



**COURSE
CATALOG**
2021-2022

REVISED
12/15/2021

ILISAĠVIURUGUT
WE ARE ILISAĠVIK

UNAPOLOGETICALLY *Iñupiaq*

BEING “UNAPOLOGETICALLY IÑUPIAQ” MEANS THAT EVERYONE IS WELCOME, BUT WHEN YOU ELECT TO ATTEND IĪISAĠVIK, OR WHEN YOU ELECT TO WORK AT IĪISAĠVIK—BECAUSE WE ARE ELECTING TO—STUDENTS, STAFF AND FACULTY ARE GOING TO EXPERIENCE AN IÑUPIAQ EXPERIENCE.

“UNAPOLOGETICALLY IÑUPIAQ” MEANS EXERCISING THE SOVEREIGN INHERENT FREEDOM TO EDUCATE OUR COMMUNITY THROUGH AND SUPPORTED BY OUR IÑUPIAQ WORLDVIEW, VALUES, KNOWLEDGE AND PROTOCOLS.

IT IS IÑUPIAQ TO BE RESPECTFUL TO ALL PEOPLE.



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GENERAL DIRECTORY

| Department/Position | Phone | Email |
|---|-------------------------------------|------------------------------------|
| Operator/Main Line | 852.3333/1.800.478.7337 (Toll Free) | |
| Adult Education | 852.1743 | abe@ilisagvik.edu |
| Student Life Manager | 852.1726 | Simon.aina@ilisagvik.edu |
| Bookstore | 852.1815 | bookstore@ilisagvik.edu |
| Business Office | 852.1834 | businessoffice@ilisagvik.edu |
| Cooperative Extension | 852.1743 | cooperativeextension@ilisagvik.edu |
| Distance Education/Hotline | 907.319.8743 | edtechsupport@ilisagvik.edu |
| Educational Access Coordinator | 852.1868 | studentservices@ilisagvik.edu |
| Financial Aid | 852.1708 | fin.aid@ilisagvik.edu |
| Grants Office | 852.1830 | grants@ilisagvik.edu |
| Human Resources | 852.1811 | jobs@ilisagvik.edu |
| Information Services | 852.1776 | helpdesk@ilisagvik.edu |
| Iñupiaq Studies | 852.1715 | katie.roseberry@ilisagvik.edu |
| Kitchen Services | 852.1865 | foodservice@ilisagvik.edu |
| Learning Resource Center | 852.1778 | Studentservices@ilisagvik.edu |
| Maintenance and Operations | 852.1852 | |
| Marketing | 852.1867 | marketing@ilisagvik.edu |
| Metlakatla Liaison (Christina Martinez) | 886.5872 | christina.martinez@ilisagvik.edu |
| Office of Academic Affairs | 852.1825 | gemma.pangan@ilisagvik.edu |
| Office of the President | 852.1820 | lisa.harcharek@ilisagvik.edu |
| Testing Services | | |
| ACCUPlacer Testing | 852.1758/907.830.5419 | Kalo.uhila@ilisagvik.edu |
| Pearson Vue Testing | 852.1743 | Studentservices@ilisagvik.edu |
| Recruiter | 852.1798 | recruitment@ilisagvik.edu |
| Registration | 852.1757 | registration@ilisagvik.edu |
| Student Lounge | 852.1861 | |
| Title IX Coordinator | 852.1766 | titleixcoordinator@ilisagvik.edu |
| Tuzzy Library/Front Desk | 852.4050 | tuzzy@tuzzy.org |
| Tuzzy Library/Toll-Free Village Line | 907.478.6916 | |
| Van/Transportation | 907.319.8773 | |
| Village Liaisons NSB/Teleconference Centers | | |
| Anaktuvuk Pass (Larry Burris) | 661.3441 | lawrence.burris@north-slope.org |
| Atkasuk (Della Shugluk) | 633.6418 | della.shugluk@north-slope.org |
| Kaktovik (Noreen Kaleak) | 640.6329 | noreen.kaleak@north-slope.org |
| Nuiqsut (Olivia Cabinboy) | 480.6515 | olivia.cabinboy@north-slope.org |
| Nuiqsut (Steve Eric Leavitt) | 480.6028 | steve.leavitt@north-slope.org |
| Point Hope (Kristi Frankson) | 368.2935 | kristi.frankson@north-slope.org |
| Point Lay (Marie Tracy) | 833.2811 | Marie.tracy@north-slope.org |
| Wainwright (Verna Phillips) | 763.2091 | verna.phillips@north-slope.org |
| Workforce Development | 852.1759/852.1837 | workforce@ilisagvik.edu |
| Workforce Development Manager | 852.1756 | kit.eisenhour@ilisagvik.edu |

