4 credits

A study of algebraic, logarithmic and exponential functions, together with selected topics from algebra. (*Prerequisites: MATH 105; COMPASS College Alg. Score 50-55*)

Trigonometry		
MATH 108	As demand warrants	3 credits

Covers angular measure and trigonometric functions (sine, cosine, tangent, cotangent) and graphs of trigonometric functions. Includes complex numbers, DeMoivre’s theorem, and solutions of right, acute and oblique triangles. (*Prerequisite: MATH 105*)

## COURSE DESCRIPTIONS

Calculus I		
MATH 200X	As demand warrants	4 credits

A first course in calculus covering limits and derivatives of algebraic and transcendental functions. Applications of derivatives including curve sketching, rates of change, and Newton's Method. Definite and indefinite integrals, including integration by substitution. *(Prerequisites: MATH 107X and MATH 108 or concurrent enrollment in MATH 108.)*

Calculus II		
MATH 201X	As demand warrants	4 credits

Addresses techniques and application of differential and integral calculus, vector analysis, partial derivatives, multiple integrals and infinite series. *(Prerequisites: MATH 200X.)*

Mathematics for Elementary School Teachers I		
MATH 205	As demand warrants	3 credits

Elementary set theory, numeration systems, algorithms of arithmetic, divisors, multiples, integers and introduction to rational numbers. *(Prerequisite: MATH 200X)*

Mathematics for Elementary School Teachers II		
MATH 206	As demand warrants	3 credits

This course covers topics such as real number systems and subsystems, logic, informal geometry, metric system, probability and statistics. *(Prerequisite: Math 205)*

## PHILOSOPHY

Introduction to Logic		
PHIL 101	Spring	3 credits

The study of reasoning and critical thinking skills using both informal and formal methods of logical analysis. Covers syllogisms, inductive reasoning, scientific methodology, and common fallacies.

## PLUMBING

Plumbing Level I		
PMB 101	As demand warrants	5 credits

This course introduces the plumbing trade and tools. Covers the reading and interpretation of plumbing drawings. Students learn measuring, cutting and fitting techniques for various types of pipe and the installation of fixture. This plumbing course uses NCCER instructional modules. *(Prerequisites: Complete CTT 101 Introduction to Construction Trades; pass a drug test and COMPASS math score of 30 or higher.)*

Plumbing Level I Skills Lab		
PMB 102	As demand warrants	1 credit

This hands-on lab will provide students proficiency development and improvement on skills learned in Plumbing Level I, PMB 101. *(Prerequisites: CTT 101 and concurrently enrolled in PMB 101. Pass a drug test and COMPASS math score of 30 or higher. See fee schedule for material fees.)*

Pipefitting Level I		
PMB 103	As demand warrants	3 credits

This course introduces the student to the Pipefitting Industry; work performed by, responsibilities of, and the career opportunities in the pipefitting trade. Covers the safe use of hand tools and power tools used in the trade. Explains the safe use of oxyfuel cutting equipment and provides instruction on use of the equipment. Students will be introduced to straight line, piercing, beveling, washing and gouging cutting. Students will learn the safe use of ladders and scaffolds, and the safe use, maintenance and operation of motorized equipment on the job site. *(Prerequisites: Complete CTT 101; pass a drug test and COMPASS math score of 30 or higher. See fee schedule for material fees.)*

Plumbing Level II		
PMB 120	As demand warrants	5 credits

Students learn to read and interpret civil architectural, structural, mechanical, plumbing and electrical drawings when installing plumbing systems. Focuses on locating and installing water supply piping and drain, waste and vent systems. Installation of roof, floor and area drain systems is taught along with valves, fixtures and water heaters. Introduces students to safe techniques for installing and testing gas and oil systems. Troubleshooting and repairing fixtures is covered. Uses NCCER instructional modules. **(Prerequisites: Complete CTT 101, PMB 101, and PMB 102; pass a drug test and COMPASS math score of 30 or higher.)**

Plumbing Level II Skills Lab		
PMB 121	As demand warrants	1 credit

This lab provides the required hands on proficiency development and improvement for skills learned in Plumbing Level II, PMB 120. **(Prerequisites: Complete CTT 101, PMB 101, PMB 102, and concurrently enrolled in PMB 120. See fee schedule for material fees.)**

Plumbing Level III		
PMB 209	As demand warrants	5 credits

Students will practice sizing water supply piping systems, drain – waste – venting system. Different types of venting techniques will be discussed as well as storm systems. Potable water treatment and backflow preventers as well as sewage pumps and sump pumps will be discussed. Corrosive-resistant waste piping and compressed air systems will be reviewed. **(Prerequisites: Complete CTT 101, PMB 101 – 102, 120 – 121, MTHP A & B; pass a drug test and COMPASS math score of 30 or higher.)**

