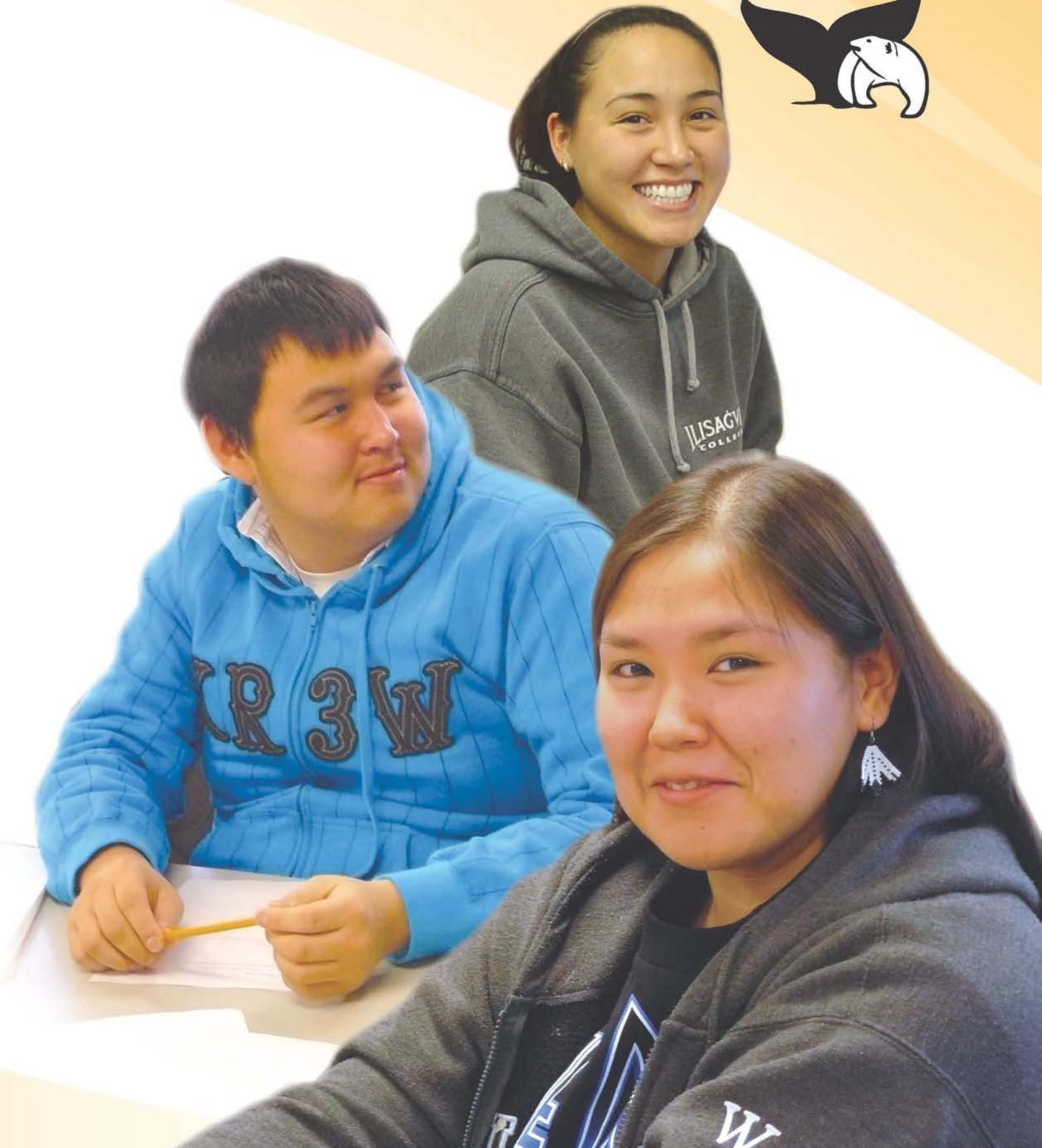
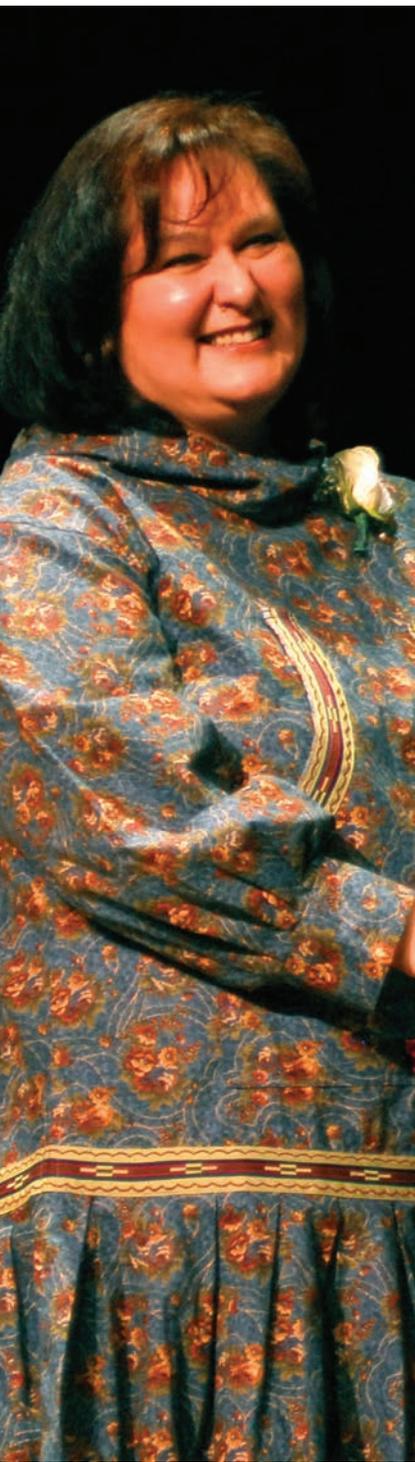


# Iḷisagvik College

Catalog 2009 - 2010





# President's Message

Welcome to **Iñsaavik** College. As president, I am pleased you have chosen us as the place to continue your education.

**Iñsaavik** is the culmination of many years of effort by our leaders to provide residents with a local postsecondary education that helps them be competitive in today's workforce while carrying with them the Iñupiat values that have withstood the test of time.

The goal of North Slope leaders since the Borough's inception has been to return self-determination to the Iñupiat people and to ensure that they acquire the education needed to keep that dream alive well into the future. Although some of the earlier higher education initiatives preceding **Iñsaavik** were unsuccessful, our leaders were not discouraged. They learned from their failures and kept trying until they found the formula that worked. That formula created the college you are about to attend today.

**Iñsaavik** is a growing and thriving educational community that is locally controlled and governed by the values of our ancestors. We are the only federally recognized tribal college in the state of Alaska and are accredited as an independent institution of postsecondary education by the Northwest Commission on Colleges and Universities. The dreams of our leaders have been fulfilled in the success **Iñsaavik** has had in educating our local population to meet the jobs available here on the North Slope.

**Iñsaavik** also encourages its students to dream beyond their next job, to think of their education here as the first step in a much broader program that will allow them to fill the positions of leadership available throughout this state and nation. Our associate degree programs not only prepare you for jobs now, but they are building blocks toward a more advanced degree, which can lead to even greater career opportunities. However, if what you are looking for is a specific short term course for professional development, we have those resources for you also. In fact, **Iñsaavik** provides a full range of educational programs – everything from certificates to degrees. We provide you with a wide array of support like dorms, student services, a modern library and all the tutoring help you'll ever need. We even offer pre-college math and English classes for students who have been away from school for a while and might need some refreshers before tackling college courses. We provide financial assistance, and a recreation center to help use up that energy that builds when you study so hard. A truly dedicated staff and faculty work to give you all the help you need to reach your academic goals.

The people who founded the North Slope Borough did not give up when things were difficult. When trying to build a postsecondary education program here, they never let the failure of one attempt keep them from another. Because of that, today you have the privilege of pursuing your college education at a very reasonable cost right here at home. I urge you to learn the lessons of those leaders and not give up, even when the going gets tough. **Iñsaavik** is here to do all it can to support you in achieving your goals. You need to do your part by always giving 100% of your time and effort. Together, we can make your dreams come true.

*Beverly Grinage*

Beverly Patkotak Grinage  
President

# Contents

|   |       |   |         |
|---|-------|---|---------|
| Academic Calendar .....                       | 3     | Student Services .....                  | 41-45   |
| Overview .....                                | 4     | Student Government .....                | 41      |
| Iñisaávik College, a Brief History .....      | 4     | Computer Services .....                 | 42      |
| Values, Traditions and Culture .....          | 4     | Bookstore .....                         | 42      |
| Iñisaávik College Mission .....               | 5     | Tuzzy Consortium Library .....          | 43      |
| Traditional Iñupiat Values .....              | 6     | Academic Assistance .....               | 43      |
| Welcome to Iñisaávik .....                    | 7     | Student Employment/Internships .....    | 44      |
| Certificates and Degrees Offered .....        | 7-8   | Food Services .....                     | 44-45   |
| Admissions .....                              | 9     | Student Housing .....                   | 45      |
| Application Procedure .....                   | 9     | Programs .....                          | 46-86   |
| Transfer Students .....                       | 10    | Associate of Arts Degree .....          | 47-49   |
| Dual Credit for High School Students .....    | 11    | Teachers for the Arctic .....           | 50      |
| Academic Advising and Placement .....         | 12-13 | Iñupiaq Studies .....                   | 51-54   |
| Course Enrollment .....                       | 14-18 | Allied Health .....                     | 55-59   |
| Registration .....                            | 14    | Business .....                          | 60-73   |
| Course Requirements .....                     | 15    | Emergency Services .....                | 74-76   |
| Registration Changes .....                    | 16    | Associated Construction Trades .....    | 77-79   |
| Important Registration Change Deadlines ..... | 18    | Heavy Equipment Operations .....        | 80-82   |
| College Credit .....                          | 19-21 | Community & Workforce Development ..... | 83-84   |
| Transfer Credit .....                         | 20    | Foundational Studies .....              | 85-86   |
| Transcripts .....                             | 21    | Adult Basic Education (ABE) .....       | 85      |
| Academic Expectations .....                   | 22-27 | General Education Diploma (GED) .....   | 85      |
| Grading/Course Completion .....               | 23-24 | Jump Start .....                        | 86      |
| Grade Point Average .....                     | 25    | Distance Education .....                | 86      |
| Graduation .....                              | 27    | Course Descriptions .....               | 87-113  |
| Tuition, Fees, and Other Costs .....          | 28-31 | Course Fees .....                       | 114-116 |
| Tuition, Fees, Room & Board .....             | 28-29 | Dorm Rates & Meal Prices .....          | 117     |
| Refunds .....                                 | 30-31 | Faculty & Program Coordinators .....    | 118-121 |
| Financial Aid .....                           | 32-36 | Board of Trustees .....                 | 122     |
| Rights and Responsibilities .....             | 32-33 | Index .....                             | 123-124 |
| Types of Financial Aid .....                  | 33    | Registration Form .....                 | 125     |
| Payment of Financial Aid .....                | 36    | Contact Information .....               | 126     |
| Student Rights and Responsibilities .....     | 37-40 |   |         |
| Student Responsibility .....                  | 37    |   |         |
| Freedom from Alcohol and Drugs .....          | 38    |   |         |
| Student Conduct .....                         | 38    |   |         |
| Campus Security .....                         | 39    |   |         |

## Accreditation and Authorization

Iñisaávik 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. Iñisaávik 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.

## About this Catalog

This catalog provides general information about Iñisaávik College, its programs and services, as well as major policies and procedures relevant to students. Information contained in this catalog is accurate at the time of publication; however, Iñisaávik College reserves the right to change these regulations and revise curricula and course fees, as necessary. This document should be considered a guide for students, rather than a contract. Liability for cancellation of programs or courses, if any, shall be limited to (at most) a refund of tuition and fees paid.

# Academic Calendar

## FALL SEMESTER 2009

|   |                        |
|---|------------------------|
| Early registration for the Fall 2009 semester begins.....       | Friday, July 31        |
| Deadline for most financial aid applications.....               | Friday, July 31        |
| Student Success and Orientation Program.....                    | Sunday, August 16      |
| Fall registration begins.....                                   | Monday, August 17      |
| Residence center opens.....                                     | Thursday, August 20    |
| First day of instruction.....                                   | Monday, August 24      |
| Last day to add semester-long classes.....                      | Friday, September 4    |
| Holiday – Labor Day.....  | Monday, September 7    |
| Deadline for student-initiated and faculty-initiated drops..... | Friday, September 11   |
| Student progress reports due.....                               | Friday, October 16     |
| Deadline for student-initiated withdrawals.....                 | Friday, October 16     |
| Holiday – Alaska Day.....                                       | Monday, October 19     |
| Deadline for faculty-initiated withdrawals.....                 | Friday, October 23     |
| Holiday – Inuit Day.....  | Friday, November 6     |
| Holiday – Veteran’s Day.....                                    | Wednesday, November 11 |
| Applications for Fall 2010 graduation should be submitted.....  | Friday, November 20    |
| Holiday – Thanksgiving.....                                     | November 26 – 27       |
| Early Registration for Spring 2010 semester begins.....         | Tuesday, December 1    |
| Last day of instruction.....                                    | Saturday, December 12  |
| Residence center closes.....                                    | Tuesday, December 15   |
| Deadline for faculty to post grades.....                        | Tuesday, December 15   |

## SPRING SEMESTER 2010

|  |                      |
|--|----------------------|
| Deadline for most financial aid applications.....                | Tuesday, December 1  |
| Early Registration for the Spring 2010 semester begins.....      | Tuesday, December 1  |
| Spring Registration begins.....                                  | Monday, January 4    |
| New student orientation.....                                     | Tuesday, January 5   |
| First day of instruction.....                                    | Wednesday, January 6 |
| Residence center opens.....                                      | Thursday, January 7  |
| Last day to add semester-long classes.....                       | Friday, January 15   |
| Holiday – Martin Luther King Day.....                            | Monday, January 18   |
| Deadline for student-initiated and faculty-initiated drops.....  | Friday, January 22   |
| Holiday – Presidents’ Day.....                                   | Monday, February 15  |
| Deadline for student initiated withdrawals.....                  | Friday, February 26  |
| Student progress reports due.....                                | Friday, March 5      |
| Applications for Spring 2010 graduation should be submitted..... | Friday, March 5      |
| Deadline for faculty initiated withdrawals.....                  | Friday, March 5      |
| Holiday – Seward’s Day.....                                      | Monday, March 29     |
| Summer Registration begins.....                                  | Monday, April 5      |
| Graduating students’ preliminary grades to Registrar.....        | Friday, April 16     |
| Last day of instruction.....                                     | Wednesday, April 21  |
| Commencement.....  | Friday, April 23     |
| Deadline for faculty to post grades.....                         | Monday, April 26     |

## SUMMER 2010

|   |                 |
|---|-----------------|
| Summer Registration begins.....                   | Monday, April 5 |
| Summer classes start.....                         | Monday, May 3   |
| Deadline for most financial aid applications..... | Monday, May 10  |

## Iḷisaǎvik College – a Brief History

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

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

**Iḷisaǎvik** 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.

## Values, Traditions, and Culture

**Iḷisaǎvik** College weaves Iñupiat values into all 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 **Iḷisaǎvik** a valued and contributing member of that culture. By helping to strengthen the language and traditions of the Iñupiat, **Iḷisaǎvik** fulfills its role as a distinctly indigenous institution that aims to enhance the local culture, while helping its members gain a foothold in the economy of the 21st century. **Iḷisaǎvik**'s goal is to create successful graduates who can incorporate their traditional values into modern life and, in doing so, enhances both.

# The Iñsaavik College Mission

Iñsaavik College provides quality post-secondary academic, vocational and technical education in a learning environment that perpetuates and strengthens Iñupiat culture, values and traditions. It is dedicated to providing well-educated and trained individuals who meet the human resource needs of North Slope employers.

## Iñsaavium Sivunniutigivlugu Savaaksraja

Iñsaavik College iñsalluataaviqaqtitchirug, savaaqallasiñiaaniámun suli suna sivuniáivlugu iñsaksraumman iñsaaviqaqhutiý sivunmun suli suaýyaktaallavlugu Iñupiat iñuuniaáusiat, piqpagirajich suli piraáausijich. Sivuniáigaa iñsalluatayalugi suli iñtchiuatayalugi iñsaqtitiý itquvlugi savaaqaáumiñaqsiugich pigiraksraáirajiniñik North Slope-mi Savaaqaqtitchisuuruat.

# Iñupiaqatigiigñiq: Traditional Iñupiat Values

**Paaqæktautaiññiq**  
Avoidance of Conflict

**Nagliktuutiqaaniq**  
Compassion

**Paammaaigñiq**  
Cooperation

**Iægiigñiq**  
Family and Kinship

**Piqpakkutiqaaniq suli Qiksiksrautiqaaniq**  
**Utuqqanaanun Allanullu**  
Love and Respect for Our Elders  
and One Another

**Qiñuiññiq**  
Humility

**Quvianàuniq**  
Humor

**Ayuniallaniq**  
Hunting Traditions

**Iñupiuraallaniq**  
Knowledge of Our Language

**Qiksiksrautiqaaniq Iñuuniaávigmun**  
Respect for Nature

**Aviktuaqatigiigñiq**  
Sharing

**Ukpiqqutiqaaniq**  
Spirituality

# Welcome to Iḷisagvik!

Iḷisaavik College provides educational opportunities to all who wish to pursue their postsecondary education, with an emphasis on the needs of North Slope residents. Iḷisaavik 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 below.

| DEGREES AND PROGRAMS                            | Level I<br>Certificate | Level II<br>Certificate | AA | AS | AAS |
|---|------------------------|-------------------------|----|----|-----|
| <b>ACADEMIC TRANSFER*</b>                       |                        |                         | ◆  | ◆  | ◆   |
| <b>ACCOUNTING</b>                               |                        |                         |    |    | ◆   |
| Accounting Technician                           | ◆                      | ◆                       |    |    |     |
| <b>ALLIED HEALTH</b>                            | ◆                      |                         |    | ◆  |     |
| Medical Coding Specialist                       | ◆                      |                         |    |    |     |
| <b>ASSOCIATED<br/>CONSTRUCTION TRADES</b>       | ◆                      | ◆                       |    |    |     |
| Carpentry                                       | ◆                      | ◆                       |    |    |     |
| Electrical                                      | ◆                      | ◆                       |    |    |     |
| Pipefitting                                     | ◆                      |                         |    |    |     |
| Pipeline Insulation                             | ◆                      |                         |    |    |     |
| Plumbing  | ◆                      | ◆                       |    |    |     |
| Scaffolding                                     | ◆                      |                         |    |    |     |
| <b>BUSINESS MANAGEMENT</b>                      |                        |                         |    |    | ◆   |
| Business Specialist                             | ◆                      | ◆                       |    |    | ◆   |
| Entrepreneurship/Small<br>Business Management   | ◆                      | ◆                       |    |    | ◆   |
| Excellence in Public Service                    | ◆                      |                         |    |    |     |
| Health Management                               |                        |                         |    |    | ◆   |
| Public Management                               | ◆                      |                         |    |    | ◆   |
| Information Technology                          |                        |                         |    |    | ◆   |
| Village/Tribal Management                       | ◆                      |                         |    |    | ◆   |
| <b>EMERGENCY SERVICES</b>                       |                        |                         |    |    | ◆   |
| Emergency Medical Technician                    | ◆                      |                         |    |    |     |
| Firefighter I                                   | ◆                      |                         |    |    |     |
| <b>HEAVY TRUCK AND<br/>EQUIPMENT OPERATIONS</b> | ◆                      |                         |    |    |     |
| Heavy Truck Operations                          | ◆                      |                         |    |    |     |
| Heavy Equipment Operations                      | ◆                      |                         |    |    |     |
| VAC Truck Operations                            | ◆                      |                         |    |    |     |

\*Transfer degree to four year colleges and universities.



| DEGREES AND PROGRAMS          | Level I Certificate | Level II Certificate | AA | AS | AAS |
|-------------------------------|---------------------|----------------------|----|----|-----|
| <b>INFORMATION TECHNOLOGY</b> | ◆                   | ◆                    |    |    |     |
| Technology Support Specialist | ◆                   | ◆                    |    |    |     |
| <b>IÑUPIAQ STUDIES</b>        |                     |                      | ◆  |    |     |
| Iñupiaq Fine Arts             | ◆                   |                      |    |    |     |
| Iñupiaq Language              | ◆                   |                      |    |    |     |
| <b>OFFICE ADMINISTRATION</b>  | ◆                   | ◆                    |    |    | ◆   |

**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



# Admissions

**Iñisaávik** 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. Normally, 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 and programs. If a student is admitted to the college but not to a particular program, that student may take classes and demonstrate by successful completion of those courses his/her ability to benefit. The admission of a non-traditional student is subject to the approval of the Dean of Instruction and Workforce Development.

Students may apply for admission to **Iñisaávik** 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.

## 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:

1. Application for admission and financial aid: An application form can be picked up from all college sites and from village teleconference centers. Completed forms must be returned to the Registrar’s Office. See the academic calendar located in the inside front cover for deadlines.

2. An official copy of transcript certifying the student's high school diploma or a copy of his/her 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.
3. 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 **Iñisaavik**. In addition to the application materials described above, transfer students must also submit the following:

1. Official college transcript(s) from any higher education institution(s) previously attended (submit to Registrar's Office).
2. If applying for financial aid, copies of financial aid documents from other schools attended (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 which 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 **Iñisaavik** College. Transfer credits do not count toward student's GPA at **Iñisaavik**.

## 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, s/he may do so by filing a Change 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 second degrees as long as they have formally applied and been accepted to each program.

## Continuing Enrollment

Students who drop their enrollment at **Iñisaávik** 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.

## Fresh Start

Fresh Start can offer a new beginning for students who previously performed poorly at **Iñisaávik** College (or other colleges and universities). Those who withdrew from school or were dismissed for academic reasons may apply for re-admission under this program and have their entire prior academic record disregarded. Those who apply on this basis begin their college study anew with no credits attempted or earned, and no quality points reflected in future GPA calculations. Fresh Start may be used only once.

Fresh Start application forms are available at the Registrar's Office. Admission on this basis requires that at least two years have elapsed since the end of the last semester the applicant attended a college full time.

Prior academic records remain part of a student's overall academic record and appear on transcripts, but none of the previously earned credits can be used in a new program nor may they be counted for the purposes of GPA with the exception of calculating honors at graduation. A student admitted under Fresh Start may be allowed advanced standing or a waiver of requirements just as any other student, but will not be allowed credit by exam for courses lost in Fresh Start.

## Dual Credit-High School Students

### DEFINITION

Dual credit is a partnership between **Iñisaávik** 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 **Iñisaávik** College. Seniors may enroll for up to six credits 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 and Workforce Development upon the recommendation of the school district. Upon the request of the school district, the Dean may permit students to enroll in courses at the sub 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 **Iñisaávik** 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 **Iñisaávik** 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

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. Student advocates are 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. Students who have accumulated fifteen or more credits are strongly encouraged to meet with an advisor to discuss their program options.

### PROGRAM SELECTION

A student's selection of a program of study is usually based upon academic interests, vocational objectives and personal goals. Students are strongly encouraged to confer with a faculty advisor about academic programs that interest them. While all programs have differences, students generally must complete program specific admission 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.

Because requirements vary among certificate and degree programs, students are strongly encouraged to meet with faculty advisors prior to entering a program, both to ensure that they understand the program requirements prior to registering for classes and to allow for proper academic planning.

### 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: MATH 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 Registrar’s Office to take the COMPASS assessment.)

#### COMPASS Scores

##### *English*

| Score   | Recommended Courses |
|---------|---------------------|
| 0 – 44  | ENGL 075W           |
| 45 – 69 | ENGL 090            |
| 70 +    | ENGL 111X           |

##### *Math*

| Score   | Recommended Courses                 |
|---------|-------------------------------------|
| 0 – 22  | MATH 055                            |
| 23 – 38 | MATH 060                            |
| 39 – 65 | BUS 105 or MATH 103X<br>or MATH 105 |
| 66 +    | 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 Registrar’s Office for more information concerning placement. The Dean of Instruction and Workforce Development 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 **Iñsaávik** 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

**Ilisaávik** 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 web site <http://www.ilisagvik.cc>.

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 time lines.

**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 full-time. 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 and Workforce Development.

Courses that are audited, offered by schools other than **Iñsaávik**, 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 and Workforce Development.

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

## Course Numbering

001-099 : Courses are non transferable and do not apply toward the AA or AS degrees. They may meet minimum requirements for some A.A.S. degrees.

100-199 : Primarily for first-year students

200-299 : Primarily for second-year students

## Course Requirements

### PREREQUISITES

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

### CO-REQUISITES

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

### CROSS-LISTED COURSES

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

### REPEATABLE COURSES

Some courses, such as Special Topics and some 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 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 and Workforce Development, 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 drop/add forms from the Registrar's Office. Declared students wishing to drop or add a class are required to have their advisors sign their drop/add form.

### 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 drop/add) 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).