Ilisaḡvik College Hours of Operations

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

ACADEMIC CALENDAR 2021-2022

| | |
|--|-----------------------------------|
| Fall Semester 2021 | |
| Registration for the fall 2021 semester begins | Monday, July 12 |
| Deadline for most scholarships | Friday, July 30 |
| Deadline for applications for admission/residential center | Friday, August 6 |
| Registration (on campus) | Wednesday, August 18 |
| Residence center opens | Wednesday, August 18 |
| First day of instruction | Monday, August 23 |
| Last day to add semester-long classes | Friday, August 27 |
| Last day to add semester-long classes w/permission | Friday, September 3 |
| Holiday – Labor Day | Monday, September 6 |
| Deadline for student-initiated and faculty-initiated drops | Friday, September 10 |
| Student progress reports due | Friday, October 8 |
| Deadline for student-initiated withdrawals | Friday, October 8 |
| Deadline for faculty-initiated withdrawals | Friday, October 15 |
| Holiday – Alaska Day | Monday, October 18 |
| Holiday – Inuit Day (Observed) | Monday, November 8 |
| Holiday – Veteran’s Day | Thursday, November 11 |
| Holiday – Thanksgiving | Thursday/Friday, November 25 – 26 |
| Last day of instruction | Saturday, December 4 |
| Deadline for faculty to post grades | Monday, December 6 |
| Residence Center closes | Monday, December 6 |
| Spring Semester 2022 | |
| Registration for the spring 2022 semester begins | Wednesday, November 17 |
| Deadline for most scholarships | Wednesday, December 1 |
| Early registration for current students (on campus) | Wednesday, December 1 |
| Deadline for application for admission/residential center | Friday, December 17 |
| Open registration (Tuzzy Library) | Wednesday, January 12 |
| Residence center opens | Wednesday, January 12 |
| Holiday – Martin Luther King Day (Observed) | Monday, January 17 |
| First day of instruction | Tuesday, January 18 |
| Last day to add semester-long classes | Friday, January 21 |
| Last day to add semester-long classes w/ instructor permission | Friday, January 28 |
| Deadline for student-initiated and faculty-initiated drops | Friday, February 4 |
| Holiday – Presidents’ Day | Monday, February 21 |
| Deadline for student-initiated withdrawals | Friday, March 12 |
| Student progress reports due | Friday, March 12 |
| Deadline for faculty initiated withdrawals | Friday, March 19 |
| Seward’s Day | Monday, March 28 |
| Deadline for Applications for Graduation | Friday, March 25 |
| Graduating students’ preliminary grades to Registrar | Friday, April 1 |
| Last day of instruction | Thursday, April 28 |
| Commencement | Saturday, April 30 |
| Residence center closes | Sunday, May 1 |
| Alumni Day | Monday, May 2 |
| Deadline for faculty to post grades | Tuesday, May 3 |
| Summer Semester 2022 | |
| Registration for the summer 2022 semester begins | Wednesday, April 6 |
| Deadline for most scholarships | Friday, April 29 |
| First day of instruction | Tuesday, May 3 |
| Holiday – Memorial Day | Monday, May 30 |
| Holiday – Juneteenth (Observed) | Monday, June 20 |
| Holiday – Founder’s Day | Friday, July 1 |
| Holiday – Independence Day | Monday, July 4 |
| Last day of instruction | Friday, August 12 |

OVERVIEW



81 OVERVIEW: History

ILISAĠVIK COLLEGE: A BRIEF HISTORY

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

Iḷisaġvik 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 Iḷupiat people took their first steps toward regaining control of their lives and destinies.