Plumbing Level III Skills Lab		
PMB 210	As demand warrants	1 credit

This lab provides the required hands on proficiency development and improvement for skills learned in Plumbing Level II, PMB 120. **(Prerequisites: Complete CTT 101, PMB 101, PMB 102 – 120 – 121, and**

**concurrently enrolled in PMB 209. See fee schedule for material fees.)**

Plumbing Level IV		
PMB 211	As demand warrants	5 credits

Students will be introduced to business principles and skills for crew leaders. Hydronic and solar heating systems, private water and waste disposal systems will be discussed. Booster, recirculation, swimming pools and hot tubs will also be introduced to the students. The plumbing code will be discussed and students will learn how it is implemented. **(Prerequisites: Complete CTT 101, PMB 101 – 102, 120 – 121, 209 – 210, MTHP A & B; pass a drug test and COMPASS math score of 30 or higher.)**

Introduction to Mathematics for Plumbing		
MTHP 101	As demand warrants	3 credits

Reviews and applies mathematics principles related to plumbing. Covers plumbing specific problems, including calculating pipe lengths, runs and calculating offsets for angles.

**Module A** – 1 credit. Review of mathematics, algebra and geometric principles. **(Prerequisites: Enrolled in PMB 101 – 102; pass a drug test and COMPASS math score of 30 or higher.)**

**Module B** – 1 credit. Basic practical applications of mathematical principles to calculating lengths, runs and costs. Must be taken concurrently with PMB 120. **(Prerequisites: Enrolled in PMB 101 – 102 and 120 – 121; pass a drug test and COMPASS math score of 30 or higher.)**

**Module C** – 1 credit. Reviews weights and measures; area and volumes. Explains the concepts of temperature and pressure and how they apply to plumbing installations. **(Prerequisites: Enrolled in PMB 209 - 210; pass a drug test and COMPASS math score of 30 or higher.)**

## COURSE DESCRIPTIONS

### POLITICAL SCIENCE

#### Political Economy

PS 100X	Spring	3 credits
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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 Inupiaq of the North Slope. *(Prerequisites: ENGL 111X or concurrent enrollment in ENG 111X.)*

### PSYCHOLOGY

#### Introduction to Psychology

PSY 101	Fall	3 credits
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Covers general principles of psychology emphasizing natural science and social science orientations. Topics will include the nervous system; sensation and perception; motivation and emotion; basic processes in learning, problem solving, and thinking; personality; psychological and therapeutic strategies.

#### Positive Psychology and Well-Being

PSY 121	As demand warrants	3 credits
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Explores Positive Psychology at the introductory level by applying concepts and skills to develop overall well-being. Topics include: science of positive psychology, process of adaptation, adjustment to challenges of life, coping with stress and transitions, improving character and self-esteem. Applying concepts to the self will develop skills for helping others.

#### Lifespan Development

PSY 150	Spring (odd years)	3 credits
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Reviews physical, cognitive and socio-emotional aspects of human growth, maturation and development across the life span. Covers prenatal period; infancy; early and middle childhood; adolescence; and early, middle and late adulthood.

### Developmental Psychology in Cross-Cultural Perspective

PSY 240	Spring (even years)	3 credits
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Examine the process of human development from conception to death. Life-span development is studied by looking at culture, cognitive and physical growth, social and emotional maturation. How biology and the environment interact to shape personality and behavior is also explored. *(Prerequisite: PSY 101)*

### SOCIAL SCIENCES

#### Topics in the Social Sciences

SSC 118	As demand warrants	1 – 3 credits
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Exploration of various topics in the social sciences, including specific issues in anthropology, political science and history. Course may be repeated for credit when content varies. Specific topics to be announced in College Semester Schedules. Planned Courses include "Alaska Native Claims Settlement Act," "Deviant Behavior," and "Local History Project." No prerequisite or placement required.

#### Topics in the Social Sciences

SSC 218	As demand warrants	1 – 3 credits
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Exploration of various topics in the social sciences, including specific issues in anthropology, political science and history. Course may be repeated for credit when content varies. Specific topics to be announced in College Semester Schedules. Planned Courses include "Alaska Native Claims Settlement Act," "Deviant Behavior," and "Local History Project." Research paper required. Prerequisites: ENGL 111X or concurrent enrollment in ENGL 111X. This course meets the initial teacher certification requirements of AS 14.20.20(h) and 4 AAC 12.075(b) of the Alaska Department of Education and Early Development, Office of Teacher Education and Certification, Approved Courses *(for specific certification requirements, please see <http://www.eed.state.ak.us/TeacherCertification/>).*

**SOCIAL WORK**

**Social Work in Human Services**

SWK 103	As demand warrants	3 credits
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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, life-styles and needs, human services, community organization, ethics and social policy are covered.