### DROPPING OR WITHDRAWAL FROM SHORT-TERM COURSES

Deadlines are adjusted proportionally for courses that are less than a semester in length. Students must submit drop/add forms to the Registrar's Office by the appropriate deadlines: students may drop without penalty in the first 15% of the term of the course; students may withdraw in the first 60% of the term of the course.

### WITHDRAWING FROM COURSES AFTER THE ADD/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, 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.

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 classes 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.

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. Students receiving a faculty-initiated withdrawal will be responsible for course tuition.

### 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, 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.

### 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

**Iñsaávik** 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. **Iñsaávik** may discontinue a class at any time if enrollment falls below expected levels. If you start in a class that is cancelled, you may continue in the course as arranged with the instructor.

## IMPORTANT REGISTRATION CHANGE DEADLINES

### Semester-Length Courses

| Action  | Begins  | Ends   | Notes  |
|---|---|--|--|
| Adding a class  | First day of registration                           | Second (2) 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) 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) Friday after the first day of instruction  | Faculty/instructor will notify the Registrar's Office      |
| Withdrawing from a class (class appears on transcript with W grade)     | Third (3) Friday after the first day of instruction | Eighth (8) 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) Friday after the first day of instruction | Ninth (9) Friday after the first day of instruction  | Faculty/instructor will notify the Registrar's Office      |

### Short-Term Courses

| Action   | Begins                    | Ends  | Notes  |
|--|---------------------------|---|--|
| Adding short-term courses  | First day of registration | First (1) 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 the Registrar's Office      |
| Withdrawing a class for short-term (class appears on transcript with W grade)              | When 15% of the class     | When 60% of the class has been completed                          | Advisor's signature required for student in degree program |
| Faculty-initiated withdrawal short-term courses (class appears on transcript with W grade) | When 15% of the class     | When 60% of the class has been completed                          | Faculty/instructor will notify the Registrar's Office      |



# College Credit

The typical two-year associate degree offered by **Iñsaávik** 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

**Iñsaávik** College may grant credit for existing **Iñsaávik** 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 **Iñsaávik** 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:

1. Be currently enrolled and accepted into a program;
2. Present proof of prior background, experience or training to assure a reasonable chance of passing the examination;

3. 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 and Workforce Development;
  4. 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.
3. Transfer credit is not included in computing the GPA.
  4. An entering transfer student's class standing is based on the number of credits accepted by **Iñisaávik**.

## How Credits are Awarded

Credits may be awarded for formal service schooling and military occupational specialties (MOS) as recommended in the The Guide to the Evaluation of Educational Experience in the Armed Forces, published by the American Council on Education. 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.

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

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 Forces, published by the American Council on Education.

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 and Workforce Development must also approve these credits.

Credits earned more than ten years ago from another institution cannot be transferred to an **Iñisaávik** academic transcript without prior permission from the Registrar or Dean of Instruction and Workforce Development. 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

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 **Iñisaávik** for students admitted to the college. Whenever possible, transfer credit is equated with **Iñisaávik** courses. The following regulations apply to transfer credit:

1. 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.
2. 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.

their placement level.

## 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 Rating as recommended in The Guide to the Evaluation of Education Experiences in the Armed Services published by the American Council on Education. No more than fifteen semester credits may be applied towards an associate degree and no more than thirty semester credits may be applied towards a baccalaureate degree. Exceptions are granted only to students enrolled in the Service Members Opportunity Colleges.

## 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.

## Academic Petition

Deviations from academic policies or requirements must be approved through the process of academic petition. Petition forms may be obtained from the college registrar. All petitions requesting that transferred elective credit be accepted for degree requirements must be accompanied by catalog copy of the course description(s) from the institution of origin. Final authority to deny or approve petitions pertaining to school or college requirements rests with the Dean of Instruction and Workforce Development. Changes in course level, grading, or number of credits awarded, cannot be petitioned.

## 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 **Iñsaávik** courses by less than one credit are equated to **Iñsaávik** courses and meet course requirements without needing to petition for a waiver. In cases where courses accepted for transfer differ from equivalent **Iñsaávik** 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

### SYLLABUS/COURSE OUTLINE

The course syllabus is the student guide to the course. Students should receive a syllabus at the beginning of each course describing the course, policies within the course, and procedures that govern the delivery of the course. Students are responsible for obtaining the syllabus, or for having access to it electronically, 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 be aware of 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 that assist students to acquire, comprehend, and apply knowledge and skills in a variety of subject areas. The course syllabus is designed to provide information about the structure of the course and methods of determining successful course completion. Faculty 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.
- F Indicates unacceptable work and performance. All "F" grades are included in GPA calculations unless repeated for credit and a higher grade is earned.

### 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 **Iñsaavik** College. Grades for transfer credits are not included in GPA calculations.

### INCOMPLETE GRADES

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

## WITHDRAWN

**W** Indicates withdrawal from a semester-long course on the third Friday after the first day of instruction or 15% of 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 is 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 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 and Workforce Development.

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

Idsaavik 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 and Workforce Development 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 and Workforce Development fully describing the grievance. This must be submitted to the Dean of Instruction and Workforce

Development 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 and Workforce Development will:

1. uphold the grade as initially given; or
2. reach an agreement with the instructor to change the grade.

If the student disagrees with the decision of the Dean of Instruction and Workforce Development, s/he 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 and Workforce Development 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.

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 students taking twelve plus letter-graded credits)

#### Dean's List

Semester GPA of 3.5 or higher, but less than 4.0 (Full-time 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

Full-time OR 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 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 are urged to return on part-time status 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 and Workforce Development 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

**Iñisaávik** College issues certificates and degrees to graduates at the end of each term. We invite all students who complete requirements during the academic year to participate in the annual commencement ceremony in the spring. Students must file formal applications for graduation with the Registrar's Office no later than the deadline for each term. This date appears in the official academic calendar. Applications for graduation filed after the deadline are processed for graduation the following term.

### 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 **Iñisaávik**. 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."

### APPLYING FOR GRADUATION AND COMMENCEMENT

Students completing degree and certificate programs and wishing to graduate should apply for graduation at the Registrar's Office. Following verification that the program requirements have been satisfactorily met, students will be invited to participate at the annual commencement exercises. See academic calendar for dates for when to apply.



# Tuition, Fees, and Other Costs

## Tuition

|              |                            |
|--------------|----------------------------|
| In-State     | \$100 for each credit hour |
| Out-of-State | \$150 for each credit hour |

## CONTINUING EDUCATION UNITS (CEU)

|              |                 |
|--------------|-----------------|
| In-State     | \$10 per .1 CEU |
| Out-of-State | \$20 per .1 CEU |

The tuition schedule is subject to change.

## IN-STATE TUITION

For determining in-state tuition, an Alaskan resident is defined as:

- anyone who has been physically present in Alaska for one year immediately preceding registration at **Lisaavik** (excepting vacations or other absences not exceeding an aggregate of ninety days with intent to return),
- and who declare his/her intention to remain in Alaska indefinitely.

## 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     | \$50                           |
| Graduation fee   | \$20                           |
| Technology       | \$5 per credit/\$60 max        |
| Student Activity | \$50 part-time/\$100 full-time |
| Transportation   | \$10 per course                |

### 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. All course fees will be clearly identified in the current schedule of classes.

### 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 2009-2010 academic year.

|                      | ALASKAN RESIDENT | NON-RESIDENT |
|----------------------|------------------|--------------|
| Tuition              | \$2,400          | \$3,600      |
| Registration Fee     | 100              | 100          |
| Technology Fee       | 120              | 120          |
| Student Activity Fee | 200              | 200          |
| Books                | 800              | 800          |
| Transportation Fee   | 100              | 100          |
| Personal Expenses    | 2,730            | 2,730        |
| Total                | \$6,450          | \$7,650      |

## Room and Board Fees

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 must be submitted at the time of admission to 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 paying for any outstanding repair charges, before entering either residential or family housing for the next semester.

Students living in the Residential Center are responsible for all other living expenses such as toiletries, snacks, etc.

|                                    |         |
|------------------------------------|---------|
| Dorm – Semester (double occupancy) | \$2,000 |
| Dorm Damage Deposit                | 50      |
| Student Housing – Damage Deposit   | 100     |
| Key Replacement                    | 25      |

### 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 “all-you-can-eat,” served buffet-style. Students must show their ID meal card at each meal to be served.

|                               |        |
|-------------------------------|--------|
| Residential Student Meal Plan | \$3300 |
| Replacement Meal Card         | 20     |

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

## Summary of 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 2009-2010 academic year.

|                           | ALASKAN RESIDENT | NON-RESIDENT |
|---------------------------|------------------|--------------|
| Tuition                   | \$2,400          | \$3,600      |
| Registration Fee          | 100              | 100          |
| Technology Fee            | 120              | 120          |
| Student Activity Fee      | 200              | 200          |
| Books                     | 800              | 800          |
| Room                      | 4,050            | 4,050        |
| Board                     | 6,600            | 6,600        |
| Travel (on-slope airfare) | 1,880            | 1,880        |
| Transportation Fee        | 100              | 100          |
| Personal Expenses         | 2,730            | 2,730        |
| Total                     | \$18,980         | \$20,180     |

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

## 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. **Iñsaávik** 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 **Iñsaávik** College, which 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. **Iñsaávik** 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 **Iñsaávik** in accordance with stated policies and timelines. If students do not attend classes, those classes will remain on his/her record and s/he will owe all tuition and fees for them. If a student registers for classes and decides not to attend, s/he 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 **Iñsaávik** 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 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 907.852.1829.

#### 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

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.

## Financial Aid Students' Rights and Responsibilities

### STUDENTS' RIGHTS

As a student at **Iñsaávik** College, you have the right to:

- Know the cost of attending **Iñsaávik** 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.

## STUDENT RESPONSIBILITIES

As a student, it is your responsibility to:

- Review and consider all information before you enroll.
- Contact a representative of **Iñisaávik** College if you have any question about information you have received from the college.
- For Title IV funds, you apply once a year; for most scholarships, you must apply every semester.
- 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.
- Misrepresenting information is grounds for denial of financial aid, expulsion from college, and maybe subject to prosecution.
- Provide all additional documentation, verification, corrections and/or new information requested by either the financial aid officer 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 officer 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 **Iñisaávik** 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 FASFA 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.

## 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 **Iñisaávik** College. FSEOG awards are limited and are awarded on a first come first served basis. Student must have remaining need after 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. Federal Work Study Program (FWS) allows a student to work 20 hours a week while classes are in session. A student receiving FWS funds may work 40 hours a week during vacation times and in the summer if FWS funds are available. A student does not have to be Federal Pell eligible, however the student must have unmet needs to be considered for FWS funds. The College has positions both on and off campus for FWS recipients. Campus jobs are available to students enrolled for at least six credits and eligible for FWS.

## ELIGIBILITY – FEDERAL FINANCIAL AID

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

1. Must be a US citizen or permanent resident
2. Must be a high school graduate or successfully completed the GED certificate
3. Must complete and submit a free FASFA to the Department of Education
4. Meet the admission requirements of the College and be admitted as a regular student
5. Be admitted to an approved degree or certificate program
6. Be enrolled in courses each semester in the approved program of study or approved remedial preparation courses for that program of study
7. Be in good academic standing according to the College's Standards of Academic Progress Policy
8. Submit applications to external scholarship programs and funding agencies by the posted deadline for the scholarship programs
9. Apply every year for Federal Financial Aid

## 2. LOCAL AND NATIONAL

### NATIVE CORPORATION SCHOLARSHIPS

It is the student's responsibility to apply before the deadline for local scholarships. Some regional and village corporations provide scholarships to shareholders. 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 ASRC 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 that will receive the scholarships. The scholarships are need based.

For more information on eligibility and application procedures, contact the financial aid office at 907.852.1708 or 1.800.478.7337, extension 1708.

**Iñisaavik** College has two in-house scholarships; the American Indian College Fund and ConocoPhillips.

The American Indian College Fund – The majority of the funds go to students that are Alaska Native or American Indian. Student must be enrolled in a Tribe (example-Native Village of Barrow). Students fill out the application online at [www.thecollegefund.org](http://www.thecollegefund.org). Student must also send a digital photo of self or go to the financial aid office to have photo taken.

### ConocoPhillips – Qualifications:

- **Alaska Resident**
- **Enrolled in an Iñisaavik College course or program.**
- **Preference given to students taking NSTC, First Aid/CPR, HAZWOPER, and CDL.**
- **Secondary consideration given to students from North Slope villages.**
- **Pick up application at the financial aid office.**

## 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 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
- Be making 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.

### 3. SPECIAL NOTE

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:

1. Cumulative grade point average of 2.0
2. Each semester the student must pass 67% of the credits in which s/he is enrolled
3. Students can receive federal funding up to duration of eligibility, which is up to 150% of the program. 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's transcripts.

Students can appeal for reinstatement for 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 try to review the appeal. The Director will 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 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 Committees 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 from 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:

1. Students must be enrolled in the number of credits required by the scholarship or grant.
2. Students are expected to attend class. The financial aid officer will verify attendance for all financial aid recipients.
3. The business office will disburse all financial aid funds.
4. Any questions pertaining to financial aid disbursements, please contact the business office.

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 the funds 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 s/he 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 officer before making the decision to withdraw from classes.

## Village Student Travel

Student travel expenses from a home village to attend courses in Barrow will be charged to the student's financial aid account. Student's 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 officer at 907.852.1708 or 1.800.478.7337, ext. 1708.



# Student Rights and Responsibilities

## Student Responsibility

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

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

## Accommodation for Persons with Disabilities

**Iñisaavik** College will make reasonable accommodations to allow students with disabilities to attend classes. Inquiries should be directed to: **Iñisaavik** College, Registrar's Office, PO Box 749, Barrow, Alaska 99723 or by calling 1.907.852.3333, 907.852.1788 or 1.800.478.7337.

## Freedom from Discrimination

**Iñisaavik** 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 EEO Officer at 852.1788.

## 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.

## Student Conduct

Whether occurring on or off campus, all students are expected to obey all local, state and federal laws. The following constitute violations of the code of conduct while on campus, while in class, or while representing the college at a community event:

- smoking in undesignated areas
- the possession, manufacturing, transportation, use, sale, distribution or being perceptibly under the influence of any alcoholic beverage or illegal drug, including unauthorized prescription drugs
- threatening or causing a danger or harm to persons, properties, facilities or institutional operations
- knowingly providing false information, making false statements or filing false charges against the college, its employees, or students
- forgery, or alteration or misuse of official college documents, records, funds, or documents of identification
- theft from or damage to facilities or properties belonging to the college or members of the college community
- failure to comply with the directions of college officials in the legitimate performance of their duties
- possession of firearms or other weapons, even if licensed to do so, on campus
- setting off or tampering with any emergency or security equipment, alarms or devices

- unauthorized access to a computer system or electronic equipment owned by the college, including copyrighted property
- engaging in harassment, sexual or otherwise, toward any member of the college community; engaging in lewd, indecent, or obscene behavior; or using college resources to view or produce lewd, indecent, or obscene material
- unauthorized entry into any locked or secured college property
- participating in an activity that materially or substantially interferes with the legitimate functions of the college or the private rights and privileges of others
- failure to comply with a request to identify oneself

## 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 **Iñisaávik** 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.

## 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.

Generally, the intervention group will meet as soon as possible after the members are notified of a problem or violation that may not be resolved informally. The intervention group may be comprised of the Student Services Director, Student Advocate, the student advisor, instructor(s), and one or more student representatives.

The intervention group will be guided by the Iñupiaq values in resolving problems and making recommendations.

The intervention group reviews and evaluates the complaint. The student may present information to aid in the recommendation for problem resolution. Should the student not attend the interview, the intervention group will review the facts of the case in the student's absence. The group may create behavior contracts on behalf of the college and may recommend disciplinary actions it deems appropriate, up to and including expulsion from a student's educational program and/or the residential center.

If the student disagrees with the recommendations of the intervention group, the case will be referred to the Dean of Instruction and Workforce Development. The Dean will review the recommendation and may interview intervention group members, students and others to determine if the recommendation was appropriate. If the Dean finds the recommendation to be valid, the recommendation will be upheld. If the student continues to disagree, the matter may be referred to the President. The President may choose to review the case, appoint a designee to review the case, or take no action. If the President chooses not to intervene, the recommendation stands.

## 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, Iñisaávik 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 upon request from the college facilities manager.

### WILDLIFE ON CAMPUS

Iñisaávik is located on the Chukchi Sea. It is common to see arctic foxes and polar bears 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.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act 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, Gender.

## 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:

1. 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 and Workforce Development, or other appropriate official, written requests that identify the record(s) they wish to inspect.
2. 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.
3. 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.
4. 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.
5. THE RIGHT TO file a complaint with the US Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

## Directory Information

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

Directory Information at **Iñisaávik** College:

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

## Student Services

Student leaders and staff in student services invite all students to explore the services and student programs offered through **Iñisaavik** College. Barrow and village-based student services staff provide individualized student assistance, advocacy, strength-based counseling, referral services and academic assistance. Life-skills and college-success seminars are scheduled on a regular basis. Our Iñupiaq values are the foundation for all programs and services.

## Student Government

In keeping with the long-time regional goal of self-determination and governance, **Iñisaavik** College strongly encourages its students to participate in leadership building activities. **Iñisaavik**'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 907.852.1809.

## Service to Our Community

**Iñisaavik** 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 Organizations

Students have joined together to form an **Iñisaavik** 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 at the beginning of each semester that allows students to become familiar with their college. Orientation occurs 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 student services, orientation assists students through the registration and enrollment process.

## Recreation and Cultural Activities

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

Student Services maintains a recreation center on the main college campus. It is equipped with a basketball court, ping-pong and pool tables, weight machines, treadmill, stair steppers and other recreational equipment. Hours are posted on the **Iñisaávik** web site.

## Computer Services

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

### EMAIL ACCOUNTS

Email accounts are available to all students, staff and faculty. Visit the website for more information.

### COMPUTER LABS

Open computer labs for all students are located at the main campus. These labs are generally accessible weekdays, evenings, and Saturdays, with specific hours for each posted at their location. An additional lab with programs for academic and recreational use by residential students is available in the residential center. Additional computers are available at the Tuzzy Consortium Library and through the village liaison offices located in the North Slope Borough Teleconference Center in each village.

Computing services are free to **Iñisaávik** students. Students using computers for academic purposes in open labs have priority over students using computers for other purposes. Students may obtain access to the Internet by filling out a network access form obtained from IS. Call 907.852.1878 for forms and information or e-mail: [helpdesk@ilisagvik.cc](mailto:helpdesk@ilisagvik.cc).

### USERS OF COLLEGE COMPUTER LABS ARE EXPECTED TO:

- Respect the privacy of other users and their material
- Treat all computer equipment with care
- Maintain the integrity of the networks by not altering the network software or data
- Comply with all proper use requirements, including ethical and legal use of software

## Bookstore

The **Iñisaávik** College Bookstore is located in the main lobby near the Reception Desk. The bookstore stocks required and recommended textbooks, course materials, study aids, books of local interest, and **Iñisaávik** wear. Books can be purchased on-site or by email or telephone. Books can be paid for through financial aid, credit cards, cash, checks or money orders. For questions, or to place an order, email [gail.kaliss@ilisagvik.cc](mailto:gail.kaliss@ilisagvik.cc) or call 907.852.1815, or 1.800.478.7337, extension 1815.

## Distance Education

**Iñisaávik** College offers distance education via web-based courses, video technology, teleconference and independent study. Services are provided in each village across the North Slope Borough. Village liaisons assist students in applying to **Iñisaávik**, registering them for courses, training them in the use of computers and referring them for available financial aid. Each village has computers for use in college studies.

The **Iñisaávik** College Distance Education Coordinator can provide training and materials to assist students in distance education courses. For more information, please contact Rob Carrillo at [rob.carrillo@ilisagvik.cc](mailto:rob.carrillo@ilisagvik.cc) (852.1706)



## 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 **Iñsaavik** 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 <http://www.ilisagvik.cc/tuzzy.html>. This system is a shared partnership with the University of Alaska Fairbanks. All of the holdings of the library and its branches in North Slope villages, as well as all branches of UAF, can be searched through this link.

The library is a member of Online Computer Library Center (OCLC), the largest library database service in the world. OCLC provides shared cataloging and interlibrary (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.

The Tuzzy Consortium Library, located in the Iñupiat Heritage Center on North Star Street, is open six days a week, Monday through Thursday from 12:00 p.m. to 9:00 p.m. and Friday and Saturday from 12:00 p.m. to 5:00 p.m. The library can be contacted at 907.852.4050.

## Academic Assistance

Assistance is available for **Iñsaavik** students, other college students and community members who need academic support. Faculty and staff provide assistance in English, math, computing and program-specific coursework. The Academic Assistance Center is located in the main building at the NARL campus or students may access assistance online or by phone. For more information, visit our website.

## Adult Basic Learning Program

The **Iñsaavik** College Adult Learning Center, located in the Savaat Center, 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 and individual study plans. Students work at their own paces. All services are free. The Adult Learning Center is an open entry/open exit program. Each village also has an adult basic education (ABE) program. Contact the main office of the Adult Learning Center at 852.1741.

## General Education Development: (GED) Testing

Iñisaavik offers GED preparation and testing at the Adult Learning Center. Students wishing to earn a high school equivalency diploma from the Alaska State Department of Labor may register at any time. Sixteen and seventeen year-old students must be officially separated from their school districts to enroll and must have written agreement from their parent or guardian.

## 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.

## Student Employment

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

## Job Placement

The job placement office is located in the Iñisaavik College human resources office on the main campus. The job board there lists jobs available on-slope and statewide. The office also provides access to online worldwide employment opportunities.

The Savaat Center on the 2nd floor of the Wells Fargo Bank building in Barrow also provides career counseling and job placement assistance.

## Internships

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

## Food Services

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

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

The meal plan includes breakfast, lunch and dinner Monday through Saturday, and brunch and dinner on Sundays. All in-cafeteria meals are buffet style, all you can eat. “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 until after closing time or under special circumstances for students who cannot be in the dining room during the regular meal hours.

### CAMPUS DINING EXPECTATIONS AND POLICIES SPECIAL DIETARY NEEDS

- Patrons are expected to consume the food they select. Guests are encouraged to enjoy all-you-can-eat 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 dinner 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. Plastic ware is available if meals are taken “to go.” Unused meals may not be transferred to any other person.
- Dining customers are expected to return trays of used dishes to the dish return rack.
- Alaska health laws require patrons to wear a shirt and shoes in the dining areas.
- Guests are welcome but must pay for their meals with cash, a check or a 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

**Iñisaávik's** Food Services is operated by the College. Kitchen & Cook staff often help with many of the student activities and special events for students on campus throughout the school year.

Examples of such activities may include:

- Welcome Bar-b-que
- Traditional Potlucks
- Invite-an-Elder-to-Dinner Day
- Get-to-Know-Your-Instructor Day
- Traditional St. Patrick's Day Dinner

# Student Housing

## RESIDENTIAL SERVICES\*

IISAQTUAT TUKKUMAVIAT -

A PLACE FOR STUDENTS TO FEEL AT HOME

**Iñisaávik** College operates a residential facility for full-time students. A cafeteria, lounge area, limited recreation equipment, laundry services, and dormitory housing are available for students. The center is supervised by a Dorm Parent 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. Residential students are required to attend various seminars throughout the semester which are designed to increase their success in all facets of college life.

\*For updates to dorm polices, please read the dorm student handbook.

## 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 at the Main Campus Building and the North Slope Borough Teleconference offices.

Admission to school residential facilities will be on a "first come, first serve" 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 unless approved by the Dean of Instruction and Workforce Development.

## FAMILY HOUSING

**Iñisaávik** has limited family housing available. Students requiring family housing must follow the application and admission procedure described above. The Director of Student Development works with TNHA to secure appropriate living space for eligible students and their families. All family housing is off campus.

# Programs

## ► Associate of Arts Degree

### ► Teachers for the Arctic

### ► Inupiaq Studies

- Inupiaq Fine Arts Certificate
- Inupiaq Language Certificate
- Inupiaq Studies Associate of Arts Degree

## ► Allied Health

### ASSOCIATE OF APPLIED SCIENCE

- Allied Health

### CERTIFICATE PROGRAMS

- Allied Health
- Medical Coding Specialist

### TRAINING PROGRAMS

- Dental Assistant Trainee
- Certified Nurse Aide
- Personal Care Attendant

## ► Business

### ASSOCIATE OF APPLIED SCIENCE

- Accounting
- Business and Management
- Office Administration

### CERTIFICATE PROGRAMS

- Accounting
- Accounting Technician I and II

### BUSINESS AND MANAGEMENT

- Excellence in Public Service
- Grants Management
- Public Management Certificate
- Village - Tribal Management
- Business Specialist I and II
- Entrepreneurship/Small Business-Management Certificate

### OFFICE ADMINISTRATION

- Office Administration I and II

## ► Information Technology

- IC-3-Internet & Computer Core Certification
- COMP TIA A+ Certification
- COMP TIA Network+ Certification
- Information Technology Specialist I & II

## ► Emergency Services

### ASSOCIATE OF APPLIED SCIENCE

- Emergency services

### CERTIFICATE PROGRAMS

- EMT: Emergency Medical Technician I
- Firefighter I

## ► Vocational Trades

### CERTIFICATE PROGRAMS

- Carpentry I
- Electrical I & II Basic
- Electrical I & II Advanced
- Plumbing I & II
- Pipeline Insulation I
- Scaffolding I
- Pipefitting I

## ► Heavy Equipment Operations

### CERTIFICATE PROGRAMS

- Heavy Truck Operations
- Heavy Equipment Operations
- Vac-Truck Operations

## ► Community and Workforce Development

### ► Adult Basic Education (ABE)

### ► General Education Diploma (GED)

### ► Jump Start

### ► Distance Education



# Associate of Arts Degree

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 may wish to attend after completing their work at **Iñisaavik**. 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:

1. Identify and ask focused questions; apply scientific methodology including observation, hypothesis formulation and testing, and evaluation of evidence in laboratory, academic, and everyday situations.
2. Perform mathematical calculations involving counting, arithmetical operations, algebra, and the evaluation of functions.
3. Construct and analyze graphs and tables and translate from one form to another.
4. Critically evaluate complex communication in literary, social, cultural and/or scientific documents.
5. Communicate complex ideas clearly both in written and spoken English.