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

In 1986, the North Slope Borough created the North Slope Higher Education Center, a cooperative effort between the North Slope Borough and the University of Alaska Fairbanks. The North Slope Higher Education Center's Board and the North Slope Borough Assembly changed the institution's name to Arctic Sivunmun Iḷisaġvik College in 1991 to reflect its transformation into a community college. Arctic Sivunmun Iḷisaġvik 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 Iḷisaġvik College Corporation, an independent, public, non-profit corporation with full power for governance of the college vested in the Board of Trustees.

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

Values, Traditions and Culture

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

Accreditation and Authorization

Iḷisaġvik 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. Iḷisaġvik College is authorized to operate by the Alaska Commission on Post-secondary Education (in accordance with the terms and conditions set forth in A.S. 14.48 and in accordance with the pertinent rules and regulations) and operates in an approved exempt status through the Alaska Commission on Post-secondary Education in the state of Alaska in accordance with the terms and conditions set forth in 20 AAC 17.015 (a) (3).

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

VISION

To Help Build Strong Communities through
Education and Training

**Ikayuḡlugi nunaqqit sayyaagginigat
iḷisaqtitchivlutin miṇuatuḡnikunlu,
savaatigunlu.**

MISSION

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

**Iḷisaḡvik College
iḷisalluataḡviqaqtitchiruq,
savaaqallasiniḡniḡmun
suli suna sivuniḡivlugu iḷisaksraumman
iḷisaḡviqaqhutiṇ sivunmun suli
suaṇṇaktaallavlugu Iñupiat
iñuuniaḡusiat, Iñupiuraaḡnikun,
piqpagiraṇich suli piraḡausiṇich.
Naparuaḡ ikayuqsaḡlugich iḷisaqtuat suli
inillaksaḡlugulu iḷitchilluataṇaruanik
savaktiksraniḡ savagumiṇaqtuani North
Slope-mi Alaska-miḷu.**



101 OVERVIEW: Instructional Programs

DEGREE AND PROGRAM OVERVIEW

| Academic/Vocational Discipline | Endorsement | Level I Certificate | Level II Certificate | AA | AS | AAS | 4 Year |
|--------------------------------|-------------|---------------------|----------------------|----|----|-----|--------|
| Accounting | | | | | | | |
| Accounting | | | | | | ♦ | |
| Accounting Technician | | ♦ | ♦ | | | | |
| Allied Health | | | | | | | |
| Allied Health | | ♦ | | | ♦ | | |
| Dental Assistant Trainee | ♦ | | | | | | |
| Indigenous Human Services | | | ♦ | ♦ | | | |
| Medical Coding Specialist | | ♦ | | | | | |
| Business Management | | | | | | | |
| Business Management | | | | | | ♦ | BBA |
| Business Specialist | | ♦ | ♦ | | | | |
| Entrepreneur/Sm. Bus. Mgt. | | ♦ | ♦ | | | | |
| Health Management (Emph.) | | | | | | ♦ | |
| Inform. Technology (Emph.) | | | | | | ♦ | |
| Construction Technology | | | | | | | |
| Carpentry | ♦ | | | | | | |
| CDL/Heavy Truck Operations | ♦ | | | | | | |
| Construction Management | ♦ | | | | | | |
| Construction Technology | | ♦ | ♦ | | | ♦ | |
| Electrical | ♦ | | | | | | |
| Heavy Equipment Operations | ♦ | | | | | | |
| Pipefitting | ♦ | | | | | | |
| Pipeline Insulation | ♦ | | | | | | |
| Plumbing | ♦ | | | | | | |
| Scaffolding | ♦ | | | | | | |
| Welding Materials Technology | ♦ | | | | | | |
| Dental Health Therapy | | | | | | | |
| Dental Health Aide | | | ♦ | | | | |
| Dental Health Therapy | | | | | | ♦ | |
| Indigenous Human Services | | | ♦ | | | ♦ | |
| Pre-Nursing | | | ♦ | | | | |
| Education | | | | | | | |
| Indigenous Education | | ♦ | ♦ | ♦ | | | |
| Industrial Safety | | | | | | | |
| Industrial Safety | ♦ | | | | | | |
| Information Technology | | | | | | | |
| Computer Foundations | ♦ | | | | | | |
| Data Analysis | | ♦ | ♦ | | | | |
| Digital Arts in the Arctic | | ♦ | ♦ | | | | |
| Information Technology | | | | | | ♦ | |
| Office Productivity | ♦ | | | | | | |
| Technology Support Specialist | | ♦ | ♦ | | | | |