**STATISTICS**

**Elementary Probability and Statistics**

STAT 200	As demand warrants	3 credits
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This course is an introduction to statistics and probability. It covers descriptive statistics, frequency distributions, sampling distributions, elementary probability, estimation of population parameters, hypothesis testing (one and two sample problems), correlation, simple linear regression, one-way analysis of variance and parametric methods. *(Prerequisites: Math 107X or permission of instructor.)*

**TRIBAL MANAGEMENT**

**Introduction to Tribal Management**

TM 101	As demand warrants	1 – 3 credits
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An introduction to tribal management concepts and issues, indigenous political systems to include duties and powers of local government, customary law and justice in Alaska emphasizing the organization of Native governance and management under federal Indian law and Alaska state-chartered local government and tribal court process and implementation.

**Tribal Law and Government**

TM 102	As demand warrants	1 – 3 credits
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This course examines government-to-government relationships, tribal governing structures, etc. Issues and topics include sovereignty, treaties, Federal and Alaska state court cases and Federal and State laws

and regulations and the history of social, political and economic issues that affect the current situation of tribal governments in Alaska.

**Introduction to Tribal Finance**

TM 105	As demand warrants	1 – 3 credits
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An introduction to tribal finance applications, functions, program and organizational management, budgeting, program reporting and bookkeeping basics.

## COURSE DESCRIPTIONS

### WORKFORCE DEVELOPMENT

#### Online Alaska DMV Test Preparation

DE 079 (lab)	As demand warrants	1.0 CEU
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This is a self-paced on-line lab/tutorial that teaches a collection of skills and prepares students with a strong knowledge and understanding of the rules governing motor vehicle operation in the state of Alaska.

#### Driver's Education Test Preparation of Written Exam

DE 080	As demand warrants	1.0 CEU
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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. (See fee schedule for course fees.)

#### Behind the Wheel Driving

DE 081	As demand warrants	2.0 – 3.0 CEU
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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. (See fee schedule for course fees.)

#### Basic Driver Education

DE 084	Fall, Spring	1 credit
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This course will prepare the student to take the State of Alaska written general knowledge test to obtain a basic driver learner's permit and to take the regular Department of Motor Vehicles Driver Road Test Examination through the provision of behind-the-wheel instruction. Safety and proper vehicle handling will be stressed including rules of the road and sign recognition (See fee schedule for course fees.)

#### Asbestos for Supervisors and Contractors 40-Hour

WFD 103	As demand warrants	1 credit
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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. (See fee schedule for course fees.)

#### Asbestos for Supervisors and Contractors 8-Hour

WFD 104	As demand warrants	0.8 CEU
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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 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.

#### Time Management

WFDB 004	As demand warrants	0.3 – 0.6 CEU
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Participants are introduced to the basic concepts of time management to include planning and prioritizing, setting boundaries, setting realistic goals, understanding priorities, and eliminating time wasters. All concepts are explored in the context of Inupiaq and Western cultures.

#### Customer Service and Beyond

WFDB 005	As demand warrants	0.3 – 1.0 CEU
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Participants learn about the importance of customer service to organizational success. Effective strategies, such as active listening, creatively resolving conflict, overcoming negativity, and developing emotional intelligence, prepare learners to confidently deal with customers in many everyday settings. Activities

include case studies and role play for hands-on practice to different scenarios.

Business Grammar and Writing		
WFDB 006	As demand warrants	0.3 – 1.0 CEU

This seminar familiarizes participants with the general principles of typical communications with a focus on appropriate format, language, style, structure, and mechanics. Types of communications covered include: email, fax, memos, and business letters. The workshop is very interactive, and participants have many opportunities to practice writing business correspondence.

Telephone Etiquette		
WFDB 008	As demand warrants	0.1 – 0.5 CEU

Participants will learn basic guidelines for telephone interaction in a professional setting. They will be taught practical skills to help them become more effective in dealing with internal and external customers. Activities include role play, discussion, surveying phone etiquette of local entities; topics include attitude, tone of voice, voice mail, and clear communication.

Conflict Resolution		
WFDB 011	As demand warrants	0.3 – 1.0 CEU

This workshop teaches essential strategies for establishing and maintaining productive work relationships in a professional environment. Topics include cultural views of conflict, role of perception of goals, resources and interference, and destructive and constructive approaches to conflict resolution.

Priorities and Projects		
WFDB 018	As demand warrants	0.3 – 1.0 CEU

This seminar analyzes basic principles of time management and project management. Participants learn to set goals, prioritize tasks, establish a schedule, set boundaries and are introduced to the benefits of using a planner. Students are also familiarized with the four phases of project management: defining, planning, implementing, and closing. Additional topics include communicating progress and analyzing stakeholders.

Technical Writing		
WFDB 028	As demand warrants	.5 CEU

This one day seminar is intended for those who write for a varied audience. Participants will learn to write clearly and concisely so their audience can quickly decipher the message and obtain the information needed within. Topics will include document design, report writing, writing technical definitions and descriptions, instructions and standard operating procedures, long formal reports, proposals and more.