6. Demonstrate an understanding of Iñupiaq world view through history, language, performing and/or fine arts traditions.
7. Demonstrate an understanding of the history, values, arts, traditions and knowledge systems of world cultures including indigenous peoples.
8. 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.
9. Demonstrate basic computer literacy including Internet access, electronic communications (email and attachments), and basic software applications including word processing.
10. 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.

## Associate of Arts Degree

### COURSE REQUIREMENTS

### CREDITS

#### COMMUNICATIONS (9 CREDITS)

|           |                                    |   |
|-----------|------------------------------------|---|
| COMM 131X | Fundamentals of Oral Communication | 3 |
| ENGL 111X | Methods of Written Communication   | 3 |

*Complete ONE of the following:*

|           |  |   |
|-----------|--|---|
| ENGL 211X | Intermediate Exposition with Modes of Literature | 3 |
| ENGL 213X | Intermediate Exposition with Expository Prose    | 3 |

#### MATHEMATICS, SCIENCE AND TECHNOLOGY (11-12 CREDITS)

|         |   |   |
|---------|---|---|
| MATH    | MATH 103X, Math 105, or Math 107X                     | 3 |
| IT 100  | Essential Computer Skills (or demonstrate competency) | 1 |
| LS 101X | Library Information and Research                      | 1 |

*Complete ONE of the following:*

|           |                                   |   |
|-----------|-----------------------------------|---|
| BIOL 100X | Human Biology                     | 4 |
| BIOL 103X | Biology and Society               | 4 |
| BIOL 104X | Natural History of Alaska         | 4 |
| GEOS 100X | Introduction to Earth Science     | 4 |
| CHEM 103  | Introduction to General Chemistry | 4 |

*Complete ONE:*

|                          |   |
|--------------------------|---|
| Math or Science Elective | 3 |
|--------------------------|---|

#### IÑUPIAQ STUDIES (6 CREDITS)

Complete 6 credits in 100 or 200 level INU language and/or culture courses.

**Associate of Arts Degree** *Course Requirements Continued***Humanities and Social Science (15 credits)**

| Complete 15 credits (3 credits from each column): see note 2 for exception  |                                    |  |                              |   |
|---|------------------------------------|--|------------------------------|---|
| A.<br>Indigenous Peoples Perspectives   | B.<br>Art and Culture Perspectives | C.<br>Global Perspectives                    | D.<br>US Perspectives        | E.<br>Individual and the Community Perspectives |
| ANTH 242<br>Native Cultures of Alaska   | ART 200X<br>Aesthetic Appreciation | HIST 100X<br>Modern World History            | HIST 117 US<br>History       | PSY 101<br>Introduction to Psychology           |
| HIST 115 Alaska, Land and Its People  | HUM 201X<br>Unity in the Arts      | ANTH 100X<br>Individual, Society and Culture | PS 100X<br>Political Economy | PSY 150<br>Lifespan Development                 |
| ANS 240 Alaska Natives in Film  |                                    | ENGL 200X<br>World Literature                |                              | JUST 110<br>Introduction to Justice             |
| INU 220/320<br>North Slope Inupiaq History, Language, and Culture   |                                    |  |                              | SWK 103<br>Introduction to Social Work          |
| HIST 200 Native American History  |                                    |  |                              | Any 3 credit HST course                         |
| ART 210<br>Introduction to Inuit Art  |                                    |  |                              |   |
| <b>General Electives (18 – 19 credits)</b>  |                                    |  |                              |   |
| Select any combination of 100 or 200 level courses<br>NO COURSE CAN BE COUNTED MORE THAN ONCE TO MEET A REQUIREMENT IN MORE THAN ONE CATEGORY |                                    |  |                              |   |
|   |                                    |  |                              | 18 – 19   |
| <b>ASSOCIATE OF ARTS – TOTAL CREDITS</b>  |                                    |  |                              | <b>60</b>                                       |

## Notes:

1. All credits must be at the 100 level or above with at least 20 credits at the 200 level.
2. Two semester-length courses in a non-English language (e.g. Inupiaq) may substitute for one (3 credit hours) of the required Humanities and Social Science courses.
3. 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.



# Teachers for the Arctic

Teachers for the Arctic is a teacher preparation program at **Iłisaávik**, 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 **Iłisaávik** 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 **Iłisaávik** 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 Iñupiaq people 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 Iñupiaq 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 **Iłisaávik**. 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 and 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.

Contact Martha Stackhouse at 852.6704 or email: [martha.stackhouse@ilisagvik.cc](mailto:martha.stackhouse@ilisagvik.cc)



The Inupiaq Studies 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.

### **Inupiaq 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 coordinator when s/he sees evidence of potential success.

#### **COURSE REQUIREMENTS**

#### **CREDITS**

|         |  |   |
|---------|--|---|
| ART 105 | Beginning Drawing                        | 3 |
| ART 210 | Introduction to Inuit Art                | 3 |
| ART 220 | Fundamentals of Carving                  | 3 |
| INU 257 | Traditional and Contemporary Skin Sewing | 3 |
|         | <i>Complete ONE of the following:</i>    |   |
| ART 113 | Introduction to Painting                 | 3 |
| ART 201 | Beginning Ceramics                       | 3 |
| ART 212 | Baleen Art                               | 3 |
| ART 224 | Beginning Photography                    | 3 |

#### **INUPIAQ FINE ARTS CERTIFICATE – TOTAL CREDITS**

**15**

\*With the approval of the Inupiaq Studies Coordinator, other Art courses may occasionally be substituted for up to 3 credits.

## Iñupiaq Language Certificate

Students who wish to pursue the Certificate in Iñupiaq Language must meet the general requirements for admission to the College.

| COURSE REQUIREMENTS                                 |  | CREDITS   |
|---|--|-----------|
| INU 102   | Conversational Iñupiaq I                             | 3         |
| INU 103   | Conversational Iñupiaq II                            | 3         |
| INU 111   | Elementary Iñupiaq I                                 | 3         |
| INU 112   | Elementary Iñupiaq II                                | 3         |
| <i>Complete ONE of the following:</i>               |  |           |
| INU 210   | Iñupiaq Land Use Values and Resources                | 3         |
| INU 220   | North Slope Iñupiaq History,<br>Language and Culture | 3         |
| <b>IÑUPIAQ LANGUAGE CERTIFICATE – TOTAL CREDITS</b> |  | <b>15</b> |

Students who can demonstrate proficiency in INU 102 and/or INU 103 may petition to have this requirement waived and receive the certificate with other electives approved by the program coordinator.

## Iñupiaq Studies Associate of Arts Degree

### 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.

- Be able to develop objects of art in the Iñupiaq style using at least three different media.
- Refine artistic skills in one or more media.
- Be able to create Iñupiaq cultural objects for sale.
- Demonstrate increased understanding of the relationship of Iñupiaq culture to the land.

### PROGRAM OUTCOMES

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

- Achieve a fundamental knowledge of Iñupiaq pronunciation and/or grammatical construction.
- Gain an appreciation of the centrality of language to culture.
- Gain a basic understanding of the influences on Iñupiaq art across the circumpolar north.
- Enhance their artistic appreciation.

# Iñupiaq Studies AA Degree

## COURSE REQUIREMENTS

CREDITS

### COMMUNICATIONS (9 CREDITS)

|           |                                    |   |
|-----------|------------------------------------|---|
| ENGL 111X | Methods of Written Communication   | 3 |
| COMM 131X | Fundamentals of Oral Communication | 3 |

*Complete ONE of the following:*

|           |  |   |
|-----------|--|---|
| ENGL 211X | Intermediate Exposition with Modes of Literature | 3 |
| ENGL 213X | Intermediate Exposition with Expository Prose    | 3 |

### MATHEMATICS, SCIENCE AND TECHNOLOGY (11-12 CREDITS)

|         |   |   |
|---------|---|---|
| MATH    | MATH 103X, 105, or 107X                               | 3 |
| IT 100  | Essential Computer Skills (or demonstrate competency) | 1 |
| LS 101X | Library Information and Research                      | 1 |

*Complete ONE of the following:*

|           |                                   |   |
|-----------|-----------------------------------|---|
| BIOL 100X | Human Biology                     | 4 |
| BIOL 103X | Biology and Society               | 4 |
| BIOL 104X | Natural History of Alaska         | 4 |
| GEOS 100X | Introduction to Earth Science     | 4 |
| CHEM 103  | Introduction to General Chemistry | 4 |

*Complete ONE:*

|                          |  |   |
|--------------------------|--|---|
| Math or Science Elective |  | 3 |
|--------------------------|--|---|

Complete 15 credits (3 credits from each column): See note \* below.

| A.<br>Indigenous Peoples<br>Perspectives                                | B.<br>Art and Culture<br>Perspectives | C.<br>Global<br>Perspectives                       | D.<br>US<br>Perspectives        | E.<br>Individual<br>and the<br>Community<br>Perspectives                |
|---|---------------------------------------|--|---------------------------------|---|
| ANTH 242 Native<br>Cultures of Alaska                                   | ART 200X<br>Aesthetic<br>Appreciation | HIST 100X<br>Modern World<br>History               | HIST 117 US<br>History          | PSY 101<br>Introduction to<br>Psychology                                |
| HIST 115 Alaska,<br>Land and Its People                                 | HUM 201X<br>Unity in the Arts         | ANTH 100X<br>Individual,<br>Society and<br>Culture | PS 100X<br>Political<br>Economy | PSY 150<br>Lifespan<br>Development                                      |
| ANS 240 Alaska<br>Natives in Film                                       |                                       | ENGL 200X<br>World Literature                      |                                 | JUST 110<br>Introduction to<br>Justice                                  |
| INU 220/320 North<br>Slope Iñupiaq<br>History, Language,<br>and Culture |                                       |  |                                 | SWK 103<br>Introduction to<br>Social Work<br>Any 3 credit<br>HST course |
| HIST 200 Native<br>American History                                     |                                       |  |                                 |   |
| ART 210<br>Introduction to<br>Inuit Art                                 |                                       |  |                                 |   |

\*Two semester-length courses in a non-English language (e.g. Iñupiaq) may substitute for one (3 credit hours) of the required Humanities and Social Science courses.

| Iñupiaq Studies (24 credits)     |  |   |           |          |
|----------------------------------|--|---|-----------|----------|
| <b>IÑUPIAQ LANGUAGE</b>          | <b>(Select 6 credits from the following courses)</b> |   |           |          |
|                                  | IÑU 102  | Conversational Iñupiaq I                            | 3 cr      |          |
|                                  | IÑU 103  | Conversational Iñupiaq II                           | 3 cr      |          |
|                                  | IÑU 111  | Elementary Iñupiaq I                                | 3 cr      |          |
|                                  | IÑU 112  | Elementary Iñupiaq II                               | 3 cr      | <b>6</b> |
| <b>IÑUPIAQ ART AND CULTURE</b>   | ART 210  | Introduction to Iñuit Art                           | 3 cr      |          |
|                                  | or<br>IÑU 220  | North Slope Iñupiaq History, Language and Culture   | 3 cr**    | <b>3</b> |
| <b>IÑUPIAQ STUDIES ELECTIVES</b> | <b>(Select 6 credits from the courses listed)</b>    |   |           |          |
|                                  | ART 220  | Fundamentals of Carving                             | 3 cr      |          |
|                                  | IÑU 210  | Iñupiaq Land Use Values and Resources or equivalent | 3 cr**    |          |
|                                  | IÑU 257  | Traditional and Contemporary Skin Sewing            | 3 cr      |          |
|                                  | IÑU 260  | Iñupiaq Songs, Dances and Drumming                  | 3 cr      | <b>6</b> |
|                                  | <b>(Select 6 credits from the courses listed)</b>    |   |           |          |
|                                  | ART 105  | Beginning Drawing                                   | 3 cr      |          |
|                                  | ART 113  | Introduction to Painting                            | 3 cr      |          |
|                                  | ART 201  | Beginning Ceramics                                  | 3 cr      |          |
|                                  | ART 212  | Baleen Art  | 3 cr      |          |
| ART 224                          | Beginning Photography                                | 3 cr  | <b>6</b>  |          |
|                                  | <b>Electives</b>                                     | 3 cr  | <b>3</b>  |          |
| <b>TOTAL</b>                     |  |   | <b>60</b> |          |

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

**THE TWO YEAR CLASS ROTATION IS AS FOLLOWS:**

**Fall (odd # years)**

|         |   |     |
|---------|---|-----|
| ART 105 | Beginning Drawing                                 | (3) |
| ART 210 | Intro to Iñuit Art                                | (3) |
| IÑU 102 | Conversational Iñupiaq I                          | (3) |
| IÑU 111 | Elementary Iñupiaq I                              | (3) |
| IÑU 257 | Traditional and Contemporary Skin Sewing          | (3) |
| IÑU 220 | North Slope Iñupiaq History, Language and Culture | (3) |

**Summers**

|         |                                       |     |
|---------|---------------------------------------|-----|
| IÑU 210 | Iñupiaq Land Use Values and Resources | (3) |
|---------|---------------------------------------|-----|

**Fall (even # years)**

|             |   |     |
|-------------|---|-----|
| ART 105     | Beginning Drawing                                 | (3) |
| IÑU 102     | Conversational Iñupiaq I                          | (3) |
| IÑU 111     | Elementary Iñupiaq I                              | (3) |
| IÑU 257     | Traditional and Contemporary Skin Sewing          | (3) |
| IÑU 220/320 | North Slope Iñupiaq History, Language and Culture | (3) |

**Spring (even # years)**

|         |                                    |     |
|---------|------------------------------------|-----|
| ART 113 | Introduction to Painting           | (3) |
| ART 212 | Baleen Art                         | (3) |
| ART 220 | Fundamentals of Carving            | (3) |
| ART 224 | Beginning Photography              | (3) |
| IÑU 103 | Conversational Iñupiaq II          | (3) |
| IÑU 112 | Elementary Iñupiaq II              | (3) |
| IÑU 260 | Iñupiaq Songs, Dances and Drumming | (3) |

**Spring (odd # years)**

|         |                           |     |
|---------|---------------------------|-----|
| ART 113 | Introduction to Painting  | (3) |
| ART 201 | Beginning Ceramics        | (3) |
| ART 212 | Baleen Art                | (3) |
| ART 220 | Fundamentals of Carving   | (3) |
| IÑU 103 | Conversational Iñupiaq II | (3) |
| IÑU 112 | Elementary Iñupiaq II     | (3) |



# Allied Health

Allied Health Programs prepare local residents for health careers. In addition to academic offerings, **Iñsaávik** College collaborates with the Arctic Slope Native Association and the North Slope Borough in offering internship experience. Some programs will be offered as employment opportunities become available, for example, the Dental Assistant Trainee program and the Certified Nurse Aide and Personal Care Attendant training programs.

## ADMISSION REQUIREMENTS AND PREREQUISITES

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

## Associate of Science Degree in Allied Health

### 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.

## Associate of Science in Allied Health

| COURSE REQUIREMENTS  |   | CREDITS   |
|--|---|-----------|
| HLTH 101   | Introduction to Health Professions                | 3         |
| HLTH 204   | Medical Terminology                               | 3         |
| BIOL 100X  | Human Biology                                     | 4         |
| BIOL 211X  | Human Anatomy and Physiology I                    | 4         |
| BIOL 212X  | Human Anatomy and Physiology II                   | 4         |
| Allied Health electives (see Allied Health advisor)          |   | 23        |
| GENERAL REQUIREMENTS:  |   |           |
| COMM 131X  | Fundamentals of Oral Communication                | 3         |
| ENG 111X   | Methods of Written Communication                  | 3         |
| MATH 105   | Basic College Algebra                             | 3         |
| LS 101X  | Library Information and Research                  | 1         |
| <i>Complete ONE of the following:</i>                        |   |           |
| PSY 101  | Introduction to Psychology                        | 3         |
| PSY 150  | Lifespan Development                              | 3         |
| <i>Complete ONE of the following:</i>                        |   |           |
| ANTH 100X  | Individuals, Society and Culture                  | 3         |
| BUS 155  | Human Relations                                   | 3         |
|  | Humanities or Human Services elective             | 3         |
| <i>Complete ONE of the following:</i>                        |   |           |
| INU 111  | Elementary Iñupiaq I                              | 3         |
| INU 112  | Elementary Iñupiaq II                             | 3         |
| INU 210  | Iñupiaq Land Use Values and Resources             | 3         |
| INU 220  | North Slope Iñupiaq History, Language and Culture | 3         |
| ANTH 242   | Native Cultures of Alaska                         | 3         |
| HIST 115   | Alaska, Land and its People                       | 3         |
| <b>ASSOCIATE OF SCIENCE IN ALLIED HEALTH – TOTAL CREDITS</b> |   | <b>60</b> |

### Allied Health Electives

A variety of electives can be chosen from the list below. The combination of electives that best fits the student will depend on 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. The student should contact the Allied Health advisor for more information on these choices.

|           |                                   | CREDITS |
|-----------|-----------------------------------|---------|
| BIOL 105  | Fundamentals of Biology I         | 4       |
| BIOL 106  | Fundamentals of Biology II        | 4       |
| BIOL 240  | Introduction to Microbiology      | 4       |
| CHEM 103  | Introduction to General Chemistry | 4       |
| HLTH 103  | Introduction to Nutrition         | 3       |
| HLTH 270  | Introduction to Pathology         | 3       |
| HLTH 271  | Introduction to Pharmacology      | 3       |
| HLTH 299  | Allied Health Internship          | 1-3     |
| MATH 107X | Functions of Calculus             | 4       |
| PSY 240   | Developmental Psychology          | 3       |
| SWK103    | Introduction to Social Work       | 3       |

## Human Services

For students interested in Human Services, please follow the requirements for the Associate of Arts degree. Contact the Allied Health advisor for more information. The following courses would be added for the general electives under that degree:

|         |  | <b>CREDITS</b> |
|---------|--|----------------|
| HST 125 | Introduction to Addictive Processes      | 3              |
| HST 205 | Basic Principles of Group Counseling     | 3              |
| HST 210 | Crisis Intervention and Grief Counseling | 3              |
| HST 215 | Individual Interviewing and Assessment   | 3              |
| HST 255 | Substance Abuse Counseling               | 3              |
| HST 260 | History of Alcohol in Alaska             | 1              |
| HST 271 | Ethics in Human Service                  | 3              |

## Allied Health Certificate

### PROGRAM OUTCOMES

Upon successful completion of the Allied Health Science 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.

## Allied Health Certificate

### COURSE REQUIREMENTS

|   |                                       | <b>CREDITS</b> |
|---|---------------------------------------|----------------|
| HLTH 101  | Introduction to Health Professions    | 3              |
| HLTH 204  | Medical Terminology                   | 3              |
| BIOL 100X   | Human Biology                         | 4              |
| BIOL 211X   | Human Anatomy and Physiology I        | 4              |
| BIOL 212X   | Human Anatomy and Physiology II       | 4              |
| Allied Health electives (see Allied Health advisor) |                                       | 6              |
|   | <i>Complete ONE of the following:</i> |                |
| PSY 101   | Introduction to Psychology            | 3              |
| PSY 150   | Lifespan Development                  | 3              |
| SWK 103   | Social Work in Human Services         | 3              |
|   | <i>Complete ONE of the following:</i> |                |
| MATH 105  | Basic College Algebra                 | 3              |
| BUS 105   | Business Math                         | 3              |
|   | <i>Complete ONE of the following:</i> |                |
| COMM 131X   | Fundamentals of Oral Communication    | 3              |
| ENG 111X  | Methods of Written Communication      | 3              |
| <b>ALLIED HEALTH CERTIFICATE – TOTAL CREDITS</b>    |                                       | <b>33</b>      |

# Medical Coding Specialist Certificate

## PROGRAM OUTCOMES

Upon successful completion of the Certificate of Medical Coding Specialist 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.

## Medical Coding Specialist

### COURSE REQUIREMENTS

### CREDITS

|  |  |           |
|--|--|-----------|
| BIOL 100X  | Human Biology  | 4         |
| HLTH 204   | Medical Terminology                                  | 3         |
| HLTH 270   | Introduction to Pathology                            | 3         |
| HLTH 271   | Introduction to Pharmacology                         | 3         |
| HLTH 299   | Allied Health Internship                             | 1-3       |
| 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 and Reimbursement | 3         |
| GENERAL REQUIREMENTS:  |  |           |
| <i>Complete ONE of the following</i>                         |  |           |
| BUS 105  | Business Math  | 3         |
| MATH 105   | Basic College Algebra                                | 3         |
| <i>Complete ONE of the following:</i>                        |  |           |
| COMM 131X  | Fundamentals of Oral Communication                   | 3         |
| ENG 111X   | Methods of Written Communication                     | 3         |
| <b>MEDICAL CODING SPECIALIST CERTIFICATE – TOTAL CREDITS</b> |  | <b>32</b> |

## Dental Assistant Trainee

### 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

### Dental Assistant Trainee Program Courses

### CREDITS

|           |                         |   |
|-----------|-------------------------|---|
| HLTH D101 | Essentials of Dentistry | 3 |
| HLTH D121 | Chairside Procedures I  | 4 |

## Pre-Nursing Training Programs

### PROGRAM OUTCOMES

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

### Pre-Nursing Training Program courses

### CREDITS

|          |                         |   |
|----------|-------------------------|---|
| HLTH 107 | Certified Nurse Aide    | 9 |
| HLTH 111 | Personal Care Attendant | 4 |
| HLTH 113 | PCA to CNA Bridge       | 5 |



# Business

## 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.
- The certificates ultimately count towards an Associate of Applied Science degree, which is the highest level of employment readiness offered by **Iñsaávik** College.

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.

### ADMISSION REQUIREMENTS AND PREREQUISITES

Students must meet general admissions requirements.

### 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.

*continued page 61*

## ACCOUNTING PROGRAM OUTCOMES CONTINUED

- 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.

## Accounting Technician I and II Certificates

### Accounting Technician I

| COURSE REQUIREMENTS                            |                                  | CREDITS   |
|--|----------------------------------|-----------|
| BUS 101  | Principles of Accounting I       | 3         |
| BUS 105  | Business Math                    | 3         |
| BUS 151  | Introduction to Business         | 3         |
| IT 140   | Computer Spreadsheets A, B, C    | 3         |
| <i>Complete ONE of the following:</i>          |                                  |           |
| BUS 155  | Human Relations                  | 3         |
| ANTH 100X                                      | Individuals, Society and Culture | 3         |
| <b>ACCOUNTING TECHNICIAN I – TOTAL CREDITS</b> |                                  | <b>15</b> |

### Accounting Technician II

| COURSE REQUIREMENTS                                   |   | CREDITS   |
|---|---|-----------|
| COMPLETE THE REQUIREMENTS FOR ACCOUNTING TECHNICIAN I |   | 15        |
| BUS 112   | Principles of Economics                     | 3         |
| BUS 201S  | Principles of Accounting II                 | 3         |
| BUS 254   | Introduction to Organizational Management   | 3         |
| <i>Complete ONE of the following:</i>                 |   |           |
| ENGL 111X*  | Methods of Written Communication            | 3         |
| CCS 103   | Introduction to Professional Communications | 3         |
| <i>Complete ONE of the following:</i>                 |   |           |
| IT 127  | Computers as Problem Solving Tools          | 3         |
| IT 130  | Computer Word Processing A, B, and C        | 3         |
| IT 150  | Computer Databases A, B, and C              | 3         |
| <b>ACCOUNTING TECHNICIAN II – TOTAL CREDITS</b>       |   | <b>30</b> |

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

## Associate of Applied Science in Accounting

This two-year Associate of Applied Science program is designed to place students on a pathway towards a supervisory position in an accounting and financial office environment.

| COURSE REQUIREMENTS                                    |                                    | CREDITS   |
|--|------------------------------------|-----------|
| Complete the requirements for Accounting Technician II |                                    | 30        |
| COMMUNICATIONS   |                                    |           |
| COMM 131X  | Fundamentals of Oral Communication | 3         |
| BUS 220  | Applied Business Communications    | 3         |
| BUSINESS – MANAGEMENT                                  |                                    |           |
| BUS 114  | Payroll Accounting                 | 3         |
| BUS 232  | Contemporary Management Issues     | 3         |
| BUS 233  | Financial Management               | 3         |
| BUS 239  | Culture and Management             | 3         |
| BUS 241  | Business Law                       | 3         |
| BUS 245  | Computerized Accounting            | 3         |
| ELECTIVES  |                                    |           |
| BUS, IT, PADM, or TM Electives                         |                                    | 6         |
| <b>AAS IN ACCOUNTING – TOTAL CREDITS</b>               |                                    | <b>60</b> |

## Business & Management Programs

### PROGRAM OVERVIEW

**Iñsaávik** 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 **Iñsaávik** College.

### Certificate of Excellence in Public Service

The Certificate of Excellence in Public Service program is designed to assist non-supervisory employees in strengthening skills required in an ever-changing workplace.

#### ADMISSION REQUIREMENTS AND PREREQUISITES

Students must meet general admissions requirements.

#### PROGRAM OUTCOMES

Upon successful completion of the Certificate of Excellence in Public Service, graduates are able to:

- Understand organizational mission, values, policies, and roles within public/non-profit service on the North Slope that lead and contribute to organizational effectiveness and success.
- Display the ability to resolve conflict and manage change.
- Communicate effectively and confidently through presentation, electronic, verbal and nonverbal communication

*continued page 63*

**CERTIFICATE OF EXCELLENCE IN PUBLIC SERVICE CONTINUED**

- Apply stress and time management techniques to maintain personal and professional well being.
- Manage business affairs with professionalism, integrity and a spirit of inquiry.
- Integrate Iñupiaq knowledge, values and culture into business practice.

**Excellence in Public Service**

| <b>COURSE REQUIREMENTS</b>                          |  | <b>CREDITS</b> |
|---|--|----------------|
| PADM 190  | Critical Employee Skills                                   | 1              |
| PADM 191  | Managing Conflict in the Changing Workplace                | 1              |
| PADM 104/ BUS 106                                   | Time Management  | 1              |
| PADM 192  | Organizational Excellence through Customer Service         | 1              |
| PADM 196  | Effective Communication in the<br>Multi-Cultural Workplace | 1              |
| <b>EXCELLENCE IN PUBLIC SERVICE – TOTAL CREDITS</b> |  | <b>5</b>       |

If requested, these courses may be offered to specific work groups and can accommodate an independent schedule.

**Grants Management Certificate**

The Grants Management Certificate Program is designed to help students develop a strong foundation in grants management while building math skills and related computer competency.

**ADMISSION REQUIREMENTS AND PREREQUISITES**

Students must meet general admissions requirements.

**PROGRAM OUTCOMES**

Upon successful completion of the Grants Management Certificate, graduates are able to:

- Analyze a program announcement to identify and analyze requirements.
- Draft narrative elements for a hypothetical project.
- Identify the budget considerations for the program using the application package, relevant statutes and regulations and other sources of information.
- Segment the proposed project into components for estimating resources needed to successfully carry out the stated objectives of the federal program.
- Prepare the application budget, including the appropriate computations and budget narrative.
- Develop measurable objectives and assign performance measures.
- Review project applications for the elements of measurable objectives, meaningful measures, and achievable targets.
- Analyze progress reports and develop a technical assistance plan for improving performance.
- Use lessons learned in one project phase to adjust objectives and targets for the next phase.

**Grants Management Certificate**

| <b>COURSE REQUIREMENTS</b>                           |  | <b>CREDITS</b> |
|--|--|----------------|
| BUS 105  | Business Math                          | 3              |
| IT 130   | Computer Word-Processing, Mod. A, B, C | 3              |
| IT 140   | Computer Spreadsheets, Mod. A, B, C    | 3              |
| BUS 253  | Grant Writing Essentials               | 3              |
| BUS 255  | Grant Compliance and Reporting         | 3              |
| <b>GRANTS MANAGEMENT CERTIFICATE – TOTAL CREDITS</b> |  | <b>15</b>      |

# Public Management Certificate

The Public Management Certificate Program (PMCP) is designed to teach the practical skills necessary to assist managers in strengthening managerial and leadership skills required in an ever-changing workplace.

## ADMISSION REQUIREMENTS AND PREREQUISITES

Students must be working as supervisors/managers or be identified as a management trainee by their organization. Completion of the Certificate of Excellence in Public Service is preferred.

## PROGRAM OUTCOMES

Upon successful completion of the Public Management Certificate Program, graduates are able to:

- Understand organizational mission, values, policies and roles within public/non-profit service on the North Slope that lead and contribute to organizational effectiveness and success.
- Communicate effectively and confidently through presentation, electronic, verbal, and nonverbal communication.
- Apply principles of public/non-profit financial management, including but not limited to, preparing and administering a budget, and analyzing data and reports.
- Manage North Slope employees effectively by setting goals, sharing expectations, providing feedback and fair performance evaluations.
- Provide vision and leadership and cooperatively work with teams of employees, colleagues, and supervisors.
- Use appropriate organizational/analytical skills to locate, manage, and apply information to solve simple and complex business problems.
- Apply appropriate employment laws to organizational and personnel processes.
- Manage business affairs with professionalism, integrity, and a spirit of inquiry.
- Integrate Iñupiaq knowledge, values and culture into business practice.

## Public Management Certificate

### COURSE REQUIREMENTS

### CREDITS

|  |  |           |
|--|--|-----------|
| PADM 190   | Critical Employee Skills                                 | 1         |
| PADM 193   | Roles of Management: Supervisor, Mediator, Mentor        | 1         |
| PADM 196   | Effective Communication in the Multi-Cultural Workplace  | 1         |
| PADM 195   | Leadership through Collaboration: from Pyramid to Circle | 1         |
| PADM 104   | Time Management  | 1         |
| PADM 247   | Public Administration                                    | 1         |
| PADM 156   | Employment Law   | 1         |
| PADM 191   | Managing Conflict in the Changing Workplace              | 1         |
| PADM 192   | Organizational Excellence through Customer Service       | 1         |
| PADM 194   | Performance Enhancement and Staff Development            | 1         |
| PADM 197   | Strategic Planning and Development                       | 1         |
| BUS 279  | Economic Development on the North Slope, Module A        | 1         |
| <b>PUBLIC MANAGEMENT CERTIFICATE – TOTAL CREDITS</b> |  | <b>12</b> |

## Village – Tribal Management Certificate

The Village – Tribal Management Certificate Program is designed to teach the practical skills necessary to assist managers in strengthening leadership skills required in a village setting. The program's broad course offerings allow village and tribal organization members to craft an individualized program that meets their professional needs

### ADMISSION REQUIREMENTS AND PREREQUISITES

Students must meet general admissions requirements.

### PROGRAM OUTCOMES

Upon successful completion of the Village/Tribal Management Certificate Program, graduates are able to:

- Understand organizational mission, values, policies, and roles within village/tribal entities on the North Slope that lead and contribute to organizational effectiveness and success.
- Communicate effectively and confidently through presentation, electronic, verbal and nonverbal communication
- Apply principles of tribal financial management, including but not limited to, preparing and administering a budget, and analyzing data and reports.
- Provide vision and leadership and cooperatively work with teams of employees, colleagues, and supervisors.
- Use appropriate organizational/analytical skills to locate, manage, and apply information to solve simple and complex business problems.
- Apply appropriate employment laws to organizational and personnel processes.
- Manage business affairs with professionalism, integrity, and a spirit of inquiry.
- Integrate Iñupiaq knowledge, values and culture into business practice.

## Village – Tribal Management Certificate

### COURSE REQUIREMENTS

### CREDITS

#### MANAGEMENT CORE (5 CREDITS)

|          |   |   |
|----------|---|---|
| PADM 190 | Critical Employee Skills                                    | 1 |
| PADM 193 | Roles of Management: Supervisor, Mediator, Mentor           | 1 |
| PADM 196 | Effective Communication in Multi-Cultural Workplace         | 1 |
| PADM 195 | Leadership through Collaboration:<br>from Pyramid to Circle | 1 |
| TM 105   | Introduction to Tribal Finance                              | 1 |
|          | <i>Complete SEVEN of the following:</i>                     |   |
| BUS 279  | Economic Development on the North Slope, Module A           | 1 |
| PADM 191 | Managing Conflict in the Changing Workplace                 | 1 |
| PADM 197 | Strategic Planning and Development                          | 1 |
| PADM 156 | Employment Law  | 1 |
| TM 101   | Tribal Management, Module A                                 | 1 |
| TM 101   | Tribal Management, Module B                                 | 1 |
| TM 101   | Tribal Management, Module C                                 | 1 |
| TM 102   | Tribal Law and Government, Module A                         | 1 |
| TM 102   | Tribal Law and Government, Module B                         | 1 |
| TM 102   | Tribal Law and Government, Module C                         | 1 |
| TM 199   | Tribal Management Practicum                                 | 1 |

### VILLAGE – TRIBAL MANAGEMENT CERTIFICATE – TOTAL CREDITS

**12**

# Entrepreneurship/Small Business Management Certificate

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 through 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.

## ADMISSION REQUIREMENTS AND PREREQUISITES

Students must meet general admissions requirements.

## 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.
- Complete 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.

## ESBM Specialist I

| COURSE REQUIREMENTS                      |                            | CREDITS   |
|--|----------------------------|-----------|
| BUS 101                                  | Principles of Accounting I | 3         |
| BUS 102                                  | Personal Finance           | 1         |
| BUS 105                                  | Business Math              | 3         |
| BUS 151                                  | Introduction to Business   | 3         |
| BUS 260                                  | Principles of Marketing    | 3         |
| BUS 273                                  | Small Business Management  | 3         |
| <b>ESBM SPECIALIST I – TOTAL CREDITS</b> |                            | <b>16</b> |

## ESBM Specialist II

| COURSE REQUIREMENTS                             |   | CREDITS   |
|---|---|-----------|
| Complete the Requirements for ESBM Specialist I |   | 15        |
| BUS 175   | Customer Service                            | 3         |
| BUS 239   | Culture and Management                      | 3         |
| BUS 241   | Business Law                                | 3         |
| BUS 279   | Economic Development of the North Slope     | 3         |
| CCS 103   | Introduction to Professional Communications | 3         |
| <b>ESBM SPECIALIST II – TOTAL CREDITS</b>       |   | <b>31</b> |

# Business and Management

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

- Students are recognized at each level of accomplishment as they earn the Business Specialist I and II certificates.
- The students are prepared for a variety of entry-level positions as they learn the requisite skills for each certificate.
- The requirements of the certificates apply towards the Associates of Applied Science in Business and Management 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, Village-Tribal 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 coworkers, and perform other general business duties.
- Integrate Iñupiaq 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.

## Business Specialist I

| COURSE REQUIREMENTS                          | CREDITS   |
|--|-----------|
| BUS 101 Principles of Accounting I           | 3         |
| BUS 105 Business Math                        | 3         |
| BUS 151 Introduction to Business             | 3         |
| BUS 155 Human Relations                      | 3         |
| <i>Complete ONE of the following:</i>        |           |
| IT 130 Computer Word Processing A, B, C      | 3         |
| IT 140 Computer Spreadsheets A, B, C         | 3         |
| <b>BUSINESS SPECIALIST I – TOTAL CREDITS</b> | <b>15</b> |

## Business Specialist II

| COURSE REQUIREMENTS                                 | CREDITS   |
|---|-----------|
| COMPLETE THE REQUIREMENTS FOR BUSINESS SPECIALIST I | 15        |
| BUS 112 Principles of Economics                     | 3         |
| BUS 254 Introduction to Organizational Management   | 3         |
| COMM 131X Fundamentals of Oral Communication        | 3         |
| ENG 111X Methods of Written Communication           | 3         |
| <i>Complete ONE of the following:</i>               |           |
| <i>(Not completed for Bus. Spec. I):</i>            |           |
| IT 127 Computers as Problem-Solving Tools           | 3         |
| IT 130 Computer Word Processing A, B, C             | 3         |
| IT 140 Computer Spreadsheets A, B, C                | 3         |
| IT 150 Computer Databases A, B, C                   | 3         |
| <b>BUSINESS SPECIALIST II – TOTAL CREDITS</b>       | <b>30</b> |

## Associate of Applied Science

| COURSE REQUIREMENTS                                  | CREDITS   |
|--|-----------|
| COMPLETE THE REQUIREMENTS FOR BUSINESS SPECIALIST II | 30        |
| COMMUNICATIONS                                       |           |
| BUS 220 Applied Business Communications              | 3         |
| BUSINESS CORE  |           |
| BUS 232 Contemporary Management Issues               | 3         |
| BUS 239 Culture and Management                       | 3         |
| BUS 241 Business Law                                 | 3         |
| <i>Complete ONE of the following:</i>                |           |
| BUS 175 Customer Service                             | 3         |
| BUS 260 Principles of Marketing                      | 3         |
| BUS 263 Public Relations                             | 3         |
| <i>Complete ONE of the following:</i>                |           |
| BUS 233 Financial Management                         | 3         |
| BUS 234 Human Resource Management                    | 3         |
| <b>BUSINESS REQUIREMENTS – TOTAL CREDITS</b>         | <b>48</b> |

TO COMPLETE YOUR DEGREE, COMPLETE ONE OF THE FOLLOWING PROGRAM SPECIALTIES:

|   |                |
|---|----------------|
| <b>Business – Management Specialty</b> (12 credits)             | <b>Credits</b> |
| Business Electives  | 12             |
| <b>AAS WITH BUSINESS – MANAGEMENT SPECIALTY – TOTAL CREDITS</b> | <b>60</b>      |

|  |           |
|--|-----------|
| <b>Information technology Specialty</b> (15 Credits) |           |
| IT 101 Keyboarding Skills                            | 1         |
| IT 117, 118, 119 Internet and Computing Core         | 3         |
| IT 292 PC Hardware and Troubleshooting               | 4         |
| IT 293 Network Installation and Maintenance          | 4         |
| <b>AAS IN INFORMATION TECHNOLOGY – TOTAL CREDITS</b> | <b>60</b> |

|   |           |
|---|-----------|
| <b>Public Management Specialty</b> (12 credits)             |           |
| Public Management Certificate                               | 12        |
| <b>AAS WITH PUBLIC MANAGEMENT SPECIALTY – TOTAL CREDITS</b> | <b>60</b> |

|  |           |
|--|-----------|
| <b>Small Business Management Specialty</b> (12 credits)            |           |
| BUS 101 Principles of Accounting I                                 | 3         |
| BUS 273 Small Business Management                                  | 3         |
| BUS 279 Economic Development of the North Slope                    | 3         |
| <i>Complete ONE of the following:</i>                              |           |
| BUS 260 Principles of Marketing                                    | 3         |
| BUS 157 Introduction to Tourism                                    | 3         |
| <b>AAS WITH SMALL BUSINESS MANAGEMENT SPECIALTY– TOTAL CREDITS</b> | <b>60</b> |

|   |           |
|---|-----------|
| <b>Village – Tribal Management Specialty</b> (12 credits)             |           |
| Village/Tribal Management Certificate                                 | 12        |
| <b>AAS WITH VILLAGE – TRIBAL MANAGEMENT SPECIALTY – TOTAL CREDITS</b> | <b>60</b> |

|   |           |
|---|-----------|
| <b>Health Management Specialty</b> (12 Credits)             |           |
| HLTH 204 Medical Terminology                                | 3         |
| HLTH 299 Allied Health Internship                           | 3         |
| HIM 110 Introduction to Health Management                   | 3         |
| Complete 3 credits in HLTH and HIM                          | 3         |
| <b>AAS WITH HEALTH MANAGEMENT SPECIALTY – TOTAL CREDITS</b> | <b>60</b> |

# Office Administration

## PROGRAM OVERVIEW

Iñsaavik 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 reprioritizing 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 Iñupiaq knowledge, values and culture into business practice.

## ADMISSION REQUIREMENTS AND PREREQUISITES

Students must meet general admissions requirements.

## Office Administration (Certificate I)

| COURSE REQUIREMENTS                            |   | CREDITS   |
|--|---|-----------|
| BUS 108  | Ten-Key Mastery                             | 1         |
| BUS 119  | Office Finance                              | 1         |
| BUS 155  | Human Relations                             | 3         |
| CCS 103  | Introduction to Professional Communications | 3         |
| IT 101   | Keyboarding Skills                          | 1         |
| IT 130   | Computer Word Processing A, B, C            | 3         |
| <i>Complete ONE of the following:</i>          |   |           |
| BUS 182  | Office Procedures                           | 3         |
| BUS 199  | Business Practicum                          | 3         |
| <b>OFFICE ADMINISTRATION I – TOTAL CREDITS</b> |   | <b>15</b> |

**Office Administration (Certificate II)**

| <b>COURSE REQUIREMENTS</b>                                   |  | <b>CREDITS</b> |
|--|--|----------------|
| Complete the Requirements for Office Administration, Cert. I |  | 15             |
| BUS 105  | Business Math                            | 3              |
| BUS 106/ PADM 104  | Time Management                          | 1              |
| BUS 203  | Records Management                       | 3              |
| CCS 104  | Advanced Professional Communications     | 3              |
| IT 117   | IC3 – Computing Fundamentals             | 1              |
| IT 118   | IC3 – Core Applications                  | 1              |
| IT 209   | Using Microsoft Outlook                  | 2              |
| LS 101X  | Library Information and Research Methods | 1              |
| <b>OFFICE ADMINISTRATION II– TOTAL CREDITS</b>               |  | <b>30</b>      |

**Associate of Applied Science in Office Administration**

| <b>COURSE REQUIREMENTS</b>   |  | <b>CREDITS</b> |
|--|--|----------------|
| Complete the requirements for Office Administration, Cert. II                    |  | 30             |
| BUS 101  | Principles of Accounting                             | 3              |
| BUS 107  | Proofreading and Editing                             | 2              |
| BUS 151  | Introduction to Business                             | 3              |
| BUS 220  | Applied Business Communications                      | 3              |
| BUS 263  | Public Relations                                     | 3              |
| IT 140   | Computer Spreadsheets A, B                           | 2              |
| IT 255   | Microcomputer Graphics –<br>PowerPoint A, B, C       | 3              |
| <i>Complete TWO of the following:</i>  |  |                |
| BUS 175  | Customer Service                                     | 3              |
| INU 102  | Conversational Iñupiaq I                             | 3              |
| INU 103  | Conversational Iñupiaq II                            | 3              |
| INU 111  | Elementary Iñupiaq I                                 | 3              |
| INU 112  | Elementary Iñupiaq II                                | 3              |
| INU 220/320  | North Slope Iñupiaq History,<br>Language and Culture | 3              |
| <i>Complete TWO of the following:</i>  |  |                |
| 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<br/>IN OFFICE ADMINISTRATION – TOTAL CREDITS</b> |  | <b>61</b>      |

# Information Technology

## PROGRAM OVERVIEW

Iñsaávik College's Information Technology Program currently is offering 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.

## Internet & 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.

| IC3- INTERNET AND COMPUTING CORE CERTIFICATION |                        | CREDITS  |
|--|------------------------|----------|
| IT 117   | Computing Fundamentals | 1        |
| IT 118   | Core Applications      | 1        |
| IT 119   | Living Online          | 1        |
| <b>IC3 -</b>                                   | <b>TOTAL CREDITS</b>   | <b>3</b> |

## Information Technology Courses and Certificates

### A+ 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 **Iñsaávik** College that will identify the proficiency of your knowledge. The course number for A+ is IT 292.

### 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 **Iñsaávik** College that will identify the proficiency of your knowledge. The course number for Network+ is IT 291.

### INFORMATION TECHNOLOGY SUPPORT SPECIALIST I CERTIFICATION

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.

## Information Technology Support Specialist I

| COURSE REQUIREMENTS                            |   | CREDITS   |
|--|---|-----------|
| BUS 151  | Introduction to Business                        | 3         |
| CCS 103  | Introduction to Professional Communications     | 3         |
| IT 101   | Keyboarding Skills                              | 1         |
| IT 117, 118, & 119                             | Internet and Computing Core Certification (IC3) | 3         |
| IT 292   | PC Hardware and Troubleshooting                 | 4         |
| <b>IT SUPPORT SPECIALIST I – TOTAL CREDITS</b> |   | <b>14</b> |

### INFORMATION TECHNOLOGY SUPPORT SPECIALIST II CERTIFICATION

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

## Information Technology Support Specialist II

| COURSE REQUIREMENTS   |                                      | CREDITS |
|---|--------------------------------------|---------|
| Complete the Requirements for Information Technology Support Specialist I |                                      | 14      |
| COMM 131X   | Fundamentals of Oral Communication   | 3       |
| MATH  | Math at 100 level or above           | 3       |
| IT 291  | Network Installation and Maintenance | 4       |

Complete TWO of the following:

|        |                                  |   |
|--------|----------------------------------|---|
| IT 130 | Computer Word Processing A, B, C | 3 |
| IT 140 | Computer Spreadsheets A, B, C    | 3 |
| IT 150 | Computer Databases A, B, C       | 3 |

**IT SUPPORT SPECIALIST II – TOTAL CREDITS** **30**



# Emergency Services

Fire Science is a cooperative program between **Iñsaávik** College and the North Slope Borough 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 3 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.

## COURSE REQUIREMENTS

The following matrix provides the requirements for an Associate of Applied Science degree 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 **Iisaavik** College. Program advisor will be the NSB training officer.

### EMT: Emergency Medical Technician I Certificate

#### COURSE REQUIREMENTS

#### CREDITS

##### COMMUNICATIONS (3 CREDITS)

*Choose ONE course from the following based on English placement scores \**

|           |   |   |
|-----------|---|---|
| CCS 103   | Introduction to Professional Communications | 3 |
| CCS 104   | Advanced Professional Communications        | 3 |
| ENG 111X  | Methods of Written Communication            | 3 |
| ENGL 213X | Intermediate Exposition                     | 3 |

##### COMPUTATION SKILLS (3 CREDITS)

*Complete ONE of the following:*

|            |                           |   |
|------------|---------------------------|---|
| MATH 105 * | Basic I Algebra <i>OR</i> | 3 |
| BUS 105    | Business Math             | 3 |

*\* Higher level Math courses may be substituted.*

*Complete either EMS 170 **OR** EMS 103 **AND** EMS 109:*

|         |  |   |
|---------|--|---|
| EMS 170 | EMT: Emergency Medical Technician I          | 6 |
| EMS 103 | Emergency Trauma Technician: First Responder | 1 |
|         | <i>AND</i>                                   |   |
| ENS 109 | ETT to EMT Bridge                            | 5 |

**EMT I CERTIFICATE – TOTAL CREDITS 12**

### Firefighter I Certificate

#### COURSE REQUIREMENTS

#### CREDITS

##### COMMUNICATIONS (3 CREDITS)

*Choose ONE courses from the following based on English placement scores \**

|           |   |   |
|-----------|---|---|
| CCS 103   | Introduction to Professional Communications | 3 |
| CCS 104   | Advanced Professional Communications        | 3 |
| ENG 111X  | Methods of Written Communication            | 3 |
| ENGL 213X | Intermediate Exposition                     | 3 |

##### COMPUTATION SKILLS (3 CREDITS)

*Complete ONE of the following:*

|           |                                 |   |
|-----------|---------------------------------|---|
| MATH 105* | Basic College Algebra <i>OR</i> | 3 |
| BUS 105   | Business Math                   | 3 |

*\* Higher level Math courses may be substituted.*

*Complete the following:*

|          |                                  |   |
|----------|----------------------------------|---|
| FIRE 101 | Principles of Emergency Services | 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 |

**FIREFIGHTER I CERTIFICATE – TOTAL CREDITS 24**

## Associate of Applied Science in Emergency Services

### COURSE REQUIREMENTS

### CREDITS

#### COMMUNICATIONS (6 CREDITS)

*Choose TWO courses from the following based on English placement scores \**

|           |   |   |
|-----------|---|---|
| CCS 103   | Introduction to Professional Communications | 3 |
| CCS 104   | Advanced Professional Communications        | 3 |
| ENG 111X  | Methods of Written Communication            | 3 |
| ENGL 213X | Intermediate Exposition                     | 3 |

#### COMPUTATION SKILLS (3 CREDITS)

*Complete ONE of the following:*

|           |                          |   |
|-----------|--------------------------|---|
| MATH 105* | Basic College Algebra OR | 3 |
| BUS 105   | Business Math            | 3 |

*\* Higher level Math courses may be substituted.*

#### HUMAN RELATIONS (3 CREDITS)

*Complete ONE of the following:*

|         |  |   |
|---------|--|---|
| BUS 154 | Introduction to Organization Management OR | 3 |
| BUS 155 | Human Relations                            | 3 |

#### INFORMATION TECHNOLOGY (3 CREDITS)

*Complete three credits in Information Technology (IT)* 3

#### FIRE SCIENCE REQUIREMENTS

|          |  |    |
|----------|--|----|
| EMS 170  | EMT: Emergency Medical Technician I OR               | 6  |
| EMS 103  | Emergency Trauma Technician: First Responder (1) AND |    |
| EMS 109  | ETT to EMT Bridge (5)                                |    |
| 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  |
|          | Total Fire Science Major                             | 48 |

**AAS EMERGENCY SERVICES – TOTAL CREDITS 63**



# Associated Construction Trades

The Associated Construction Trades (ACT) program offers training in Carpentry, Electrical, Plumbing, Scaffolding, 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.