Office Skills Development Series		
WFDB 031	As demand warrants	0.3 – 4.2 CEU

This series is intended to teach the student skills and techniques that will make them a more valuable employee. A total of six days include one-day sessions each on Microsoft Word, Excel and Power Point. Other subjects covered include customer service, recognizing your talents, time management, resume building, applications and interviewing, office machines and many more basic office skills. Students can take any or all segments of the series.

Preventing Sexual Harassment		
WFDB 044	As demand warrants	0.2 – 1.0 CEU

This seminar covers basic guidelines of conduct and legislation with the goal of preventing sexual harassment in the workplace. Topics include federal legislation, such as Equal Pay Act, Age Discrimination in Employment Act, Americans with Disabilities Act, etc., dealing with discrimination and harassment at work, expectations, what to do in a hostile work environment, and more. Participants learn through various case studies and gain understanding about investigation processes and subsequent consequences.

Matting and Framing – Showcasing Your Art		
WFDB 121	As demand warrants	1 – 2 CEU

This class will introduce students to the basics of custom framing, selection of materials, frame matting and glass, how to cut and join frames. Designing and cutting mats, cutting and installing fillets, mounting

## COURSE DESCRIPTIONS

styles and methods of putting it all together into a finished custom frame package (bring in your own images to frame; due to material limitations we ask that the finished frame and matting be no larger than 20" x 22").

Small Engine Repair		
WFDI 101	As demand warrants	1 – 2 CEU

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. *(See fee schedule for course fees.)*

Sealed Combustion Room Heater Repair Basics (Toyo, Monitor, Rinnai)		
WFDI 105	As demand warrants	1.5 – 3 CEU

This class teaches skills for the preventative maintenance, troubleshooting and repair of oil-fired Toyo, Monitors, and gas-fired Rinnai heaters (where appropriate). Training will be offered on-site in the villages and will provide both classroom and hands-on learning opportunities. *(See fee schedule for course fees.)*

Appliance Repair and Refrigeration		
WFDI 111	As demand warrants	3.5 CEU

This program trains students in residential appliance and refrigeration repair. Laboratory activities involve hands-on exercises. Students may elect to earn refrigerant recovery certification through an EPA required certification exam. The purpose of this program is to prepare students for employment as electric home appliance and certificated refrigeration technicians or appliance service representatives. *(See fee schedule for course fees.)*

Refrigeration Small Systems Repair and Evacuation		
WFDI 112	As demand warrants	1.5-3.0 CEU

This training introduces the use of refrigeration tools, materials, and procedures needed to repair and evacuate refrigeration systems containing less than five pounds of refrigerant. Topics include: refrigeration tools; piping and tubing practices; service valves and gauges, and leak testing. Students will perform hands on refrigerant recovery, recycling, evacuation and charging practices, and identify and discuss safety concerns. Upon completion, students should be able to identify system components and understand their functions, identify and use common and specialty refrigeration tools, and maintain components of a basic compression refrigeration system. ***(Prerequisites: EPA Type I Refrigerant Recovery Certification. You can obtain this by taking WFDI 111.)*** *(See fee schedule for course fees.)*

30 Hrs. OSHA Approved Maritime Standards Class		
WFDI 114	As demand warrants	1 credit

A Maritime Introduction to the OSHA Requirements in the Workplace, including Inspections, Citations and Proposed Penalties Awareness and Recording & Reporting of Occupational Injuries and Illnesses. Training in Occupational Safety and Health Standards for Shipyard Employment, Marine Terminals and Longshoring, with an overview of Gear Certification and the Procedures for Variations From Safety and Health Regulations Under The Longshoremen's and Harbor Workers' Compensation Act.

30 Hrs. OSHA Approved Construction Standards Class		
WFDI 115	As demand warrants	1 credit

A "Focused Four" Introduction to the Major Hazards recognized by OSHA in the Workplace, Fall Hazards, Caught-in or-Between, Struck-By and Electrocutation Hazards. Including, the new Intro to OSHA training packet with reviews of On-Site Company Inspections, Citations and Proposed Penalties along with Recording & Reporting of Occupational Injuries and Illnesses. Training in Occupational Safety and Health Standards for Construction will be fully address all areas.

### 30 Hrs. OSHA Approved General Industry Standards Class

WFDI 116	As demand warrants	1 credit
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The 30-hour General Industry Outreach Training Program is intended to provide a variety of training to workers with personal safety responsibility in the work place. Training will emphasize hazard identification, avoidance, control and prevention, not just the OSHA Standards. The General Industry Standards are used extensively throughout the other Standards found in the Construction and Maritime Industries, as such, the General Industry Standards are the most broadly used and applied set of rules found in the work place.

### OSHA Approved Disaster – Site Worker w/ ICS 100, 200 & 300

WFDI 117	As demand warrants	1 credit
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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.