Iñsaavik College uses the National Center for Construction Education and Research (NCCER) curricula, which are nationally recognized for craft training and provide a National Registry which provides transcripts, certifications and wallet cards to students who successfully complete all required course work.

Check the current year schedule to find out which classes are being offered in the Spring and Fall semesters for that year.

## ADMISSION REQUIREMENTS AND PREREQUISITES

Students must submit an application for admission, pass a drug test and pass the COMPASS math test to be accepted.

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.
- Coordinate projects and supervise others.
- Lead 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 Inupiaq knowledge, values and culture into business practice.

## Fast Track Training

In an effort to better prepare students for the work place, along with the drug testing, some of these classes will be six days a week, Monday through Saturday, 7:00 a.m. to 6:00 p.m. This will not only give students an idea of what their work day will be like, but also allow students to complete the training in three to six weeks depending on the craft training they are taking.

*Iiisaġvik College is working in partnership with ASRC Energy Services to prepare students for jobs in the oil field industry. ASRC Energy Services will hire students that have successfully completed many of these certificates. Check with ACT instructors to find out which of these certificates will qualify you for immediate employment with ASRC Energy Services upon successful completion.*

## Pipeline Insulation

| COURSE REQUIREMENTS                        |                                     | CREDITS  |
|--|-------------------------------------|----------|
| CTT 101                                    | Introduction to Construction Trades | 2        |
| CTT 104                                    | Pipeline Insulation Level I         | 3        |
| <b>PIPELINE INSULATION – TOTAL CREDITS</b> |                                     | <b>5</b> |

## Scaffolding

| COURSE REQUIREMENTS                |                                     | CREDITS  |
|------------------------------------|-------------------------------------|----------|
| CTT 101                            | Introduction to Construction Trades | 2        |
| CTT 105                            | Scaffolding Level I                 | 3        |
| <b>SCAFFOLDING – TOTAL CREDITS</b> |                                     | <b>5</b> |

## Pipefitting Level I

| COURSE REQUIREMENTS                        |                                     | CREDITS  |
|--|-------------------------------------|----------|
| CTT 101                                    | Introduction to Construction Trades | 2        |
| PMB 103                                    | Pipefitting Level I                 | 3        |
| <b>PIPEFITTING LEVEL I – TOTAL CREDITS</b> |                                     | <b>5</b> |

## Carpentry I

| COURSE REQUIREMENTS                |                                     | CREDITS   |
|------------------------------------|-------------------------------------|-----------|
| CTT 101                            | Introduction to Construction Trades | 2         |
| CARP 110                           | Carpentry Level I                   | 5         |
| CARP 111                           | Carpentry Level I Skills Lab        | 1         |
| MTHC 101                           | Math for Carpenters A, B            | 2         |
| <b>CARPENTRY I – TOTAL CREDITS</b> |                                     | <b>10</b> |

**Plumbing I**

| COURSE REQUIREMENTS               |                                     | CREDITS  |
|-----------------------------------|-------------------------------------|----------|
| CTT 101                           | Introduction to Construction Trades | 2        |
| PMB 101                           | Plumbing Level I                    | 5        |
| PMB 102                           | Plumbing Level I - Skills Lab       | 1        |
| MTHP 101                          | Math for Plumbers A                 | 1        |
| <b>PLUMBING I – TOTAL CREDITS</b> |                                     | <b>9</b> |

**Plumbing II**

| COURSE REQUIREMENTS                      |                                | CREDITS   |
|--|--------------------------------|-----------|
| Complete the requirements for Plumbing I |                                | 9         |
| PMB 120                                  | Plumbing Level II              | 5         |
| PMB 121                                  | Plumbing Level II - Skills Lab | 1         |
| MTHP 101                                 | Math for Plumbers B            | 1         |
| <b>PLUMBING II – TOTAL CREDITS</b>       |                                | <b>16</b> |

**Electrical I Basic**

| COURSE REQUIREMENTS                       |                                     | CREDITS  |
|---|-------------------------------------|----------|
| CTT 101                                   | Introduction to Construction Trades | 2        |
| ELEC 125                                  | Electrical Training Level I         | 4        |
| <b>ELECTRICAL I BASIC – TOTAL CREDITS</b> |                                     | <b>6</b> |

**Electrical II Basic**

| COURSE REQUIREMENTS   |                              | CREDITS  |
|---|------------------------------|----------|
| <i>Complete the requirements for Electrical I Basic or permission of instructor</i> |                              |          |
| ELEC 126  | Electrical Training Level II | 6        |
| <b>ELECTRICAL II BASIC – TOTAL CREDITS</b>  |                              | <b>6</b> |

**Electrical I Advanced**

| COURSE REQUIREMENTS                          |  | CREDITS   |
|--|--|-----------|
| CTT 101                                      | Introduction to Construction Trades            | 2         |
| ELEC 125                                     | Electrical Training Level I                    | 4         |
| ELEC 138                                     | Electrical Level I Skill Development           | 2         |
| ELEC 106A,B                                  | Electrical Blueprints and Design               | 2         |
| ELEC 166A,B                                  | Introduction to National Electrical Code (NEC) | 2         |
| ELEC 206A                                    | Commercial Wiring I, A                         | 1         |
| MTHE 101A,B                                  | Math for Electricians A, B                     | 2         |
| CCS 101A,B,C                                 | Tools for Success A, B, C                      | 3         |
| <b>ELECTRICAL I ADVANCED – TOTAL CREDITS</b> |  | <b>18</b> |

**Electrical II Advanced**

| COURSE REQUIREMENTS  |                                       | CREDITS   |
|--|---------------------------------------|-----------|
| <i>Complete the requirements for Electrical I Advanced or permission of instructor</i> |                                       |           |
| ELEC 126   | Electrical Training Level II          | 6         |
| ELEC 188   | Electrical Skill Development Level II | 2         |
| ELEC 206B,C  | Commercial Wiring I, B, C             | 2         |
| ELEC 216A,B  | Applied NEC Study, A, B               | 2         |
| ELEC 276A,B  | Advanced Blueprints and Design, A, B  | 2         |
| <b>ELECTRICAL II ADVANCED – TOTAL CREDITS</b>  |                                       | <b>14</b> |



# Heavy Equipment Operations

## **CDL/Heavy Truck Operations Certificate**

### 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.

Students may register for individual Heavy Truck Operations courses on instructor's approval. 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 will be given preference in the following semester. Successful applicants must also fulfill general college admission requirements.

This program repeats every semester.

*Continued page 81*

## CDL/Heavy Truck Operations Certificate

| COURSE REQUIREMENTS                               |   | CREDITS  |
|---|---|----------|
| HEO 105   | Commercial Driver's License Restricted Test Preparation   | 1        |
| HEO 130   | Operation of Class 8 Truck and Trailer                    | 4        |
| HEO 150   | Commercial Driver's License Unrestricted Test Preparation | 2        |
| <b>CDL/HEAVY TRUCK OPERATIONS – TOTAL CREDITS</b> |   | <b>7</b> |

Students must hold a current CPR/First Aid card prior to completion of program.

## 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 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.

## Construction/HEAVY EQUIPMENT OPERATIONS

| COURSE REQUIREMENTS                                 |   | CREDITS  |
|---|---|----------|
| Must possess a valid B/CDL w/ Air Brake Endorsement |   |          |
| HEO 170   | Construction/Heavy Equipment Operations | 6        |
| <b>HEAVY EQUIPMENT OPERATIONS – TOTAL CREDITS</b>   |   | <b>6</b> |

Students will become familiar with basic operation and control system functions of the 325 Vac Truck and with standard operating procedures and other duties required of a 325 Vac Truck Operator. This equipment is used in Alaska oil fields to transport and support fluid transfers.

## PROGRAM OUTCOMES

At the completion of this course, students will have knowledge of basic operation procedures used by ASRC Energy Services in Kuparuk. Students will participate in the hands-on transfer of fresh water from storage containers to the 325 Vac Truck.

Upon completion of all requirements of the 325 Vac Truck Operations Certificate, students will be able to:

- Recognize safety hazards inherent in the operation of the 325 Vac Truck.
- 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 are required to pass all security and background checks, and obtain all necessary qualifications and certificates to operate in the Alaska oil fields. Students must meet additional qualifications as stated by ASRC Energy Services at the time of travel to Kuparuk. Federal drug and alcohol testing is required. They must have a current Unrestricted Class A/CDL with 'X' endorsement or instructors permission to be accepted into the course (off campus travel will be required during training).

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 Spring and Fall semesters.

## Vac Truck Operations

| COURSE REQUIREMENTS                         |   | CREDITS  |
|---|---|----------|
| SAFE 106                                    | NSTC Unescorted Training (Prerequisite/ 0.8CEU) | 0        |
| SAFE 123                                    | Standard First Aid/CPR (Prerequisite/ 0.8CEU)   | 0        |
| SAFE 110                                    | 40-Hour HAZWOPER                                | 1        |
| HEO 190                                     | Vac-Truck Operations                            | 4        |
| <b>VAC TRUCK OPERATIONS – TOTAL CREDITS</b> |   | <b>5</b> |



# Community and Workforce Development

- **TRAINING TO MEET INDUSTRY STANDARDS AND REGULATORY REQUIREMENTS**
- **ON-DEMAND TRAINING TO MEET EMPLOYER NEEDS**
- **TRAINING FOR CAREER ADVANCEMENT**
- **TRAINING TO PROMOTE ECONOMIC SELF-SUFFICIENCY**

## MEETING THE TRAINING NEEDS OF EMPLOYERS AND INDIVIDUALS

The mission of **Iñisaávik**'s Center for Community and Workforce Development (CWFD) is directly related to the **Iñisaávik** College mission of providing well-educated individuals to 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 to assist them in meeting present and future workforce needs. Trainings are delivered onsite in Barrow and in all North Slope villages.

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 course 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-demanded classes offered in the past include:

- Asbestos Abatement 40-hour and 8-hour refresher
- Trainer Development
- Team Effectiveness
- Sexual Harassment Prevention
- Video Production
- Business Planning for Media Professionals
- Non-Violent Physical Crises Intervention
- Conflict Management
- Food Worker Certification

- Adobe Desktop Publishing Integrated software
- Supervisor's Training
- CAD Training
- E-Commerce Marketing
- Marine Mammal Observer's Stewardship Training

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, and assistance with mentorships and on-the-job training. Credits or CEU's are based on industry and employer standards and are recorded on the college transcript. For more information please contact CWFD at 907.852.1703 or 907.852.1868; Toll Free at 800.478.7337 ext. 1703 Or 1868.

## Workforce Development: Utilities & Industry

## Credits/CEU's

|           |   |               |
|-----------|---|---------------|
| WFD 103   | Asbestos For Supervisors & Contractors 40-Hour                      | 1             |
| WFD 104   | Asbestos For Supervisors & Contractors 8-Hour                       | 0.8 CEU       |
| WFDI 101  | Small Engine Repair   | 1 CEU         |
| WFDI 104  | Sealed Combustion Room Heater Repair Basics (Toyo, Monitor, Rinnai) | 1.5 - 2.5 CEU |
| WFDI 111  | Appliance Repair and Refrigeration                                  | 3.5 CEU       |
| WFDI 112  | Refrigeration Small Systems Repair and Evacuation                   | 2 CEU         |
| WFDI 184  | HVAC – Troubleshooting and Maintenance                              | 4 CEU         |
| WFDU 100  | Certified Pool Operators  | 1.4 CEU       |
| WFDU 101  | Boiler Technician   | 3-4 CEU       |
| WFDU 101A | Boiler Basics   | 2-3 CEU       |
| WFDU 102  | Tank Farm Operations  | 1-3 CEU       |
| WFDU 102B | Fuel Dispenser Review Basics  | 0.8 CEU       |
| WFDU 103  | Power Plant Operator  | 3.6 CEU       |
| WFDU 219  | Introduction to Alaskan Small Water Systems                         | 3.0 CEU       |
| WFDU 220  | Water Treatment and Distribution Certification Exam Review          | 3.2 CEU       |
| WFDU 229  | Introduction To Alaskan Small Wastewater Systems                    | 3.0 CEU       |
| WFDU 230  | Wastewater Collection and Treatment Certification Exam Review       | 3.2 CEU       |
| WFDU 289  | Alaskan Water Treatment Systems –Intermediate Operator Training     | 3.0 CEU       |

## Workforce Development: Marine

|          |   |         |
|----------|---|---------|
| WFDM 091 | Basic Safe Boating                      | 1.2 CEU |
| WFDM 092 | Cold Water Safety and Survival          | 2.4 CEU |
| WFDM 100 | Emergency Procedures and Onboard Drills | 1.8 CEU |
| WFDM 200 | 100 Ton and OUPV (6 Pack) Course        | 4       |

## Workforce Development: Small Business

|          |                        |         |
|----------|------------------------|---------|
| WFDT 130 | Eco-tourism Internship | 3.5 CEU |
|----------|------------------------|---------|



# Foundational Studies

## Adult Basic Education (ABE)

The Adult Basic Education (ABE) Program, a community outreach of **Iñisaávik** College, offers instruction to adult learners in the foundational skills of reading, writing, and mathematics. We believe in each individual's ability to learn and to become an active participant in the economy of the community. ABE pursues a two-fold goal: (a) to equip the adult learner with the skills and confidence to enter the workforce and/or (b) to prepare the learner for a successful transition into higher academic or vocational training.

## General Educational Diploma (GED)

The General Educational Diploma (GED) is a group of five tests in the subjects of Reading, Writing, Math, Science, and Social Studies, which verify high school level skills for those who successfully complete the exams. New students in both programs are first evaluated for their entry level. Next, the staff will design a personalized, individual education plan with short-term goals, based on each student's Test for Adult Basic Education (TABE) results. This way, the students and their instructor can

then constructively work together towards reaching those short-term goals.

The learning environment may be one-on-one with the coach or consist of small groups. **Iñisaávik's** ABE/GED staff welcomes the opportunity to share both academic and life skills and embraces each learner as a unique human being with the potential to both benefit from and contribute to the community of the North Slope.

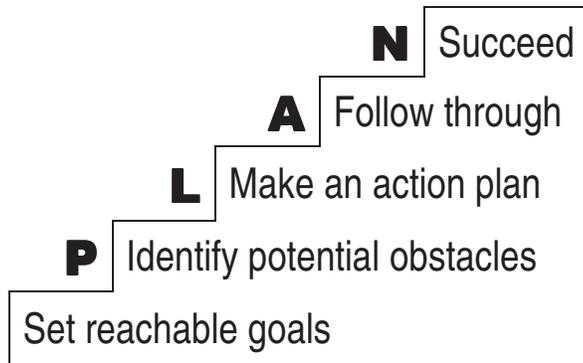
The ABE program also has an ESL (English as a Second Language) component through which students may learn or improve their conversational English skills.

**Iñisaávik** recognizes the importance of lifelong learning, and that philosophy is central to the mission of ABE/GED.

ABE/GED Program Outcomes include:

- Students create a vision for their life; they set measurable, reachable short-term and long-term goals.
- Students build self-confidence and self-esteem.
- Students develop life skills that empower them to manage both personal and educational challenges.
- Students build reading, writing, math, science and social science skills that will serve as a foundation for continued growth and learning.

To register for the ABE/GED/ESL program, please contact Diana J. Perkett, Director, or Greg Shriver, Instructor, by calling 852-1741 or 852-1742. We are located in the Savaat Center in the Wells Fargo Bank Building, 2nd floor.



## Jump Start

Jump Start introduces students to the foundational skills required for college success. Classes in study strategies, success skills, and health will help students to make wise choices necessary to stay on track and achieve their goals. English and math prepares students for the transition into 100-level courses. Jump Start Level I and Level II Award will be granted upon successful completion. Jump Start is designed as a full-time learning experience as well as for part-time students who score below the cut off scores for English and math 100 level classes.

### 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.

## Jump Start, Level I Credits

|                                    |                 |           |
|------------------------------------|-----------------|-----------|
| ENG 075                            | The Write Stuff | 6         |
| MATH 055                           | Applied Math    | 4         |
| IT 117, 118                        | IC3 Modules     | 2         |
| CCS 110                            | Study Skills    | 2         |
| <b>JUMP START I- TOTAL CREDITS</b> |                 | <b>14</b> |

## Jump Start, Level II

|                                     |                              |           |
|-------------------------------------|------------------------------|-----------|
| ENG090                              | Critical Reading and Writing | 4         |
| MATH 060                            | Beginning Algebra            | 4         |
| CCS 196                             | Success Skills               | 2         |
| HLTH 102                            | Healthy Living               | 2         |
| <b>JUMP START II- TOTAL CREDITS</b> |                              | <b>12</b> |

## Distance Education

Iñsaavik College offers distance education courses utilizing both teleconference and Blackboard, an 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 the teleconference center, 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 the student intends to use the teleconference center's computers.
- Competency in computer use on either a Windows or MAC platform.
- A working knowledge of file manipulation and management.

In Barrow and in the villages, training can be provided on how the Blackboard system works. Village teleconference centers have training videos on the computer workstations; in addition, there is someone at each center who 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 Essential Computer Skills.

# Course Descriptions

## Alaska Native Studies

ANS 240 Spring 3 credits

### Alaska Natives in Film

This class analyzes the portrayal of Alaska's Iñupiaq and Yup'ik peoples, and Iñuit in Canada and Greenland, as seen in films from the United States, Canada and Greenland. The focus of the class is on an examination of the social impact of the films and discussion of relevant political, educational and social topics that affect Alaska Natives. The course also explores how various film techniques are accomplished and how those techniques portray northern peoples in film. This course meets the Alaska State Department of Education certification requirement in Multicultural/Cross-Cultural Communication.

*(Prerequisite: ENGL 111X or permission of instructor. ART 200X is also recommended.)*

## Anthropology

ANTH 100X Fall 3 credits

### Individuals, Society and Culture

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

ANTH 242 Fall 3 credits

### Native Cultures of Alaska

Examines the traditional Aleut, Eskimo and Indian cultures of Alaska including: linguistic and cultural groupings, technology, subsistence patterns, social organization, religion, human ecology, history and current political, social and economic issues. This course meets the Alaska State Department of Education certification requirement in Alaska Studies. *(Prerequisite: ENGL 111X or permission of instructor.)*

## Art

ART 105 Fall 3 credits

### Beginning Drawing

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)*

ART 113 Spring 3 credits

### Introduction to Painting

Investigation of basic materials, various media and techniques available for painting. Students are taught about basic materials and techniques in either media. Pictorial principles and organization of paintings is also discussed. *(Prerequisite: ART 105 or permission of instructor. See fee schedule for material fees)*

ART 190 Fall (odd years) 3 credits

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

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

ART 200X Fall 3 credits

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

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

ART 201 Spring (odd years) 3 credits

### Beginning Ceramics

Students will make and fire clay objects. Study of clay methods, forming decorations, glazing and firing. For beginning students only. *(See fee schedule for material fees)*

ART 210 Fall (odd years) 3 credits

### Introduction to Iñuit Art

Provides a comparative survey and overview of Iñuit Art across the circumpolar North. Explores both traditional and contemporary art forms from each of the Arctic countries. Takes note of the variety of materials used and why such materials were chosen. The early uses and purposes of the objects are taught along with their subsequent commercialization. Course content consists of reading and discussion of slides and objects. Canada, U.S. (Alaska), Russia, Greenland and Lapland are covered.

ART 212 Spring 3 credits

### **Baleen Art**

Learn the art of baleen use of the Iñupiat of the North. Students will learn to soak, cut and weave baleen into baskets. Includes how to establish a flat base, build up the sides, how to add weft stitches and how to strengthen bases and create covers. Students have an option to learn to soak, cut and shape baleen into boats including the attachment of sail rigging using traditional materials.

*(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.*

ART 220 Spring 3 credits

### **Fundamentals of Carving**

A guide to the process of carving antler, bone, horn, ivory and soapstone using both hand and electric tools. 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.*

ART 224 Spring (odd years) 3 credits

### **Beginning Photography**

Basic principles of photography including camera functions and the utilization of these functions for artistic expression. Includes composition, exposure techniques, background lighting, the use of filters, flash techniques. Editing photos will be covered. Registrants must have SLR or SLR like digital camera. *(See fee schedule for material fees)*

## **Biology**

BIOL 100X Fall 4 credits

### **Human Biology (n)**

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 ENG 111X or higher; placement in MATH 105 or higher; or permission of instructor. See fee schedule for lab fees)*

BIOL 103X Spring (odd years) 4 credits

### **Biology and Society (n)**

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 ENG 111X or higher; placement in MATH 105 or higher; or permission of instructor. See fee schedule for lab fees)*

BIOL 104X Fall 4 credits

### **Natural History of Alaska (n)**

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 ENG 111X or higher; placement in MATH 105 or higher; or permission of instructor. See fee schedule for lab fees)*

BIOL 105 Fall (even years) 4 credits

### **Fundamentals of Biology I (n)**

First 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. *(Prerequisite: ENGL 111X or placement, college level biology course or permission of the instructor. See fee schedule for lab fees)*

BIOL 106 Spring (odd years) 4 credits

### **Fundamentals of Biology II (n)**

Second 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, animal structure and function. Includes a 3-hour laboratory component per week. *(Prerequisite: BIOL 105 or permission of the instructor. See fee schedule for lab fees)*

BIOL 162 As demand warrants 1 credit

### **Vertebrates of Northern Alaska (n)**

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.

BIOL 197 As demand warrants 1-4 credits

### **Biology Individual Study (n)**

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

BIOL 211X Fall (odd years) 4 credits

### **Human Anatomy and Physiology I (n)**

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 endocrine systems. (Prerequisite: BIOL 100X; CHEM 103; or permission of instructor. See fee schedule for lab fees)

BIOL 212X Spring (even years) 4 credits

### **Human Anatomy and Physiology II (n)**

Integrated view of human structure and function for students in pre-professional allied health programs and biology. This course examines the cardiovascular, lymphatic, immune, respiratory, digestive, excretory and reproductive systems. (Prerequisite: BIOL 211X. See fee schedule for lab fees)

BIOL 215 Fall (even years) 3 credits

### **Topics in Modern Science for Everyone (n)**

(Cross-listed as GEOS 215.)

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.)

BIOL 240 Spring (odd years) 4 credits

### **Introduction to Microbiology (n)**

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.

(Prerequisite: BIOL 100X, or BIOL 105X and BIOL 106X; CHEM 103 recommended. See fee schedule for lab fees)

## **Business**

BUS 101 Fall, Spring 3 credits

### **Principles of Accounting I**

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. (Prerequisite: Completion of or enrollment in BUS 105 or permission of the instructor.)

BUS 102 Spring 1 credit

### **Personal Finance**

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

BUS 104 Spring 1 credit

### **Personal Income Tax**

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

BUS 105 Fall, Spring 3 credits

### **Business Math**

Review of basic math computation skills as they apply to various areas of business including retail applications, statistics and graphics. Designed to provide the skills necessary to make better business decisions.

(Prerequisite: Completion of MATH 060, COMPASS placement score of 39 - 65, or permission of instructor.)

BUS 106 Fall/Summer 1 credit

### **Time Management** (Cross listed as PADM 104.)

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.

BUS 107 Spring 1 credit  
**Proofreading and Editing**  
Provides instruction and practice in finding, marking and correcting errors commonly made but often overlooked in business communication. Provides practice using special symbols to highlight errors and corrections to be made.

BUS 108 Spring/Fall 1 credit  
**Ten-Key Mastery**  
Develop proficient operating skills for the ten-key machine for such applications as discounting amount and percent change, prorating interest, commissions and payroll.

BUS 112 Spring 3 credits  
**Principles of Economics**  
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.  
*(Prerequisite: Completion of or current enrollment in BUS 151.)*

BUS 114 Fall 3 credits  
**Payroll Accounting**  
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)*

BUS 119 Fall, Spring 1 credit  
**Office Finance**  
Introduction to keeping business records and banking procedures as they relate to general office transactions. Language and documents of banking, including check processing, deposits, credits, payment functions, and reconciling bank statements.

BUS 151 Fall, Spring 3 credits  
**Introduction to Business**  
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.

BUS 155 Fall 3 credits  
**Human Relations**  
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.

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

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

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

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

BUS 199, 299 As demand warrants 1-3 credits  
**Practicum in Business Management**  
For the student who is working in a business field who can apply and relate the impact of that experience on his/her academic coursework. Requires supervised training and work experience. The student and instructor together will analyze the student's work experience and relationship of the job to career and academic goals. Written report and student contract required. *(Prerequisite: Permission of instructor.)*

BUS 201S Spring 3 credits  
**Principles of Accounting II**  
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. *(Prerequisite: BUS 101 or permission of the instructor.)*

BUS 203      Spring                      3 credits  
**Records Management**  
Instruction in basic alphabetic storage with filing rules and cross-reference and procedures for retrieving records manually. Includes adaptations of alphabetic storage methods including geographic, numeric and subject; storage and retrieving special records (card files, visible records, micro recorders); organizations and operations of records management programs and control of record systems. *(Prerequisite: Current enrollment or completion of BUS 182.)*

BUS 220      Spring                      3 credits  
**Applied Business Communications**  
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 or instructor approval.)*

BUS 232      Spring                      3 credits  
**Contemporary Management Issues (Capstone)**  
The capstone experience enables students to put into practice the conceptual business principles they have been learning, with a special emphasis on how to successfully integrate Inupiat values into business practice. Working with area businesses, both for-profit and not-for-profit, students will become engaged in actual business situations and carry out the functions of managers and knowledge workers. *(Prerequisite: Completion of 45 credit hours of business management or accounting program requirements.)*

BUS 233      Fall                              3 credits  
**Financial Management**  
Corporate financial planning and control, asset management, capital budgeting, financial markets and instruments. *(Prerequisite: BUS 151 or permission of instructor.)*

BUS 234      Fall                              3 credits  
**Human Resource Management**  
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.)*

BUS 239      Fall                              3 credits  
**Culture and Management**  
Course explores methods and strategies for integrating Inupiaq values into daily supervision and managerial processes.

BUS 241      Spring                      3 credits  
**Business Law**  
Legal aspects of business problems and issues. Principles of law in contracts, employment, personal sales, and property ownership. Overview of the judicial system, legal processes, administrative procedures, business ethics, and the Uniform Commercial Code. *(Prerequisite: BUS 151 or permission of instructor.)*

BUS 245      Fall                              3 credits  
**Computerized Accounting**  
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. *(Prerequisite: BUS 101 and IT 140 A, B and C or permission of instructor.)*

BUS 253      Fall                              3 credits  
**Grant Writing Essentials**  
This course teaches the basics of grant writing and creating budgets. Students will develop abstracts, program descriptions, budgets and budget narratives. Effective proposal management skills and program development will also be taught. *(Prerequisite: Knowledge of Microsoft Word and Excel, research ability and score 70 or higher on the COMPASS English placement test.)*

BUS 254      Spring                      3 credits  
**Introduction to Organization Management**  
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.)*

BUS 255      Spring                      3 credits  
**Grant Compliance and Reporting**  
This course provides a strong foundation in monitoring activities and requirements of grant agreements to ensure program/project and financial compliance. Office of Management and Budget Circulars for Administrative Requirements and Cost Principles will be studied. Topics will include reducing the risk of mismanagement of grant funds, interagency agreements and program compliance. *(Prerequisite: Knowledge of Microsoft Word and Excel, Research Ability and score 70 or higher on the COMPASS English placement test.)*

BUS 260 Fall 3 credits

### **Principles of Marketing**

Basic marketing principles and practices appropriate to small or large, goods, or services, and for-profit and non-profit organizations. Examines target market, marketing mix, consumers, and competition.

*(Prerequisite: BUS 151 or permission of instructor.)*

BUS 263 Spring 3 credits

### **Public Relations**

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.

BUS 273 Fall (odd years) 3 credits

### **Small Business Management**

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.)*

BUS 279 Spring 1 – 3 credits

### **Economic Development on the North Slope**

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**

CARP 110 Fall 5 credits

### **Carpentry Level I**

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 Introduction to Construction Trades; Pass a drug test and COMPASS math score of 39 or higher. See fee schedule for material fees)*

CARP 111 Fall 1 credit

### **Carpentry Level I Skills Lab**

Required hands-on proficiency development on skills taught in Carpentry Level I, CARP 110. *(Prerequisite: CTT 101 and concurrently enrolled in CARP 110. Pass a drug test and COMPASS math score of 39 or higher. See fee schedule for material fees)*

MTHC 101 A and B Fall 2 credits

### **Introduction to Mathematics for Carpentry**

Modules A and B

Reviews and applies mathematics principles related to carpentry. Covers whole numbers, fractions, decimals, weights, measures and proportions, ratios and proportions, percents, 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. *(Prerequisite: Enrolled in CARP 110 & 111; intended to be taken concurrently with CARP 110.)*

Module A – 1 credit, Module B – 1 credit

*(Prerequisites: Pass a drug test and COMPASS math score of 39 or higher.)*

## **Chemistry**

CHEM 103X Fall (odd years) 4 credits

### **Introduction to General Chemistry (n)**

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. *(Placement in ENG 111X or higher; placement in MATH 105 or higher; or permission of instructor. See fee schedule for material fees)*

## **College and Career Skills**

CCS 080 Fall, Spring 3 credits

### **English for Second Language Speakers**

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

CCS 101 Fall, Spring 3 credits

### **Tools for Success**

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

CCS 103 Fall, Spring 3 credits

### **Introduction to Professional Communications**

This course will prepare students for the demands of the workplace. Emphasis will be on trade and business communication to fulfill requirements of the endorsement and certificate programs. (*Prerequisite: COMPASS English score of 0 – 45. Does not serve as prerequisite for ENGL 111X.*)

CCS 104 Spring 3 credits

### **Advanced Professional Communications**

This course is a continuation of Introduction to Professional Communication and emphasizes further development of business vocabulary, advanced business communication, presentation skills, and preparation of an employment portfolio. (*Prerequisite: CCS 103 or satisfactory completion of CCS 103 final exam. Contact instructor for arrangements*)

CCS 160 Fall, Spring 1 credit

### **Job Search Skills: Finding, Getting, & Keeping a Job**

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.

CCS 196 Fall, Spring 2 credits

### **Keys to College Success**

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**

COMM 131X As demand warrants 3 credits

### **Fundamentals of Oral Communication: Group Context**

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 context. Students make several oral presentations in different formats.

## **Construction Trades Technology**

CTT 101 Fall, Spring 2 credits

### **Introduction to Construction Skills**

Overview of the construction industry to include basic safety, construction math, tool use and maintenance, reading basic construction blueprints, and the use of rigging equipment. This course is a prerequisite for any Carpentry, Electrical or Plumbing course. Uses NCCER instructional modules. (*Prerequisite: Pass a drug test and COMPASS math score of 39 or higher.*)

CTT 103 As demand warrants 1 credit

### **Introduction to Welding**

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

CTT 104 As demand warrants 3 credits

### **Insulation Level I**

This course introduces the student to the Insulation Industry as it is involved with the Process Piping Industry. The student will learn about the importance of communication with other trades in the construction industry. Identifies the tools of the trade, their safe and proper use as well as proper care of them. Covers the proper handling, storage and distribution of material. Identification of and relationship between pipe size and insulation size. Students will learn about the characteristics of fiberglass pipe insulation and size requirements, and insulation requirements for basic types of fittings, valves, and flanges. (*Prerequisite: Pass a drug test and COMPASS math score of 39 or higher. CTT 101 and CTT 103*)

CTT 105 As demand warrants 3 credits

### **Scaffolding Level I**

This course introduces the student to the scaffold building industry. The student will learn about the different types of scaffold and terms: stationary, mobile, and suspension scaffolds. Includes an overview of the safety regulations and guidelines of the industry, safe use and applications of hand and power 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 39 or higher. CTT 101 and CTT 103*)

## **Education**

ED 199/299 As demand warrants 1-3 credits

### **Practicum in Education**

Individualized work experience which results in the acquisition of classroom skills. May include training seminars or other learning activities directly related to the classroom. Credit is variable depending on the quality and quantity of the learning acquired in the workplace.

ED 201 Fall 3 credits

### **Introduction to Education**

The prospective teacher is acquainted with the nature of teaching including the scholastic, professional, and personality requirements for effective teaching. Involves laboratory time in public schools as a teacher's aide. Open to all students. Required for all students majoring in education.

## **Electrical**

ELEC 106 Fall 1 credit

### **Electrical Blueprints and Design**

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

ELEC 125 Fall 4 credits

### **Electrical Training Level I**

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)*

ELEC 126 Spring 6 credits

### **Electrical Training Level II**

An advanced electrical course covering 2nd 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)*

ELEC 138 Fall 2 credits

### **Electrical Skill Development Level I**

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)*

ELEC 166 Fall 1 credit

### **Introduction to National Electrical Code (NEC)**

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

ELEC 188 Spring 2 credits

### **Electrical Skill Development Level II**

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)*

ELEC 206 Fall 1-3 credits

### **Commercial Wiring I**

Introduction to wiring methods and materials used in light 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.

ELEC 216 Spring 1-2 credits

### **Applied NEC Study**

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

Module A – 1 credit. Chapters 1 – 4 NEC

Module B – 1 credit. Chapters 5 – 8 NEC

ELEC 276 Spring 1-2 credits

### **Advanced Blueprints and Design**

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

Module A – 1 credit. Residential and multifamily

Module B – 1 credit. Commercial/industrial

MTHE 101 Fall 1-2 credits

### **Math for Electricians**

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

EMS 103 As demand warrants 1 credit

### **Emergency Trauma Technician: First Responder**

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.

EMS 109 As demand warrants 5 credits

### **ETT to EMT Bridge**

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.

EMS 124 As demand warrants 1 credit

### **Emergency Medical Technician Refresher**

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. (*Prerequisite: EMT I, II or III certification that may not be expired more than one calendar year.*)

EMS 135 As demand warrants 1 credit

### **Aeromedical Evacuations in Alaska**

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.*)

EMS 170 As demand warrants 6 credits

### **EMT: Emergency Medical Technician I**

Provides the necessary training to become a state certified EMT I in accordance with 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.*)

EMS 230 As demand warrants 1-3 credits

### **Emergency Medical Technician II**

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.*)

EMS 231 As demand warrants 2 credits

### **Emergency Medical Technician III**

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

ENGL 075W Fall, Spring 6 credits

### **The Write Stuff**

This class emphasizes the fundamental English skills necessary for college or the workplace. This includes sentence and paragraph writing, reading, vocabulary building and presentation skills. At the successful completion of this course you will be ready for the demands of ENG 090. This class meets nine hours a week.

(*Prerequisite: COMPASS Score under 45*)

ENGL 090 Fall, Spring 4 credits

### **Critical Reading and Writing**

This course builds on the English skills gained in ENG 075. Emphasis is on multi-paragraph writing, academic reading, critical thinking and presentation skills. The successful completion of this course will prepare the student for the English demands of college transfer courses. (*Prerequisite: English COMPASS score of 45-69 or successful completion of ENG 075.*)

ENGL 111X Fall, Spring 3 credits

### **Methods of Written Communication**

Expository prose, including topic development. Practice in developing, organizing, writing, revising, and editing compositions. Research essay required. *continued*

(Prerequisite: English COMPASS score of 70 or higher; or completion of CCS 090 with permission of instructor.)

ENGL 118 As demand warrants 1-3 credits

### Topics in English

Exploration of various composition and/or literary topics including fiction and essay writing, literature genres (e.g. biography and native stories), and poetry. Specific topic to be announced in College Semester Schedules. Planned courses include: "Telling Your Story: the Personal Memoir," "Writings about the Arctic," and "Biographies of North Slope Leaders." (Course may be repeated for credit when content varies. Counts as ELECTIVE only. No prerequisite or placement required)

ENGL 200X Fall 3 credits

### World Literature

Introduction to the reading and appreciation of a variety of literary texts from different cultures. Students gain an understanding of cultural differences and universals in texts from American minority, Western European and non-Western sources. Research essay required.

(Prerequisite: ENGL 111X)

ENGL 211X Spring (odd years) 3 credits

### Intermediate Exposition, with Modes of Literature

Instruction in writing through close analysis of literature. Research essay required. (Prerequisite: ENGL 111X)

ENGL 213X As demand warrants 3 credits

### Intermediate Exposition

Instruction in writing through close analysis of expository prose from the social and natural sciences. Research paper required. (Prerequisite: ENGL 111X)

ENGL 218 As demand warrants 3 credits

### Themes in Literature

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. Recent themes have included: Literature for the Writer, Literature of War and Terror, and Literature of the American Southwest.

(Prerequisite: ENGL 111X)

ENGL 271 Fall 3 credits

### Introduction to Creative Writing

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

FIRE 101 As demand warrants 3 credits

### Principles of Emergency Service

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 105 As demand warrants 3 credits

### Fire Prevention

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.

FIRE 107 As demand warrants 3 credits

### Tactics and Strategy

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.)

FIRE 109 Fall, Spring 1 credit

### Basic Firefighter

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 Fire Fighter Professional qualifications. The course utilizes State of Alaska Fire Service Training Firefighter I Skills check off sheets to evaluate performance of psychomotor skills.

FIRE 110 As demand warrants 1 credit

### Introduction to Incident Command System

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.

FIRE 112 As demand warrants 1 credit  
**Coaching the Emergency Vehicle Operator**

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.*)

FIRE 117 As demand warrants 3 credits  
**Rescue Practices**

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 life saving principles. (*Prerequisite: EMS 170 or permission of the instructor. 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.*)

FIRE 121 As demand warrants 3 credits  
**Fire Behavior and Combustion**

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

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

The initial phase in a four-phase process for achieving State of Alaska Fire Fighter 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 Fire Fighter I certification exam. (*Prerequisite: All students are required to wear a complete set of fire department approved protective clothing (turnout gear).*)

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

The second phase in a four-phase process for achieving state of Alaska Fire Fighter 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 Fire Fighter I certification exam. (*Prerequisite: 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.*)

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

The third phase in a four-phase process for achieving state of Alaska Fire Fighter 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 Fire Fighter I certification exam. (*Prerequisite: 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.*)

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

The final phase in a four-phase process for achieving state of Alaska Fire Fighter 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 Fire Fighter I certification exam. (*Prerequisite: 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.*)

FIRE 138 As demand warrants 6 credits  
**Firefighter II**

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). (*Prerequisite: Firefighter I certification and permission of the instructor.*)

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

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. (*Prerequisite: FIRE 101 and successful completion of MATH 060 or higher.*)

FIRE 203 As demand warrants 3 credits

### **Hazardous Materials Chemistry I**

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

FIRE 206 As demand warrants 3 credits

### **Building Construction for Fire Protection**

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

FIRE 210 As demand warrants 3 credits

### **Fire Administration I**

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. (*Prerequisite: FIRE 101 or permission of the instructor.*)

FIRE 214 As demand warrants 3 credits

### **Fire Protection Systems**

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 294 As demand warrants 1 credit

### **Fire Officer I**

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**

GEOS 100X Spring (even years) 4 credits

### **Introduction to Earth Science (n)**

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.

(*Prerequisite: Placement in ENG 111X or higher; placement in MATH 105 or higher; or permission of instructor.*)

*See fee schedule for lab fees)*

GEOS 215 Fall (even years) 3 credits

### **Topics in Modern Science for Everyone (n)**

(Cross-listed as BIOL 215.)

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.

(*Prerequisites: A 100-level 4-credit laboratory science course.*)

## **Health**

HLTH 101 Fall 3 credits

### **Introduction to the Health Professions**

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.

HLTH 103 Spring 3 credits

### **Introduction to Nutrition**

This course defines the science of nutrition and discusses importance of nutritional adequacy and balance for optimal growth and health in a subsistence environment. Also identifies dietary subsistence sources of the major nutrients, their effects on health when there is a deficiency and excess and examine the inherent risks and benefits of a subsistence diet.

HLTH 107 As demand warrants 9 credits

### **Certified Nurse Aide Training**

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 2 ½ weeks of classroom time in Barrow and 2 ½ 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.*)

HLTH 111 As demand warrants 4 credits

### **Personal Care Attendant Training**

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. 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.*)

HLTH 113 As demand warrants 5 credits

### **PCA to CNA Bridge**

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 2 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.*)

HLTH 204 Fall 3 credits

### **Medical Terminology**

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

HLTH 270 Spring (odd years) 3 credits

### **Introduction to Pathology**

Introduces basic concepts underlying various pathological processes in human diseases. Pathogenesis, etiology, and predisposing factors will be examined for the most common diseases and disorders of each body system. Discussion also includes diagnostic process, appropriate testing, and various treatment options. (*Prerequisites: BIOL 100X and HLTH 204*)

HLTH 271 Spring (even years) 3 credits

### **Introduction to Pharmacology**

This course is designed to give an overview of pharmacology, including how drugs are named, their classifications, routes of administration and mechanism of action. Course content and discussions will focus on

giving participants a broad understanding of the discipline and the most frequently used terminology.

(*Prerequisites: BIOL 100X and HLTH 204*)

HLTH 299 As demand warrants 1-3 credits

### **Allied Health Internship**

This course provides students an opportunity to apply knowledge in a workplace experience. Students spend 40 hours per credit hour working in a healthcare setting and under the supervision of both a qualified professional healthcare worker and a faculty advisor. Students will submit a written report evaluating their experience and grade will be pass/fail. (*Prerequisites: HLTH 101, HLTH 204, BIOL 100X, BIOL 211X, and concurrently taking BIOL 212X. Medical Coding or Health Information Management internships also require HIM 110, HIM 210, HIM 211, and HIM 215.*)

HLTH D101 As demand warrants 3 credits

### **Essentials of Dentistry**

This course 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 health care settings such as dental assisting in the Barrow and village dental clinics.

HLTH D121 As demand warrants 4 credits

### **Chairside Procedures I**

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**

HIM 110 As demand warrants 3 credits

### **Intro to Health Information Management**

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

HIM 210 As demand warrants 3 credits

### **ICD-9-CM Coding**

This course reviews the role of the coding professional, the history of classification systems with emphasis on the basic rules and guidelines of the International Classification of Disease, Ninth Revision, Clinical Modification (ICD-9-CM). This course will review the purpose and use the structure and conventions of ICD-9-CM. Detailed study will cover coding procedures in assigning ICD-9-CM codes for diagnosis and procedures with emphasis on coding in the inpatient care setting, coding compliance programs, performance measurement, staff recruiting and retention, coding for reimbursement and the transition to ICD-10. *(Prerequisite: HLTH 204)*

HIM 211 As demand warrants 3 credits

### **CPT-4 Coding**

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

HIM 215 As demand warrants 3 credits

### **Health Insurance Claims Processing and Reimbursement**

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

## **Heavy Equipment Operations**

HEO 002 2.0 CEU

### **Limited Class A/CDL**

This class will prepare the student to add the Class A/CDL vehicle endorsement to their commercial driver's license. Additional license endorsements include combination, Air brake and Double/Triple. *(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. Course fee – \$300)*

HEO 003 2.0 CEU

### **Limited Class B/CDL**

This course will prepare the student to add a Class B/CDL vehicle endorsement to their Commercial Driver's License. Additional license endorsements include Tank, Passenger and Hazardous Materials. *(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. Course fee – \$250)*

HEO 004 0.4 CEU

### **CDL-Tank Vehicles**

This course will prepare students to add the Tank Vehicle endorsement to their class A or B commercial driver's license. *(Prerequisite: Valid driver's license for one year prior to application for CDL license and be 19 years of age or older or instructor permission. Course fee – \$50)*

HEO 005 0.4 CEU

### **CDL-Hazardous Materials**

This course will prepare students to add the Hazardous Materials endorsement to their class A, B or C commercial driver's license. This endorsement permits the license holder to haul placarded hazardous materials shipments. *(Prerequisites: Valid driver's license for one year prior to application for CDL license and to be 21 years or older or instructor permission. Course fee – \$50)*

HEO 006 0.4 CEU

### **CDL-Passenger Vehicles**

This course will prepare students to add the passenger vehicle endorsement to their class A, B or C commercial driver's license. This endorsement permits the license holder to operate vehicles that can carry 15 or more people (including the driver) for compensation. *(Prerequisites: Valid driver's license for one year prior to application for CDL license and to be 19 years or older or instructor permission. Course fee – \$50)*

HEO 007 0.4 CEU

### **CDL-Double/Triple**

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 Course fee – \$50)*

HEO 008 0.4 CEU

### **CDL-Combination Vehicles**

This course will prepare students to up-grade 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. Course fee – \$50)*

HEO 009 0.4 CEU

### **CDL-Air Brake Restriction**

This course will prepare students to pass the air brakes exam in order to remove the restriction from their commercial driver's license. *(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. Course fee – \$50)*

HEO 010 0.8 CEU

### **CDL-General Knowledge**

This course will prepare students to upgrade from a Class D (basic) driver's license to the class A, B and C commercial driver's license. Successful completion of this course will allow the student to enter 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. Course fee – \$100)*

HEO 105 Fall, Spring 1 credit

### **Commercial Driver's License – Restricted Test Preparation**

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

HEO 130 Fall, Spring 4 credits

### **Operation of Class 8 Truck and Trailer**

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

HEO 150 Fall, Spring 1 credit

### **Commercial Driver's License Unrestricted Test Preparation**

Preparation for CDL behind-the-wheel exam given by Alaska State Department of Motor Vehicles examiners in Fairbanks or other third party examiner. Student will receive instruction in various traffic situations to include both urban and rural driving. *(Prerequisite: The student must complete HEO 130 or HEO 194 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)*

HEO 170 Summer 6 credits

### **Construction/HeavyEquipment/Earthmoving Equipment Operations**

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 earthmoving equipment. Also, use of basic surveying equipment with emphasis on measurements and mathematics used in surveying during construction operations.

*(Prerequisite: 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)*

HEO 190 Fall, Spring 4 credits

### **Vac-Truck Operations**

Students will become familiar with basic operation and control system functions of the 325 Vac-Truck Operator, equipment used in Alaska oil fields to transport and support fluid transfers. This course mirrors actual workplace skills and hours and, students must be committed to actual workplace conditions in order to succeed in this course. *(Off campus travel will be required during training.)*

*(Prerequisites: Students must pass a drug test prior to course start date. Must have a valid Unrestricted Class A/CDL with X endorsement or instructor's permission. Students must pass an assessment process to evaluate fitness and readiness for employment in the oil field industry. Students must possess current certifications required for oil field employment as stated*

by ASRC Energy Services (NSTC, 40 hour HAZWOPER and Standard First Aid/CPR certificates) at the time of travel to Deadhorse for training. See fee schedule for course fees)

HEO 194 2 credits

### **Entry Level Operation of Class 8 Truck and Trailer**

This course will provide actual on the road training and prepare students for behind the wheel exams with the State of Alaska examiner. Student will be trained in Department of Transportation rules and regulations, how to research industry pertinent information, basic shifting and safe backing procedure of a Class 8 Tractor/Trailer combination, vehicle inspection procedures, and coupling and uncoupling procedures. This truck-driving program aligns with the industry requirements and will prepare a student for an entry-level position in the industry.

*(Prerequisites: Students must pass a drug test prior to course start date in accordance with Department of Transportation Rules and Guidelines. Students must possess a valid commercial driver license with at least the combination and air brake endorsement or possess a State of Alaska IC permit with air brake endorsement and meet state and federal drug and alcohol guidelines. See fee schedule for course fees)*

## **History**

HIST 100X Spring 3 credits

### **Modern World History**

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

HIST 115 Spring 3 credits

### **Alaska, Land and Its People**

A survey of Alaska from earliest days to the present, its peoples (Native and non-Native), and the social, economic and political issues and prospects that concern Natives and non-Natives and the relationships between both groups. This course meets the Alaska State Department of Education certification requirement in Alaska Studies.

HIST 117 Fall 3 credits

### **United States History**

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.

HIST 200 Spring 3 credits

### **Native American History**

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

## **Humanities**

HUM 201X Spring 3 credits

### **Unity in the Arts**

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

## **Human Services Technology**

HST 125 Fall (even years) 3 credits

### **Introduction to Addictive Processes**

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

HST 205 Spring (odd years) 3 credits

### **Basic Principles of Group Counseling**

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

HST 210 Fall (odd years) 3 credits

### **Crisis Intervention and Grief Counseling**

Helping people in crisis from a theoretical and experiential perspective. Understanding how people feel, think and behave during periods of crisis and grieving. Suicide, violence, life transitions and AIDS explored.

HST 215 Fall (odd years) 3 credits

### **Individual Interviewing and Assessment**

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

HST 255 Spring (even years) 3 credits

### **Substance Abuse Counseling**

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

HST 260 Spring (odd years) 1 credit

### **History of Alcohol in Alaska**

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

HST 271 Spring (even years) 3 credits

### **Ethics in Human Service**

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**

SAFE 102 As demand warrants 0.1 CEU

### **CEU Hydrogen Sulfide**

The H<sub>2</sub>S 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 H<sub>2</sub>S designated areas. *(See fee schedule for course fees)*

SAFE 103 As demand warrants 0.9 CEU

### **Unescorted Training with H<sub>2</sub>S**

The Unescorted and H<sub>2</sub>S Safety program for employees in the North Slope oil production area. *(See fee schedule for course fees)*

SAFE 104 Monthly 0.8 CEU

### **8-Hour HAZWOPER Annual Refresher**

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

SAFE 106 Monthly 0.8 CEU

### **NSTC Unescorted Training**

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

SAFE 110 Monthly 1 credit

### **40-Hour HAZWOPER**

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

*(See fee schedule for course fees)*

SAFE 115 As demand warrants 0.5 credit

### **24-Hour HAZWOPER Technician Level**

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

*(See fee schedule for course fees)*

SAFE 122 As demand warrants 0.4 CEU

### **Blood Borne Pathogens**

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)*

SAFE 123 Monthly 0.6 CEU

### **Standard First Aid and CPR w/AED**

This course will give individuals the knowledge and skills necessary to recognize and provide basic care for injuries, sudden illnesses, and adult cardiac arrest 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)*

SAFE 124 Monthly 0.6 CEU

### **Infant/Child CPR**

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

SAFE 127 As demand warrants 0.4 CEU

### **Adult CPR**

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

SAFE 138 As demand warrants 0.5 credits

### **24-Hour Spill Response**

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

SAFE 170 As demand warrants 0.4 CEU

### **Confined Space**

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**

IT 100 Fall 1 credit

### **Essential Computer Skills**

A beginning course for students with little or no prior computer experience using personal computers, computing devices, file management, and a basic understanding of the many functions of a PC. This course also provides an introduction to Windows operating system, Microsoft Word, Excel and PowerPoint essentials. Editing, formatting and customizing in the Windows environment will be covered. Other topics include searching the Internet, security of the Internet, privacy and ethics for the World Wide Web (www).