### HVAC – Troubleshooting and Maintenance

WFDI 184	As demand warrants	3-4 CEU
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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. *(See fee schedule for course fees.)*

### Basic Safe Boating

WFDM 091	As demand warrants	1.2 CEU
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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. *(See fee schedule for course fees.)*

### Cold Water Safety and Survival

WFDM 092	As demand warrants	2.4 CEU
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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. *(See fee schedule for course fees.)*

### Basic Maritime Safety

WFDM 102	As demand warrants	.5 credit
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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.

## COURSE DESCRIPTIONS

### Emergency Procedures and Onboard Drills

WFDM 103	As demand warrants	.5 Credit
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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. (See fee schedule for course fees.)

### 100 Ton and OUPV (6 Pack) Course

WFDM 200	As demand warrants	3 – 4 credits
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This course is for those with boating experience interested in earning a U.S. Coast Guard license. Topics include navigation, seamanship, safety and rules of the road, and will prepare students to pass the USCG exams. This is a U.S. Coast Guard (USCG) approved course. Students should plan to spend time studying on their own, in addition to the 60 – 88+ hours of classroom instruction. After successfully completing the course, students have one year to fulfill other USCG requirements including documenting sea time, First Aid/CPR, physical examination, drug test, character references and proof of citizenship. (See fee schedule for course fees.)

### Eco-Tourism Internship

WFDT 130	As demand warrants	3.5 CEU
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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 wilderness guiding. (See fee schedule for course fees.)

### Introduction to Guide Training

WFDT 131	As demand warrants	0.8 – 2.0 CEU
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This is an introductory training, tailored to meet local conditions, where participants will learn the necessary skills to provide locally based guiding and visitor services in order to start their own community based guiding and tourism-related businesses.

### Guide Training – ANWR and Local Environs

WFDT 132	As demand warrants	.5 – 1.0 CEU
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Trainers will describe and discuss the Marine Mammal Protection Act; guide and employee responsibilities; current research; local and community-based management, and associated legal roles and responsibilities. Trainers will instruct participants on polar bear viewing protocols, and permitting requirements for guiding visitors on Refuge lands and waters. Participants will discuss safety plan contents and work in groups to draft applications and develop applications for Refuge special use permits.

### Alaska Guide Training

WFDT 133	As demand warrants	1.5 – 2.0 CEU
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The Tour Guide Training is designed as a 2 ½ day curriculum in a fun interactive hands-on workshop format. It is appropriate for experienced guides as well as those who might be new to guiding. A workbook, facilitated discussions, interactive activities, and a field session are designed to give participants an opportunity to apply what they learn in the course, as they learn it, making it easier to apply to any specific Alaskan tour experience they might lead.

### Certified Pool Operator

WFDU 100	Fall	1.4 CEU
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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. *(See fee schedule for course fees.)*

<b>Boiler Technician</b>		
WFDU 101	As demand warrants	3 – 4 CEU

This class is a technician level class that investigates glycol systems, pumps and lead-lag boiler systems. It covers the trouble-shooting 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. *(See fee schedule for course fees.)*

<b>Boiler Basics</b>		
WFDU 101A	As demand warrants	2 – 3 CEU

This is an introductory course designed for anyone who needs to understand fundamental operation of boilers in order to improve efficiencies and safety at their facilities or in the home. We will cover basic trouble-shooting and mechanical systems, diagnose common problems related to burners, including parts, fuel controls and safety. The process for burner tuning and tools used for efficiency testing will be covered. *(See fee schedule for course fees.)*

<b>Tank Farm Management and Spill Reponse</b>		
WFDU 102A	Spring	1 credit

This course provides participants with the knowledge needed to safely and effectively oversee tank farm fuel transfers and to handle the initial stages of spill response. Students will become familiar with tank farm inspection and maintenance procedures. They will learn to follow best-management-practices in the transfer of fuel products. During the spill response and ICS portion of the course, students will become familiar with the emergency procedures outlined

in their facility response plan. They will also learn to plan and document required response exercises that provide an opportunity to practice and improve response capabilities. *(See fee schedule for course fees.)*

<b>Boiler Basics with Retrofit</b>		
WFDU 107	As demand warrants	1 – 2 credits

Students in this course will have the opportunity to modify existing hydronic heating systems and add additional heating loops to a gas fired system, work on troubleshooting techniques on various heating systems within participants’ work environment in the community. The object of the course is to give students the tools to identify and solve problems within a heating system with a mixture of ‘hands-on’ work and class instruction while performing work on operating heating systems. Course will follow local heating resource opportunities as they are available in the community.

<b>Introduction to Alaskan Small Water Systems</b>		
WFDU 219	As demand warrants	1.5 – 3.0 CEU

This is the ADEC-approved introductory class for water treatment and distribution system operators in Alaska. The course includes an introduction to water chemistry, microbiology, hydraulics, math, electrical principals and pumping systems. Ground and surface water source treatment technologies and basic operational practices used in Alaska are presented, along with a description of storage and distribution system equipment and O&M procedures. Sampling, monitoring and other regulatory requirements are presented. Students who complete the course can take the ADEC Provisional Level 1 Water Treatment and Water Distribution System Operator certification exams at the end of the course. (Prerequisites: High School Diploma or GED, or three months of operating experience to qualify for the Provisional Level 1 exams. If 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. *(See fee schedule for course fees)*

## COURSE DESCRIPTIONS

### Water Treatment and Distribution Certification Exam Review

WFDU 220	As demand warrants	1.6 – 3.2 CEU
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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>. (See fee schedule for course fees.)