IT 101 Fall, Spring 1 credit

### **Keyboarding Skills**

Training to improve keyboarding with an emphasis on correct techniques, increasing speed and accuracy using the touch typing method. May be repeated once for credit.

IT 109 Fall, Spring 1 credit

### **Machine Transcription**

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

IT 111 As demand warrants 1 credit

### **Computer Operating Systems for End Users**

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

IT 117 Fall, Spring 1 credit

### **Computing Fundamentals: IC3 Module 1**

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 course fees)

IT 118 Fall, Spring 1 credit

### **Core Applications: IC3 Module 2**

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 course fees)

IT 119 Fall, Spring 1 credit

### **Living Online: IC3 Module 3**

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

IT 127 Fall 3 credits

### **Computers as Problem-Solving Tools**

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.)

IT 130            Fall, Spring            1-3 credits  
**Computer Word-Processing**  
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 one credit modules.

Module A – 1 credit  
Module B – 1 credit  
Module C – 1 credit  
*(Prerequisite: IT 117 or permission of instructor. Basic (Module A and B) See fee schedule for exam fees)*

IT 135            Fall                            1 credit  
**Desktop Publishing**  
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.)*

IT 140            Fall, Spring            1-3 credits  
**Computer Spreadsheets**  
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. Will be offered in one credit modules.

Module A — 1 credit  
Module B — 1 credit  
Module C — 1 credit  
*(Prerequisite: IT 117 or permission of instructor. Basic (Module A and B) See fee schedule for exam fees)*

IT 150            Fall, Spring            1-3 credits  
**Computer Databases**  
Fundamental, intermediate, and advanced database concepts and operations to help keep track of business or personal information. Covers how to use, design, create, and revise databases, as well as use a database as a business analysis and decision-making tool. Will be offered in one credit modules.

Module A — 1 credit  
Module B — 1 credit  
Module C — 1 credit  
*(Prerequisite: IT 117 or permission of instructor. Basic (Module A and B) See fee schedule for exam fees)*

IT 175            Spring                        3 credits  
**Creating and Administration of a Web Page**  
Students will have an operational interactive web page. They will learn the fundamentals of web tools, web design programs, page layout, graphics, HTML programming concepts, how to set up a web site, maintenance, and utilization of other helpful resources. *(Prerequisite: IT 117 or permission of instructor.)*

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

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

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

Module A – 1 credit  
Module B – 1 credit  
Module C – 1 credit

IT 291            Spring                        4 credits  
**Network Installation and Maintenance**  
CompTIA Network+ is an important industry certification that is widely recognized within the IT profession. In this course, students learn basic network installation and maintenance troubleshooting skills. *(Prerequisite: IT 117 or permission of instructor. See fee schedule for exam fees.)*

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

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

## Iñupiaq

IÑU 102            Fall                            3 credits  
**Conversational Iñupiaq I**  
Introductory course for students who wish to acquire the ability to speak 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.

IÑU 103            Spring                        3 credits  
**Conversational Iñupiaq II**  
Continuation of IÑU 102. Introductory course for students who wish to acquire the ability to speak 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.)*

IÑU 111            Fall                            3 credits  
**Elementary Iñupiaq I**  
Introduction to Iñupiaq, the language of Unalakleet, Seward Peninsula, Kotzebue Sound, and the North Slope. Open to both speakers and non-speakers. For speakers, the course provides literacy and grammatical analysis. For others, it provides a framework for learning to speak, read, and write the language. *(Prerequisite: Permission of instructor.)*

IÑU 112            Spring                        3 credits  
**Elementary Iñupiaq II**  
Introduction to Iñupiaq, the language of 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.)*

IÑU 210            Summer                      3 credits  
**Iñupiaq Land Use Values and Resources**  
An overview of the core elements of the Iñupiaq worldview of their geography and ecosystem. Examination of the complex relationships of people with the land, ocean and natural resources will be an integral part of the course. Culturally proper behaviors in the treatment of the land and resources will be discussed including North Slope geography landmarks, Traditional Land Use Inventory, camps, hunting areas, animals of the area, place names, plants of the area, historic use, flora and fauna, hunting and subsistence. Demonstrations of appropriate uses of animals and other resources will be incorporated.

IÑU 220            Fall                            3 credits  
**North Slope Iñupiaq History, Language and Culture**  
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.

IÑU 257            Fall                            3 credits  
**Traditional and Contemporary Skin Sewing**  
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 by the final class of the semester. Students will be responsible for supplying their own furs and materials. May be repeated once for credit.

IÑU 260            Spring (even years)        3 credits  
**Iñupiaq Songs, Dances and Drumming**  
Traditional Native Alaskan singing, drumming and dancing from the North Slope's indigenous group are taught by experienced performers. Students will learn to sing both invitational and motion dances. After learning the songs and meaning of the motions, students will learn to motion dance. Students will also be taught the use of the traditional drum with the rhythm of the song.

## Journalism and Public Communications

JPC 204 As demand warrants 3 credits

### Writing for the Media

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.

JPC 290 As demand warrants 3 credits

### Photojournalism

Creating effective photos and photo essays for newspapers, magazines and television. Learning to recognize, develop and create photo stories; how to coordinate words and photos and to lay them out on a page. Photo editing. How to present material to potential markets. Material and course fees will be required.

## Justice

JUST 110 As demand warrants 3 credits

### Introduction to Justice

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

LS 101X Spring 1 credit

### Library Information and Research

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

## Mathematics

MATH 055 Fall, Spring 4 credits

### Applied Math

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. (*Prerequisite: COMPASS Score 0 – 22.*)

MATH 060 Fall, Spring 4 credits

### Beginning Algebra

Review of operations. Solving linear equations, inequalities, and word problems. Simplifying expressions with exponents and polynomials. Factoring and simplifying rational expressions. (*Prerequisite: COMPASS Score 23 – 38 or MATH 055*)

MATH 103X Fall 3 credits

### Applications of Mathematics

Applications of mathematics in modern life including applications of graph theory in management science; uses of probability and statistics in industry, government and science; and applications of geometry to engineering and astronomy. Problem solving emphasized. (*Prerequisites: Math 060 or equivalent; COMPASS Score 39 – 65.*)

MATH 105 Fall, Spring 3 credits

### Basic College Algebra

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. (*Prerequisite: Math 060 or equivalent; COMPASS Score 39 – 65.*)

MATH 107X Spring 4 credits

### Functions for Calculus

A study of algebraic, logarithmic and exponential functions, together with selected topics from algebra. (*Prerequisite: MATH 105; COMPASS Score 66+.*)

MATH 108 As demand warrants 3 credits

### Trigonometry

Covers angular measure and trigonometric functions (sine, cosine, tangent cotangent) and graphs of trigonometric functions. Includes complex numbers, DeMoivre's theorem, and solutions of right, acute and oblique triangles. (*Prerequisite: MATH 107X*)

MATH 200X As demand warrants 4 credits

### Calculus I

Addresses techniques and application of differential and integral calculus, vector analysis, partial derivatives, multiple integrals and infinite series. (*Prerequisites: MATH 107X and 108.*)

MATH 201X As demand warrants 4 credits

### Calculus II

Addresses techniques and application of differential and integral calculus, vector analysis, partial derivatives, multiple integrals and infinite series. (*Prerequisites: MATH 107X and 108.*)

MATH 205 As demand warrants 3 credits  
**Mathematics for Elementary School Teachers I**  
Elementary set theory, numeration systems, algorithms of arithmetic, divisors, multiples, integers and introduction to rational numbers. (*Prerequisite: MATH 107X*)

MATH 206 As demand warrants 3 credits  
**Mathematics for Elementary School Teachers II**  
This course covers topics such as real number systems and subsystems, logic, informal geometry, metric system, probability and statistics. (*Prerequisite: Math 205*)

## Public Administration

PADM 104 Fall 1 credit  
**Time Management**  
(Cross listed as BUS 106)  
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.

PADM 156 Spring 1 credit  
**Employment Law**  
Course provides an overview of the legal parameters that guide the work of a supervisor. Topics include: Native American employment preference, discrimination, FMLA and other leaves, ADA, sexual and other harassment, Fair Labor/employee rights, OSHA, NSB ordinances, whistle blowers, employee privacy and computer and electronic communication.

PADM 190 Fall 1 credit  
**Critical Employee Skills**  
Designed for employees seeking ways to increase their personal effectiveness and satisfaction on the job. Includes topics on achieving personal, professional and organizational goals; balancing pressures and demands of professional life to maintain productivity; stress management; goal setting and prioritizing.

PADM 191 Fall 1 credit  
**Managing Conflict in the Changing Workplace**  
Change is an inevitable organizational dynamic within our region and a contributing factor to conflict in the workplace. Learn skills to identify opportunities presented by change, manage transitions, resolve conflicts whereby employer/employee obtain desired outcomes. Class focuses on building "win-win" relationships in the workplace.

PADM 192 Fall 1 credit  
**Organizational Excellence through Customer Service**  
Examines customer service towards the internal and external customers. Course covers concepts of excellence in customer relations as a means to enhancing effectiveness of the organization. In addition, students will analyze market identification, market needs and promotion. Course material applicable to employees in general and supervisory positions.

PADM 193 Fall 1 credit  
**Roles of Management: Supervisor, Mediator, Mentor**  
Effective staff development allows local organizations to grow their own professional workforce. This process includes establishment of a career ladder; creating action plans to reach career goals; communication of performance related expectations; assessment of individual and work unit performance; identification and correction of performance problems and policies governing progressive discipline.

PADM 194 Fall 1 credit  
**Performance Enhancement and Staff Development**  
Effective staff development allows local organizations to grow their own professional workforce. This process includes establishment of a career ladder; creating action plans to reach career goals; communication of performance related expectations; assessment of individual and work unit performance; identification and correction of performance problems and policies governing progressive discipline.

PADM 195 Spring 1 credit  
**Leadership Through Collaboration: From Pyramid to Circle**  
Learners identify principles of effective leadership; review leadership styles and types of power; evaluate selection and development of effective teams and realize strategies to empower, influence and mentor local employees. Emphasis is on skill building in context of the team-oriented work environment.

PADM 196 Spring 1 credit  
**Effective Communication in the Multi-Cultural Workplace**  
Course covers principles of oral and written business communication with emphasis on business writing, electronic communication, managing meetings, listening and response skills. All elements are taught in the context of a multi-cultural environment and stress awareness of appropriate behaviors and language choices.

PADM 197 Spring 1 credit

### **Strategic Planning and Development**

This course covers strategic planning and policy setting on the organizational and program level. On the organizational level, the student will learn to assess organizational needs and resources to establish goals, objectives, policies and programs. Internal and external factors and their influence within the structure of the North Slope Borough are examined. On the program level, the emphasis is on effective utilization of available resources to plan and implement programs that will help to achieve the organizational goals.

PADM 247 Spring 1 credit

### **Public Administration**

Introduction to the challenge of managing agencies and implementing policies in public entities on the federal, state, and local level. Course emphasizes current practices of public administration and the effects of social, economic and political environments on state and local administration.

## **Plumbing**

PMB 101 As demand warrants 5 credits

### **Plumbing Level I**

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 and both compression and non-compression faucets. This plumbing course uses NCCER instructional modules. *(Prerequisites: Complete CTT 101 Introduction to Construction Trades; Pass a drug test and COMPASS math score of 39 or higher.)*

PMB 102 As demand warrants 1 credit

### **Plumbing Level I Skills Lab**

This hands-on lab will provide students proficiency development and improvement on skills learned in Plumbing Level I, PMB 101. *(Prerequisite: CTT 101 and concurrently enrolled in PMB 101. Pass a drug test and COMPASS math score of 39 or higher. See fee schedule for material fees)*

PMB 103 As demand warrants 3 credits

### **Pipefitting Level I**

This course introduces the student to the Pipefitting Industry; work performed by, responsibilities of, and the career opportunities in the pipefitting trade. Covers the safe use of hand tools and power tools used in the trade. Explains the safe use of oxyfuel cutting equipment and provides instruction on use of the equipment. Students will be introduced to straight line, piercing, beveling,

washing and gouging cutting. Students will learn the safe use of ladders and scaffolds; and the safe use, maintenance and operation of motorized equipment on the job site. *(Prerequisites: Complete CTT 101; Pass a drug test and COMPASS math score of 39 or higher. See fee schedule for material fees)*

PMB 120 As demand warrants 5 credits

### **Plumbing Level II**

Students learn to read and interpret civil architectural, structural, mechanical, plumbing and electrical drawings when installing plumbing systems. Focuses on locating and installing water supply piping and drain, waste and vent systems. Installation of roof, floor and area drain systems is taught along with valves, fixtures and water heaters. Introduces students to safe techniques for installing and testing gas and oil systems. Troubleshooting and repairing fixtures is covered. Uses NCCER instructional modules. *(Prerequisites: Complete CTT 101, PMB 101, and PMB 102; Pass a drug test and COMPASS math score of 39 or higher.)*

PMB 121 As demand warrants 1 credit

### **Plumbing Level II Skills Lab**

This lab provides the required hands on proficiency development and improvement for skills learned in Plumbing Level II, PMB 120. *(Prerequisite: Complete CTT 101, PMB 101, PMB 102, and concurrently enrolled in PMB 120. See fee schedule for material fees)*

MTHP 101 Spring 2 credits

### **Introductions to Mathematics for Plumbing**

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. Must be taken concurrently with PMB 101.

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 & 120 – 121; Pass a drug test and COMPASS math score of 39 or higher.)*

## Political Science

PS 100X      Fall                      3 credits

### Political Economy

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. (*Prerequisite: ENGL 111X or concurrent enrollment in ENG 111X.*)

## Psychology

PSY 101      Fall                      3 credits

### Introduction to Psychology

Covers general principles of psychology emphasizing natural science and social science orientations. Topics will include the nervous system; sensation and perception; motivation and emotion; basic processes in learning, problem solving, and thinking; personality; psychological and therapeutic strategies.

PSY 150      Spring (odd years)      3 credits

### Lifespan Development

Reviews physical, cognitive and socio-emotional aspects of human growth, maturation and development across the life span. Covers prenatal period, infancy, early and middle childhood, adolescence, and early, middle and late adulthood.

PSY 240      Spring (even years)      3 credits

### Developmental Psychology in Cross-Cultural Perspective

Examine the process of human development from conception to death. Life-span development is studied by looking at culture, cognitive and physical growth, social and emotional maturation. How biology and the environment interact to shape personality and behavior is also explored. (*Prerequisite: PSY 101.*)

## Social Work

SWK 103      As demand warrants      3 credits

### Social Work in Human Services

This course summarizes the principles of social work emphasizing the beliefs, values, and skills of the profession as well as generalist social work practice and systems theory. Diversity of cultures, life-styles and needs, human services, community organization, ethics and social policy are covered.

## Tribal Management

TM 101      As demand warrants      1 – 3 credits

### Introduction to Tribal Management

An introduction to tribal management concepts and issues, indigenous political systems to include duties and powers of local government, customary law and justice in Alaska emphasizing the organization of Native governance and management under federal Indian law and Alaska state-chartered local government and tribal court process and implementation.

TM 102      As demand warrants      1 – 3 credits

### Tribal Law and Government

This course examines government-to-government relationships, tribal governing structures, etc. Issues and topics include sovereignty, treaties, Federal and Alaska state court cases and Federal and State laws and regulations and the history of social, political and economic issues that affect the current situation of tribal governments in Alaska.

TM 105      As demand warrants      1 – 3 credits

### Introduction to Tribal Finance

An introduction to tribal finance applications, functions, program and organizational management, budgeting program reporting and bookkeeping basics.

## Workforce Development

DE 080      As demand warrants      1.0 CEU

### Driver's Education Test Preparation of Written Exam

This course will prepare the student to take the State of Alaska DMV written examination to obtain a basic driver learner's permit or a restricted "off road" Class D license. (*See fee schedule for course fees*)

DE 081      As demand warrants      2.0 -3.0 CEU

### Behind the Wheel Driving

This course will prepare the student with actual behind-the-wheel driving experience in preparation for the State of Alaska Department of Motor Vehicles Drivers License Examination. (*See fee schedule for course fees*)

DE 084      Fall, Spring                      1 credit

### Basic Driver Education

This course will prepare the student to take the State of Alaska written general knowledge test to obtain a basic driver learner's permit and to take the regular Department of Motor Vehicles Driver Road Test Examination through the provision of behind-the-wheel instruction. (*See fee schedule for course fees*)

WFD 103 As demand warrants 1 credit  
**Asbestos For Supervisors & Contractors 40-Hour**  
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)*

WFD 104 As demand warrants 0.8 CEU  
**Asbestos For Supervisors & Contractors 8-Hour**  
This 8-hour seminar meets the requirements of the State of Alaska, Department of Labor (DOL), Occupational Safety and Health (OSH) and EPA/AHERA. It satisfies the requirements of the yearly AHERA refresher and the DOL OSH one year renewal. This seminar is designed to review the material covered in the 40 hour 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.

WFDI 101 As demand warrants 1-2 CEU  
**Small Engine Repair**  
This workshop offers students a hands-on class in the basics of diagnostics and repair. Participants learn common problems associated with engine failure, how to diagnose a problem and recognize the different parts of a small engine, looking at the inner workings of an actual small engine. The second half of the workshop will focus on, replacing any necessary parts, fluids or belts and finish up on how to properly care for small engines. *(See fee schedule for course fees)*

WFDI 102B As demand warrants 0.8 CEU  
**Fuel Dispenser Review Basics**  
Students will review the Gilbarco Legacy owner's manual prior to a hands on training session on the unit. Hands on training will cover system components, programming, troubleshooting, and general maintenance. Training will conclude with each student demonstrating unit programming one on one with the instructor. *(See fee schedule for course fees)*

WFDI 104 As demand warrants 1.5 – 2.5 CEU  
**Sealed Combustion Room Heater Repair Basics (Toyo, Monitor, Rinnai)**  
This class teaches skills for the preventative maintenance,

troubleshooting and repair of oil-fired Toyo, Monitors, and gas fired Rinnai heaters (where appropriate). Training will be offered on-site in the villages and will provide both classroom and hands-on learning opportunities. *(See fee schedule for course fees)*

WFDI 111 As demand warrants 3.5 CEU  
**Appliance Repair and Refrigeration**  
This program trains students in residential appliance and refrigeration repair. Laboratory activities involve hands-on exercises. Students may elect to earn refrigerant recovery certification through an EPA required certification exam. The purpose of this program is to prepare students for employment as electric home appliance and certificated refrigeration technicians or appliance service representatives. *(See fee schedule for course fees)*

WFDI 112 As demand warrants 2 CEU  
**Refrigeration Small Systems Repair and Evacuation**  
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; 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. *(Prerequisite: EPA Type I Refrigerant Recovery Certification. You can obtain this by taking WFDI 111. See fee schedule for course fees.)*

WFDI 184 As demand warrants 4 CEU  
**HVAC – Troubleshooting and Maintenance**  
Learn mechanical diagnostics and repairs including air handling units, ventilation systems balancing, supply and return air systems, heat transfer concepts (hydronic and air) combustion basics, gun burners and components, combustion analysis and adjustment, controls systems characteristics and components, circulating pumps, troubleshooting from the boiler through the facility. *(See fee schedule for course fees)*

WFDI 091 As demand warrants 1.2 CEU  
**Basic Safe Boating**  
This 12-hour course uses the Seven Steps to Survival as a framework to teach basic safe boating topics. It covers preparation for boat trips, float plans, navigation rules, cold water survival skills, personal flotation devices (PFDs), signals, compasses and charts, GPS. It includes pool or cold water practice of cold water survival skills. *(See fee schedule for course fees)*

WFDM 092 As demand warrants 2.4 CEU

### **Cold Water Safety and Survival**

This course uses the Seven Steps to Survival as a framework to train in cold water survival skills. It covers cold water immersion, cold water near drowning, hypothermia and protection techniques. Students will discuss cold water survival techniques, and assess personal flotation devices (PFDs.) Using immersion suits, students practice survival techniques in a pool or cold water. Use of compasses to follow a course, man overboard, survival kits and different types of signals, including EPIRBs, flares and Mayday may be practiced in cold water. This course emphasizes hands-on learning. *(See fee schedule for course fees)*

WFDM 100 As demand warrants 1.8 CEU

### **Emergency Procedures and Onboard Drills**

AMSEA's Drills course is US Coast Guard approved and recommended for captains and crew serving on any commercial vessel. It is valuable for anyone carrying passengers or operating a vessel with a cabin. 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 training requirements for commercial fishermen operating on documented vessels beyond the Boundary Line. Successful course completion also earns sea time toward licensure. Topics covered in the course include: Fire Fighting, Life rafts, Maydays, Immersion Suits & PFDs, Flares, Emergency Drills, Cold Water Survival Skills, EPIRBs.

*(See fee schedule for course fees)*

WFDM 200 As demand warrants 4 credits

### **100 Ton and OUPV (6 Pack) Course**

This course is for those with boating experience interested in earning a US 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 US Coast Guard (USCG) approved course. Students should plan to spend time studying on their own, in addition to the 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)*

WFDT 130 As demand warrants 3.5 CEU

### **Eco-Tourism Internship**

This course will introduce North Slope students to the lucrative field of eco-tourism, providing a hands-on opportunity in the field. Students will learn the skills required of those hoping to start careers in wilderness guiding. *(See fee schedule for course fees)*

WFDU 100 Fall 1.4 CEU

### **Certified Pool Operators**

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)*

WFDU 101 As demand warrants 3 – 4 CEU

### **Boiler Technician**

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, he 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)*

WFDU 101A As demand warrants 2 - 3 CEU

### **Boiler Basics**

This is an introductory course designed for anyone who needs to understand fundamental operation of boilers in order to improve efficiencies and safety at their facilities or in the home. We will cover basic trouble shooting and mechanical systems, diagnose common problems related to burners, including parts, fuel controls and safety. The process for burner tuning and tools used for efficiency testing will be covered. *(See fee schedule for course fees)*

WFDU 102 Spring 1 - 3 CEU

### **Tank Farm Operations**

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 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)*

WFDU 103 As demand warrants 3.6 CEU

### **Power Plant Operator**

This class will provide entry-level power plant operators the necessary skills for operating and maintaining power plants. Students learn basic generator set operational skills. Includes theory, maintenance and troubleshooting of generators, electrical systems, engines; operation of diesel electrical sets; control panels, fuel management, waste heat recovery, and power plant safety.

WFDU 219 As demand warrants 3.0 CEU

### **Introduction to Alaskan Small Water Systems**

This is the ADEC-approved introductory class for water treatment and distribution system operators in Alaska. The course includes an introduction to water chemistry, microbiology, hydraulics, math, electrical principals and pumping systems. Ground and surface water source treatment technologies and basic operational practices used in Alaska are presented, along with a description of storage and distribution system equipment and O&M procedures. Sampling, monitoring and other regulatory requirements are presented. Students who complete the course can take the ADEC Provisional Level 1 Water Treatment and Water Distribution System Operator certification exams at the end of the course.

*(Prerequisite: 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 1950 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)*

WFDU 220 As demand warrants 3.2 CEU

### **Water Treatment and Distribution Certification Exam Review**

A review class for operators preparing to take Level 1 – 4 ADEC water treatment or distribution certification exams. Practice exams in the style of the Association of Boards of Certification exams used by ADEC will be presented and reviewed in class. Remember application deadline information. See <http://www.uas.alaska.edu/attac/calendar.html>

*(See fee schedule for course fees)*

WFDU 229 As demand warrants 3.0 CEU

### **Introduction to Alaskan Small Wastewater Systems**

This is the ADEC-approved introductory class for wastewater collection and treatment system operators in Alaska. The course includes an introduction to water chemistry, microbiology, hydraulics, math, electrical principals and pumping systems. Preliminary, primary and secondary treatment technologies and basic operational practices used in Alaska are presented, along with a description of wastewater collection system equipment and O&M procedures. Sampling, monitoring and other regulatory requirements are presented. Students who complete the course can take the ADEC Provisional Level 1 Wastewater Collection and Wastewater Treatment System Operator certification exams at the end of the course.

*(See fee schedule for course fees)*

WFDU 230 As demand warrants 1.6 - 3.2 CEU

### **Wastewater Collection and Treatment Certification Exam Review**

A review class for operators preparing to take Level 1 – 4 ADEC wastewater treatment or collection certification exams. Practice exams in the style of the Association of Boards of Certification exams used by ADEC will be presented and reviewed in class. Remember application deadline information. See <http://www.uas.alaska.edu/attac/calendar.html> *(See fee schedule for course fees)*

WFDU 289 As demand warrants 3.0 CEU

### **Alaskan Water Treatment Systems – Intermediate Operator Training**

This is the intermediate level water treatment operator training course developed for the ADEC for operators advancing their licensing to a Level 2 or 3. The course provides a thorough overview of the 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 CEU's toward operator certification in the State of Alaska.