### Introduction to Alaskan Small Wastewater Systems

WFDU 229	As demand warrants	1.5 – 3.0 CEU
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This is the ADEC-approved introductory class for wastewater collection and treatment system operators in Alaska. The course includes an introduction to water chemistry, microbiology, hydraulics, math, electrical principals and pumping systems. Preliminary, primary and secondary treatment technologies and basic operational practices used in Alaska are presented, along with a description of wastewater collection system equipment and O&M procedures. Sampling, monitoring and other regulatory requirements are presented. Students who complete the course can take the ADEC Provisional Level 1 Wastewater Collection and Wastewater Treatment System Operator certification exams at the end of the course. ***(Prerequisites: High School Diploma or GED, or three months of operating experience to qualify for the Provisional Level 1 exams. If the student successfully passes an ADEC Provisional Level 1 exam, they can submit proof of 1,950 hours of operating experience to ADEC to upgrade the Provisional Level 1 license to a full Level 1 Certificate.)***

### Wastewater Collection and Treatment Certification Exam Review

WFDU 230	As demand warrants	1.6 – 3.2 CEU
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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>. (See fee schedule for course fees.)

### Introduction to Membrane Water Treatment

WFDU 239	As demand Warrants	0.8 – 1.6 CEU
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The program provides an introduction to membrane technology, description of the principles of membrane elements including basic theory, membrane terminology and membrane structure. Illustration of the membrane system design process and overview of systems operation will be discussed. It includes practical information about performance and operating conditions of reverse osmosis and nanofiltration technology for brackish and seawater desalting. A section of the seminar is dedicated to the modern microfiltration and ultrafiltration technology applied for treatment of potable water and as a pretreatment of feed water for RO systems. Course material also includes information on process and equipment applied in membrane bioreactor (MBR) systems including operation and maintenance considerations. An overview of commercial MF and UF membrane products will be provided. Description of system configurations will be reviewed.

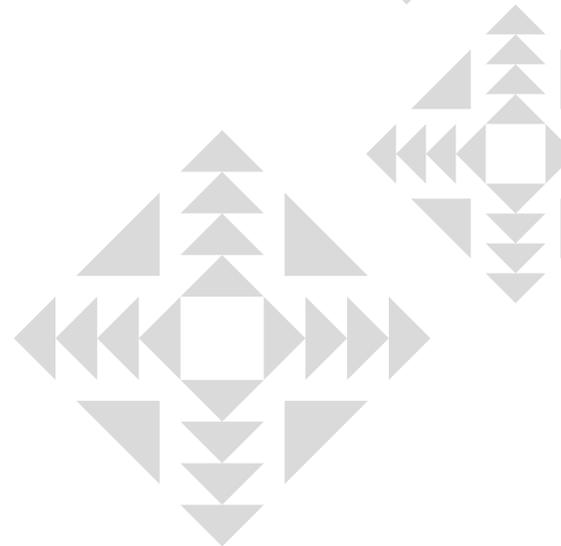
### Alaskan Water Treatment Systems – Intermediate Operator Training

WFDU 289	As demand warrants	3.0 CEU
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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.



# **FACULTY AND PROGRAM COORDINATORS**



## FACULTY AND PROGRAM COORDINATORS



**Heidi Ahsoak**

*Program Coordinator, Uqautchim Uglua*

A.A. Business Management, Ilisaġvik College, Barrow, Alaska, 2013.

Ph. 907.852.6238 • Fax 907.852.1702 • [heidi.ahsoak@ilisagvik.edu](mailto:heidi.ahsoak@ilisagvik.edu)



**Robert Allen**

*Director/Instructor, Adult Basic Education*

B.A. Psychology, University of Alaska Anchorage, 1998.

Ph. 907.852.1742 • Fax 907.852.1752 • [robert.allen@ilisagvik.edu](mailto:robert.allen@ilisagvik.edu)



**Peter Anderegg**

*Assistant Professor, Distance Education/Interdisciplinary Studies*

M.B.A., University of California, Los Angeles, 1985; Bachelors of Arts and Music/Education, Washington State University, 1978.

Ph. 907.852.1735 • Fax 907.852.1739 • [peter.anderegg@ilisagvik.edu](mailto:peter.anderegg@ilisagvik.edu)



**Devin Bates**

*Program Director, Uqautchim Uglua – Language Nest*

M.A. English, Bemidji State University, Minnesota, 2011; B.S. Applied Studies/Animal Science, University of Minnesota – Crookston, 2006.

Ph. 907.852.6257 • Fax 907.852.1702 • [devin.bates@ilisagvik.edu](mailto:devin.bates@ilisagvik.edu)



**Josh Stein**

*Dean of Students*

M.S.W., Grand Valley State University, Michigan, 2014; B.S. Psychology, Grand Valley State University, Michigan, 2005

Ph. 907.852.1823 • Fax 907.852.1789 • [josh.stein@ilisagvik.edu](mailto:josh.stein@ilisagvik.edu)



**Rob Carrillo**

*Lead Coordinator, Distance Education*

B.A. Physical Education, Long Beach State University, California, 1984; A.A. Recreation and Park Management, Cerritos Community College, California, 1982; Certificate in Online Teaching, Matanuska Susitna College, Alaska, 2005; Certifications: Blackboard Administrator, 2004; Blackboard Faculty Course Development, 2004; IC3 Instructor, 2007; Elluminate Moderator Certification, 2010. Tribal College Grant Project Coordinator since 2008.

Ph. 907.852.1706 • Fax 907.852.1739 • [rob.carrillo@ilisagvik.edu](mailto:rob.carrillo@ilisagvik.edu)

## FACULTY AND PROGRAM COORDINATORS



### **"Amm" Dararath Charoonsophonsak**

*Registrar*

A.A.S. Accounting & Executive Administrative Assistant, Iḷisagvik College, Barrow, Alaska, 2008.

Ph. 907.852.1763 • Fax. 907.852.1784 • amm.char@ilisagvik.edu.



### **Joseph D. Dingman**

*Instructor, Fire Science*

Asst. Chief NSBFD /Training Officer EMT-III, FSI, AKCFI

Certificate in Fire Science, University of Alaska Fairbanks; Associate of Applied Science, Municipal Fire Control, University of Alaska Fairbanks; Firefighter I & II, NSB Fire Department; Engineer, NSB Fire Department; Fire Officer, NSB Fire Department

Ph. 907.852.0246 • Fax 907-852-8734 • joe.dingman@north-slope.org



### **Brittni Driver**

*Student Support Coordinator, Distance Education/Education Technology*

MA TESOL, Monterey Institute of International Studies, Monterey, CA, 2012.

Ph. 907.852.1860 • Fax 907.852.1739 • brittni.driver@ilisagvik.edu



### **Dave Elbert**

*Associate Professor, Vocational/Technical Trades (Electrical)*

NCCER Master Instructor, 2003; NSTC Instructor, A.A. University of Alaska, Fairbanks, Alaska, 1999; Electrical Contractor License, State of Alaska, 1988; Electrical Administrator License, State of Alaska, 1986; Journeyman License, States of Alaska, Idaho, Colorado, Montana, 1981.

Ph. 907.852.1781 • Fax 907.852.1777 • dave.elbert@ilisagvik.edu



### **Etta P. Fournier**

*Assistant Professor Inupiaq Studies*

A.A. University of Alaska Fairbanks, 2000; Inupiaq Language Endorsement, Iḷisagvik College, 2006; Dr. Greymorning Accelerated Second Language Acquisition Training, 2007

Ph. 907-852-4170 • Fax 907-852-6140 • etta.fournier@ilisagvik.edu



### **Mirri Glasson-Darling**

*NWAHEC Healthcare Careers Coordinator*

B.A. Russian, International Studies, Emphasis in Global Health, University of Iowa, Iowa City, Iowa, 2010.

Ph. 907.852.1767 • Fax 907.852.1739 • mirri.glassondarling@ilisagvik.edu

## FACULTY AND PROGRAM COORDINATORS



### **Ben Glover**

*Dean of Community and Workforce Development*

M. Ed. Educational Leadership, Idaho State University, Pocatello, ID, 2013.

Ph. 907.852.1756 • Fax 907.852.2729 • [ben.glover@ilisagvik.edu](mailto:ben.glover@ilisagvik.edu)



### **Kathy Leary**

*Community and Workforce Development Manager*

Class A/CDL, w/ Tanker, Double/Triple, Combination, HAZMAT; Adjunct Driver's Ed Instructor 2005-present; OSHA 30-Hr Maritime; ICS 100; 40-Hr HAZWOPER, Spill Responder; Steering Committee Rep. for the NSTC; APICC Board Member and Education & Training committee member; Member- National Council for Workforce Education; North Slope E&T Consortium Rep. to the AK Regional Training Centers.

Ph. 907.852.1868 • Fax 907.852.1855 • [kathy.leary@ilisagvik.edu](mailto:kathy.leary@ilisagvik.edu)



### **Birgit Meany**

*Dean of Instruction*

Ed.D. Educational Leadership w/Emphasis in Curriculum and Instruction, University of Phoenix, 2013; M.A. English, University of Alaska Fairbanks, 2005; B.A. Geography/German, University of Alaska Fairbanks, 1991; A.A. Enterprise State Junior College, Enterprise, Alabama, 1990.