If you have any questions about when courses will be available, feel free to pick up a copy of the latest course schedule or call the Registrar's Office at 852.1763.

# Course Fees

## Technology Fee

A technology fee of \$5 per credit will be charged up to a maximum of \$60 per semester.

## Transportation Fee

A fee of \$10 will be charged per course.

## Official Transcript Fee

An official transcript of a student's academic record is prepared by the Office of the Registrar. The first copy is free. Additional copies are \$5.00.

## Graduation Application Fee

|                |       |
|----------------|-------|
| Graduation fee | \$ 20 |
|----------------|-------|

## Student Activity Fee

|                                |                |       |
|--------------------------------|----------------|-------|
| Full-Time student activity fee | (12 + credits) | \$100 |
| Part-time student activity fee | (6-11 credits) | \$ 50 |

## Specific Course and Material Fees

### Science

|   |                         |
|---|-------------------------|
| All Biology, Chemistry, and Geology Lab Courses | <b>LAB FEE</b><br>\$ 35 |
|---|-------------------------|

### Art

|         |                          | <b>MATERIALS FEE</b> |
|---------|--------------------------|----------------------|
| ART 105 | Beginning Drawing        | \$ 25                |
| ART 113 | Introduction to Painting | \$ 75                |
| ART 201 | Beginning Ceramics       | \$100                |
| ART 212 | Baleen Art               | \$100                |
| ART 220 | Fundamentals of Carving  | \$100                |
| ART 224 | Beginning Photography    | \$ 75                |

### Associated Construction Trades

|               |                              | <b>MATERIALS FEE</b> |
|---------------|------------------------------|----------------------|
| CARP 110      | Carpentry Level I            | \$ 75                |
| CARP 111      | Carpentry Level I Skills Lab | \$125                |
| PMB 102       | Level I Plumbing Skills Lab  | \$200                |
| PMB 103       | Level I Pipefitting          | \$100                |
| PMB 121       | Level II Plumbing Skills Lab | \$250                |
| CTT 103 A & B | Introduction to Welding      | \$ 75                |

### Driver's Education

|        |   | <b>COURSE FEES</b>            |
|--------|---|-------------------------------|
| DE 080 | Driver's Education Test Prep for Written Exam | \$300 - Contact WFD for Quote |
| DE 081 | Behind the Wheel Driving                      | \$400 - Contact WFD for Quote |
| DE 084 | Basic Drivers Education                       | \$600 - Contact WFD for Quote |

**Electrical Program****MATERIALS FEE**

|          |                                  |       |
|----------|----------------------------------|-------|
| ELEC 106 | Electrical Blueprints and Design | \$ 25 |
| ELEC 125 | Level I Training                 | \$200 |
| ELEC 126 | Level II Training                | \$200 |
| ELEC 138 | Level I Elec. Skill Development  | \$200 |
| ELEC 188 | Level II Elec. Skill Development | \$200 |
| ELEC 206 | Commercial Wiring I              | \$150 |

**Heavy Truck Operations****COURSE FEES**

|         |                                     |         |
|---------|-------------------------------------|---------|
| HEO 002 | Limited Class A/CDL                 | \$300   |
| HEO 003 | Limited Class B/CDL                 | \$250   |
| HEO 004 | CDL-Tank Vehicles                   | \$ 50   |
| HEO 005 | CDL-Hazardous Materials             | \$ 50   |
| HEO 006 | CDL- Passenger Vehicles             | \$ 50   |
| HEO 007 | CDL-Double/Triple                   | \$ 50   |
| HEO 008 | CDL-Combination Vehicle             | \$ 50   |
| HEO 009 | CDL- Air Brake Restriction          | \$ 50   |
| HEO 010 | CDL- General Knowledge              | \$100   |
| HEO 105 | CDL - Restricted Test Prep          | \$650   |
| HEO 130 | Operation Class 8 Truck and Trailer | \$5,200 |
| HEO 150 | CDL - Unrestricted Test Prep        | \$5,100 |
| HEO 170 | Construction/Heavy Equip Ops        | \$6,300 |
| HEO 190 | Vac-Truck Operations                | \$6,500 |
| HEO 194 | Entry Level Class 8 Truck & Trailer | \$3,500 |

**Information Technology****EXAM FEES**

|        |                                      |       |
|--------|--------------------------------------|-------|
| IT 117 | Computing Fundamentals: IC3 Module 1 | \$ 33 |
| IT 118 | Core Applications: IC3 Module 2      | \$ 33 |
| IT 119 | Living Online: IC3 Module 3          | \$ 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 |

**Industrial Safety****COURSE FEES**

|          |                              |       |
|----------|------------------------------|-------|
| SAFE 102 | CEU Hydrogen Sulfide         | \$ 50 |
| SAFE 103 | Unescorted Training with H2S | \$250 |
| SAFE 104 | 8-Hour HAZWOPER              | \$ 50 |
| 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 and 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 |

# Workforce Development

| <b>INDUSTRIAL/UTILITIES</b>                     |   | <b>COURSE FEES **</b> | <b>MIN. PARTICIPANTS</b> |
|---|---|-----------------------|--------------------------|
| WFD 103   | Asbestos For Supervisors & Contractors 40-Hour      | \$600 - Contact WFD   |                          |
| WFDI 101  | Small Engine Repair                                 | Contact WFD for Quote |                          |
| WFDI 104  | Sealed Combustion Room Heater Repair Basics         | Contact WFD for Quote |                          |
| WFDI 111  | Appliance Repair and Refrigeration                  | \$600                 | 8                        |
| WFDI 112  | Refrigeration Small Systems Repair and Evacuation   | \$500                 |                          |
| WFDI 184  | HVAC – Troubleshooting and Maintenance              | \$525                 | 8                        |
| WFDU 100  | Certified Pool Operators                            | \$200                 | 8                        |
| WFDU 101  | Boiler Technician                                   | \$650                 | 10                       |
| WFDU 101A                                       | Boiler Basics                                       | \$500                 |                          |
| WFDU 102  | Tank Farm Operations                                | Contact WFD for Quote |                          |
| WFDU 102B                                       | Fuel Dispenser Review Basics                        | Contact WFD for Quote |                          |
| WFDU 103  | Power Plant Operator                                | Contact WFD for Quote |                          |
| <b>WATER/WASTEWATER TREATMENT</b>               |   |                       |                          |
| WFDU 219  | Introduction to Alaskan Small Water Systems         | \$650                 | 10                       |
| WFDU 220  | Water Treatment & Distribution Cert. Exam Review    | \$625                 | 10                       |
| WFDU 229  | Introduction to Alaskan Small Wastewater Systems    | \$620                 | 10                       |
| WFDU 230  | Wastewater Collection & Treatment Cert. Exam Review | \$650                 | 10                       |
| <b>MARINE</b>                                   |   |                       |                          |
| WFDM 091  | Basic Safe Boating                                  | Contact WFD for Quote |                          |
| WFDM 092  | Cold Water Safety and Survival                      | Contact WFD for Quote |                          |
| WFDM 100  | Emergency Response Procedures and Onboard Drills    | Contact WFD for Quote |                          |
| WFDM 200  | 100 Ton/OUPV Course                                 | Contact WFD for Quote |                          |
| <b>TOURISM</b>                                  |   |                       |                          |
| WFDT 130  | Eco-Tourism Internship                              | Contact WFD for Quote |                          |
| <b>CUSTOMIZED TRAINING BY IØISAÁVIK FACULTY</b> |   |                       |                          |
| Instruction                                     |   | \$100/hr              |                          |
| Materials                                       |   | Varies with training  |                          |
| Travel/Lodging as needed                        |   | Varies with training  |                          |
| CEU/Credit                                      |   | \$100/\$100 each      |                          |

\*\* Please note the course fee of many WFD classes will ultimately depend on the enrollment numbers. For the pur-poses of this catalogue, the maximum fee with the minimum number of students has been shown. Course fees may be reduced depending on enrollment.

# Dorm Rates and Meal Prices - Fall 2009

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

**FULL-TIME RESIDENTIAL STUDENT DORM RATES** per Semester: \$2000  
**FULL-TIME RESIDENTIAL STUDENT MEAL PLAN** per Semester: \$3300

Individual meal plan service starts with lunch the day the residential facility opens and ends with dinner 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, 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.

## **PART-TIME RESIDENTIAL PER STUDENT RATE:**

Double Occupancy/Day \$65  
Single Occupancy/Day 80

## **NON-STUDENT DORM RATES:**

Double Occupancy/Day 70/person  
Single Occupancy/Day 115

## **LONG TERM DORM RATES:**

Inquire with Student Services

## **REGULAR MEAL RATES:**

| <b>Meal</b>          | <b>Price</b> | <b>Senior</b> |
|----------------------|--------------|---------------|
| Breakfast            | \$10         |               |
| Lunch                | 15           | \$12          |
| Lunch Special        | 10           |               |
| Dinner               | 22           | 18            |
| Dinner Special       | 16           |               |
| Brunch               | 15           | 13            |
| <b>Kids under 10</b> |              |               |
| brunch/Dinner        | 10           |               |

# Meet Our Faculty and Program Coordinators



**BILLY JOE AIKEN**

*Instructor, Industrial Safety*

OSHA 500, Train the Trainer 2001; OSHA 501; General Industry Instructor, 2001; OSHA 510, Construction Industry Instructor, 2001; HMTRI Master Trainer for Waste Site Worker; Waste Site Supervisor; Emergency Responder, Confined Space, 2001; AHA First Aid/CPR Instructor; American Red Cross First Aid/CPR Instructor, 2003; NSTC Instructor, 2003. Ph. 907.852.1807 • Fax 907.852.1702  
billy.aiken@ilisagvik.cc



**FANNIE KUUTUUQ AKPIK**

*Assistant Professor, Iñupiaq Studies*

A.A. University of Alaska, Fairbanks; recognized expert in Traditional Iñupiaq Studies. Ph. 907.852.1711  
Fax 907.852.5760 • fannie.akpik@ilisagvik.cc



**ROB CARRILLO**

*Coordinator, Distance Delivery*

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. Ph. 907.852.1706 • Fax 907.852.1739  
rob.carrillo@ilisagvik.cc



**JENNIFER EHRHAERT**

*Director of Student Services*

Post Graduate Certificate, Educational Leadership, University of Alaska, Anchorage, 2006; M.A. Teaching, Oregon State University, 1996; B.S. Human Development & Family Sciences, 1995; Ph. 907.852.1754  
jennifer.ehrhaert@ilisagvik.cc



**DEBBY DAHL EDWARDSON**

*Director, Center of Community and Workforce Development*  
 B.A. English, Colorado College; M.F.A. Writing for Children and Young Adults, Vermont College; Jane Resh Thomas Award for Critical Scholarship; Publications: *Whale Snow*, Charlesbridge, 2003; *Blessing's Bead*, Farrar Straus and Giroux, 2009. Ph. 907.832.1703  
 Fax 907.852.1855 • debby.edwardson@ilisagvik.cc



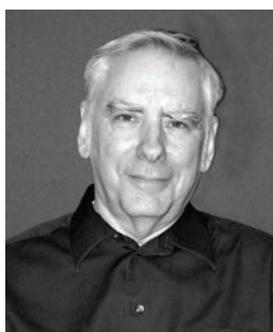
**DAVE ELBERT**

*Assistant Professor, Vocational/Technical Trades (Electrical)* NCCER Master Instructor, 2003; A.A. University of Alaska, Fairbanks, Alaska, 1999; Electrical Contractors' License, State of Alaska, 1988; Electrical Administrator's 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.cc



**JOHN HOWLETT**

*Instructor, Vocational/Technical Trades (Plumbing and Mechanical)* Journeyman Plumber License, State of Alaska; Journeyman Plumber License, State of Montana; Journeyman Plumber License, State of Washington; Backflow Prevention Assembly Tester; SAPAA Certified Collector; NCCER Certified Instructor for: Carpentry Level I, Insulation Level I, Pipefitting Level I, Plumbing Level I – IV, Scaffolding Level I, Scaffolding Training Institute Certificate. Ph. 907.852.1778  
 Fax 907.852.1739 • john.howlett@ilisagvik.cc



**TONY KALISS**

*Assistant Professor, Social Science*  
 Ph.D. American Studies, University of Hawai'i, 1999; M.A. Economics, University of Maine, 1974; B.A. U.S. History, University of Maine, 1969. Ph. 907.852.1860  
 Fax 907.852-1805 • tony.kaliss@ilisagvik.cc



### VIRGILIO P. MESINA

*Assistant Professor, Office Technology*

Ph.D. Louisiana Baptist University, Shreveport, LA. 2002; M.Ed. National University, San Diego, California 2005; M.S. Environmental Mgmt., National Univ., S.D., CA. 1997; B.B.A. (Business Admin.) National Univ., S.D., CA. 1996; A.A. University of Maryland, Baltimore, MD. 1989. Ph. 907.852.1804 Fax. 907.852.1739 • [virgil.mesina@ilisagvik.cc](mailto:virgil.mesina@ilisagvik.cc)



### DIANA PERKETT

*Director/Instructor, Adult Basic Education*

M.A. Human and Organizational Systems, Fielding Graduate Institute, 2003; M.A. Adult Education, Norwich University, 1998; B.A. Liberal Arts, Norwich University, 1996; Certificate for Advanced Graduate Study, Norwich University; Certificate in Inupiaq Fine Arts, **Ilisaávik** College. Ph. 907.852.1741 Fax 907.852.1746 • [diana.perkett@ilisagvik.cc](mailto:diana.perkett@ilisagvik.cc)



### LESLIE PIERCE

*Instructor/Allied Health Program Coordinator*

M.S. Science Education, Montana State University 2009; Graduate study in Natural Science, University of Idaho, 1990-92; Secondary Education Certification, Biology and Chemistry, University of Idaho, 1989; B.S. Microbiology, Idaho State University, 1980. Ph. 907.852.1730 • Fax 907.852.1805 [leslie.pierce@ilisagvik.cc](mailto:leslie.pierce@ilisagvik.cc)



### LAURA THOMAS

*Assistant Professor, General Studies*

Ph.D. Anthropology, University of California-Davis (in progress); OSHA 40, 2006; William E. Taylor Prize, 2005; M.S. Anthropology, Idaho State University, 2003; Register of Professional Archaeologists, 2003; B.Sc (Hon.), Archaeological Sciences and Anthropology, University of Toronto, 2000. Ph. 907.852.1848 • Fax 907.852.1805 • [laura.thomas@ilisagvik.cc](mailto:laura.thomas@ilisagvik.cc)



**DAVID G. RICE**

*Assistant Professor, Business*

Master of Health Administration, Brigham Young University, 1985; B.A. Economics, Brigham Young University, 1983. Ph. 907.852.1816 • Fax 907.852.1739  
david.rice@ilisagvik.cc



**DESEREE SALVADOR**

*Assistant Professor, Developmental English*

Specialist Certificate, Developmental Education, Kellogg Institute, Appalachian State University; M.A. Linguistics and English Language Teaching, University of York, UK; B.A. International Relations, University of California, Davis. Ph. 907.852.1731 • Fax 907.852.1739  
deseree.salvador@ilisagvik.cc



**JAY ST. VINCENT**

*Associate Professor, English*

M.A. English, Clemson University, 1982; B.A. English, University of Georgia, 1973. Ph. 907.852.1712  
Fax 907.852.1805 • jay.stvincent@ilisagvik.cc



**MARTHA IKAYUAQ STACKHOUSE**

*Coordinator, Teachers for the Arctic and Inupiaq Studies.*

B.A. History, Alaska Native Studies/Secondary Education, University of Alaska, Fairbanks, Alaska, 1983. Teacher's Certification, State of Alaska. Coursework at American River College, Sheldon Jackson College. Ph. 907.852.6704 • Fax 907.852.5760  
martha.stackhouse@ilisagvik.cc



**LARRY WILBOURN**

*Instructor, Vocational Education/Commercial Drivers License Class A/CDL with Air Brake, Tanker, Double/Triple, Combination, Hazardous Materials, Passenger and School Bus Endorsements; Graduate of West Coast Training/Heavy Equipment, 2005; Department of Motor Vehicles Certified Third Party Examiner #67 (9/98); State of Alaska Department of Education and Early Development Certified School Bus Driver Training Instructor #170 (6/98).* Ph. 907.852.1774  
Fax 907.852.1783 • larry.wilbourn@ilisagvik.cc

# Our Board of Trustees



HAROLD L. IVANOFF  
Chairperson,  
Atkasuk



JACK M. SMITH  
Vice-Chairperson,  
Barrow



LILLIAN LANE  
Secretary,  
Point Hope



CRAWFORD PATKOTAK  
Treasurer,  
Arctic Slope Regional  
Corporation



LYDIA AGNASAGGA  
Wainwright



IDA E. ANGASAN  
Kaktovik



BILL TRACEY, SR.  
Point Lay



RHODA BENNETT  
Nuiqsut



RAINEY HIGBEE  
At-Large



CHARLOTTE BROWER  
North Slope Borough  
School District

# Index

|  |       |  |     |
|--|-------|--|-----|
| ABE/GED.....   | 85    | Course Expectations.....                                       | 22  |
| Academic Assistance.....                                   | 43    | Course Fees.....   | 114 |
| Academic Calendar.....                                     | 3     | Course Load.....   | 14  |
| Academic Expectations.....                                 | 22    | Course Numbering.....  | 15  |
| Academic Petition.....                                     | 21    | Course Requirements.....                                       | 15  |
| Academic Planning and Advising.....                        | 12    | Dental Assistant Trainee.....                                  | 59  |
| Academic Planning and Course Placement.....                | 12    | Directory Information.....                                     | 40  |
| Academic Standing.....                                     | 25    | Distance Education.....  | 42  |
| Access to Records.....                                     | 40    | Distance Education.....  | 86  |
| Accommodation for Persons with Disabilities.....           | 37    | Dorm Rates and Meal Prices.....                                | 117 |
| Accounting Technician I and II.....                        | 61    | Dual Credit – High School Students.....                        | 11  |
| Admissions.....  | 9     | Electrical I Basic and Advanced.....                           | 79  |
| Adult Basic Learning Program.....                          | 43    | Electrical II Basic and Advanced.....                          | 79  |
| Allied Health Certificate.....                             | 58    | Emergency Services.....  | 74  |
| Allied Health Program.....                                 | 55    | EMT: Emergency Medical Technician I.....                       | 75  |
| Application Procedure.....                                 | 9     | English as a Second Language (ESL).....                        | 44  |
| Associate of Applied Science<br>in Accounting.....         | 60    | Entrepreneurship/Small Business Management<br>Certificate..... | 66  |
| Associate of Applied Science in<br>Emergency Services..... | 76    | Excellence in Public Service.....                              | 62  |
| Associate of Arts Degree.....                              | 47-48 | Faculty and Program Coordinators.....                          | 118 |
| Associate of Science in Allied Health.....                 | 56    | Family Educational Rights and Privacy Act.....                 | 39  |
| Associated Construction Trades.....                        | 77    | Fees.....  | 29  |
| Board of Trustees.....                                     | 122   | Financial Aid<br>Students' Rights and Responsibilities.....    | 32  |
| Bookstore.....   | 42    | Firefighter I.....   | 75  |
| Business and Management.....                               | 62    | Food Services.....   | 44  |
| Business Specialist I and II.....                          | 68    | For Residence Hall Students.....                               | 29  |
| Business.....  | 60    | Foundational Studies.....                                      | 85  |
| Campus Security.....                                       | 39    | Freedom from Alcohol and Drugs.....                            | 38  |
| Carpentry I.....   | 78    | Freedom from Discrimination.....                               | 37  |
| Certified Nurse Aide.....                                  | 59    | Freedom from Harassment.....                                   | 38  |
| Class Standing.....  | 21    | Freedom from Violence.....                                     | 38  |
| College Credit.....  | 19    | Fresh Start.....   | 11  |
| Community and Workforce Development.....                   | 84    | Full-Time/Part-Time Status.....                                | 15  |
| Comp TIA A+ Certification.....                             | 73    | General Education Development (GED) Testing...                 | 44  |
| Comp TIA Network+ Certification.....                       | 73    | Grade Changes.....   | 24  |
| Computer Services.....                                     | 42    | Grade Point Average (GPA) Computation.....                     | 25  |
| Continuing Enrollment.....                                 | 11    | Graduation.....  | 27  |
| Course Completion.....                                     | 23    | Grants Management.....   | 64  |
| Course Descriptions.....                                   | 88    | Heavy Equipment Operations.....                                | 80  |
| Course Enrollment.....                                     | 14    | Heavy Truck Operations.....                                    | 80  |

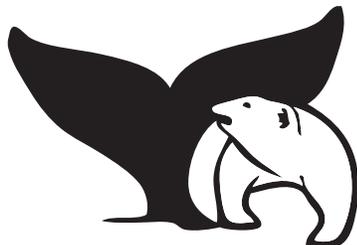
# Index

|  |    |  |    |
|--|----|--|----|
| Honor Code.....                                    | 24 | Student Housing.....                                 | 45 |
| How Credits Are Awarded.....                       | 20 | Student Organizations.....                           | 41 |
| IC3 – Internet and Computer Core Certification.... | 72 | Student Orientation.....                             | 41 |
| <b>Iñsaávik</b> College Mission.....               | 5  | Student Responsibility.....                          | 37 |
| <b>Iñsaávik</b> College – a Brief History.....     | 4  | Student Rights and Responsibilities.....             | 37 |
| Independent Study.....                             | 16 | Student Services.....                                | 41 |
| Information Technology Specialist I and II.....    | 73 | Summary of <b>Iñsaávik</b> College Annual Costs..... | 29 |
| Information Technology.....                        | 72 | Table of Contents.....                               | 2  |
| Internships.....                                   | 44 | Teachers for the Arctic.....                         | 50 |
| Intervention – Grievance Process.....              | 39 | Traditional Iñupiat Values.....                      | 6  |
| Iñupiaq Fine Arts Certificate.....                 | 51 | Transcripts.....                                     | 21 |
| Iñupiaq Language Certificate.....                  | 52 | Transfer Credit.....                                 | 20 |
| Iñupiaq Studies.....                               | 51 | Transfer Students.....                               | 10 |
| Iñupiaq Studies Associate Of Arts Degree.....      | 75 | Tuition.....   | 28 |
| Job Placement.....                                 | 44 | Tuition, Fees, and Other Costs.....                  | 28 |
| Jump Start.....                                    | 86 | Tuzzy Consortium Library.....                        | 43 |
| Medical Coding Specialist.....                     | 58 | Types of Financial Aid.....                          | 33 |
| Military Credit.....                               | 21 | Vac-Truck Operations.....                            | 82 |
| Notification of Admissions.....                    | 10 | Values, Traditions, Culture.....                     | 4  |
| Office Administration.....                         | 70 | Village – Tribal Management.....                     | 65 |
| Office Administration I and II.....                | 70 | Village Student Travel.....                          | 36 |
| Payment of Financial Aid.....                      | 36 | Workforce Development: Marine.....                   | 84 |
| Payment.....                                       | 30 | Workforce Development: Small Business.....           | 84 |
| Personal Care Attendant.....                       | 59 | Workforce Development: Utilities and Industry... 84  |    |
| Pipefitting I.....                                 | 78 |  |    |
| Pipeline Insulation I.....                         | 78 |  |    |
| Plumbing I and II.....                             | 79 |  |    |
| President’s Message.....                           | 1  |  |    |
| Public Management Certificate.....                 | 64 |  |    |
| Recreation and Cultural Activities.....            | 42 |  |    |
| Refunds.....                                       | 30 |  |    |
| Registration Changes.....                          | 16 |  |    |
| Registration.....                                  | 14 |  |    |
| Remaining Eligible for Financial Aid.....          | 35 |  |    |
| Requirements for Second Degree.....                | 10 |  |    |
| Room And Board Fees.....                           | 29 |  |    |
| Scaffolding I.....                                 | 78 |  |    |
| Service to our Community.....                      | 41 |  |    |
| Student Conduct.....                               | 38 |  |    |
| Student Employment.....                            | 80 |  |    |
| Student Government.....                            | 41 |  |    |





Visit Us on the Web! [www.ilisagvik.cc](http://www.ilisagvik.cc)  
1.800.478.7337 or 907.852.3333



# Iḷisagvik College Degrees and Programs:

- \* ABE/GED Services
- \* Academic Transfer AA Degree
- \* Accounting
- \* Allied Health
- \* Construction Trades
- \* Business Management
- \* Emergency Services
- \* Heavy Truck & Equipment Operations
- \* Iñupiaq Studies
- \* Office Administration
- \* Teachers for the Arctic
- \* Workforce Development

"I got a permanent job because of my studies at Iḷisagvik College"

- Marilyn Booth



"Iḷisagvik is an awesome school for the North Slope"

-Robin Mongoyak

Contact Us:

**Iḷisagvik College**

P.O. Box 749

Barrow, AK 99723

907.852.3333

Toll-free in Alaska:

1.800.478.7337

[www.ilisagvik.cc](http://www.ilisagvik.cc)



**Iḷisagvik College is Alaska's only Tribal College and is accredited by the Northwest Commission on Colleges and Universities**