Ph. 907.853.1818 • Fax 907.852.1751 • [birgit.meany@ilisagvik.edu](mailto:birgit.meany@ilisagvik.edu)



### **Denise Merat**

*Instructor, Foundational Studies*

B.A. English, Baldwin-Wallace College, Berea, Ohio, 1996.

Ph. 907.852.1712 • Fax 907.852.1746 • [denise.merat@ilisagvik.edu](mailto:denise.merat@ilisagvik.edu)



### **Brian Neely**

*Assistant Professor, Vocational Education*

B.A. in Management and Organizational Leadership, George Fox University, Newberg, Oregon, 2013; Certificate of Welding Technology, Umpqua Community College, Roseburg, Oregon, 2008; Master Woodland Manager, Oregon State University, Corvallis, Oregon, 1992; PDIC Certification.

Ph. 907.852.1778 • Fax 907.852.1793 • [brian.neely@ilisagvik.edu](mailto:brian.neely@ilisagvik.edu)



### **Linda Nicholas-Figueroa**

*Assistant Professor, Biology/Chemistry*

M.A. Chemistry, University of Alaska Fairbanks, Fairbanks, Alaska 2009; B.S. Biochemistry and Molecular Biology, University of Alaska Fairbanks, Fairbanks, Alaska 2000.

Ph. 907.852.1848 / 1738 • Fax 907.852.1746 • [linda.nicholas-figueroa@ilisagvik.edu](mailto:linda.nicholas-figueroa@ilisagvik.edu)

## FACULTY AND PROGRAM COORDINATORS



**David G. Rice**

*Assistant Professor, Business*

M.H.A., Brigham Young University, 1985; B.A. Economics, Brigham Young University, 1983.

Ph. 907.852.1713 • Fax 907.852.1739 • david.rice@ilisagvik.edu



**Greg Shriver**

*Instructor, GED*

M.A. Anthropology/TESOL, Northern Arizona University, Flagstaff, AZ; B.S. Psychology, Anthropology Minor; A.A. Grays Harbor College, Aberdeen, WA.

Ph. 907.852.1741 • Fax 907.852.1746 • greg.shriver@ilisagvik.edu



**Amanda Sialofi**

*Coordinator, Allied Health/Northwest AHEC*

B.A.– Justice Administrations, Wayland Baptist University, 2011.

Ph. 907.852.1737 • Fax 907.852.2729 • amanda.sialofi@ilisagvik.edu



**Diana Solenberger**

*Coordinator, Cooperative Extension*

MRes Human Geography, University of Glasgow, Scotland, 2012; BaH Geography/History, Queen's University, Ontario, Canada, 2011.

Ph. 907.852.1826 • Fax 907.852.1866 • diana.solenberger@ilisagvik.edu



**Daniel S. Wall**

*Assistant Professor, Social Sciences*

M.A. U.S. History, University of Nevada, Las Vegas, 1995; B.A. Philosophy / Linguistics, University of Nevada, Las Vegas, 1990.

Ph. 907.852.1703 • Fax 907.852.1752 • daniel.wall@ilisagvik.edu



**Caitlin Walls**

*Instructor, English*

M.F.A. in Creative Writing, Emerson College, 2010; B.A. in English, Colorado State University, 2007.

Ph. 907.852.1731 • Fax 907.852.1746 • caitlin.walls@ilisagvik.edu

## FACULTY AND PROGRAM COORDINATORS



**Natalie Welcome**

*Instructor, General Mathematics*

M.A.T. Education, Liberty University, 2010; B.S.I.E. Industrial Engineering, North Carolina A&E State University, 2000.

Ph. 907.852.1750 • Fax 907.852.1739 • [natalie.welcome@ilisagvik.edu](mailto:natalie.welcome@ilisagvik.edu)



**Larry Wilbourn**

*Instructor, Vocational Education/Commercial Driver's License/Heavy Truck & Equipment*

Class A/CDL, Tanker, Double/Triple, Combination, HAZMAT, Passenger and School Bus Endorsements; West Coast Training/Heavy Equipment, 2005; DMV Certified Third Party Examiner #67 (9/98); State of AK DEED Certified School Bus Driver Training Instructor #170 (6/98). AK Driving Instructor #LW4153. State of AK DMV Road Skills Examiner #LW4153.

Ph. 907.852.1774 • Fax 907.852.1783 • [larry.wilbourn@ilisagvik.edu](mailto:larry.wilbourn@ilisagvik.edu)



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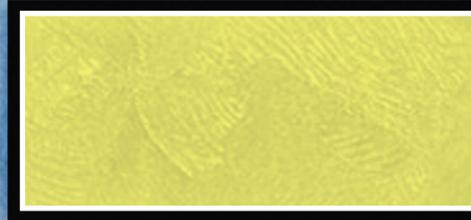
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