| Academic/Vocational Discipline | Endorsement | Level I Certificate | Level II Certificate | AA | AS | AAS | 4 Year |
|---------------------------------------|-------------|---------------------|----------------------|----|----|-----|--------|
| Iñupiaq Studies | | | | | | | |
| Iñupiaq Studies | | | | ♦ | | | |
| Iñupiaq Culture and Language | | ♦ | ♦ | | | | |
| Liberal Arts | | | | | | | |
| Liberal Arts | | | ♦ | ♦ | | | |
| Office Management | | | | | | | |
| Office Management | | ♦ | ♦ | | | ♦ | |
| Medical Office Mgmt (Emphasis) | | | | | | ♦ | |
| Medical Office Management | | ♦ | ♦ | | | | |
| Tribal Doctor Training Program | | | | | | | |
| Tribal Doctor | | ♦ | ♦ | | | | |

Abbreviations:

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

DEGREE AND PROGRAM STRUCTURE

Instructional Program

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

Examples: Allied Health, Construction Technology

Degree

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

Examples: Accounting, A.A.S.

Certificate

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

Examples: Level I – Iñupiaq Fine Arts, Office Administration; Level II – Liberal Arts, Education

Endorsement

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

Examples: CDL/Heavy Truck Operations, Building Maintenance

12 | OVERVIEW: General Education

GENERAL EDUCATION

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

Evaluation and Decision Making

Students will develop and augment the following skills:

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

Communication of Ideas

Students will develop and augment the following skills:

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

Society and Ethical Engagement

Students will develop and augment the following skills:

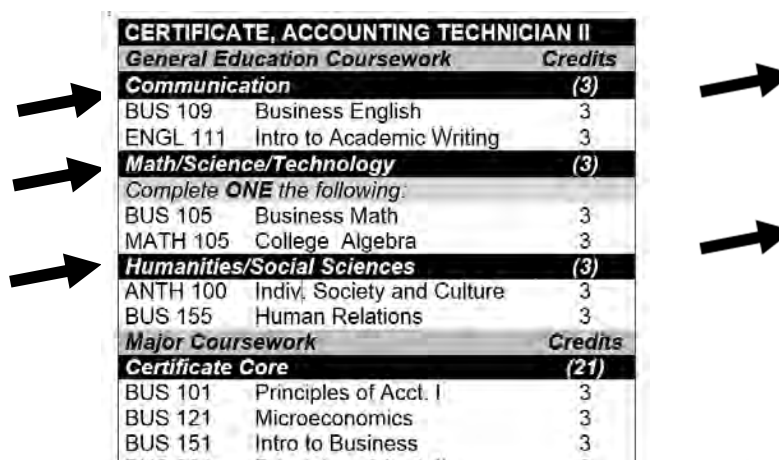
- Ethical reasoning and social engagement
- Understand citizenship and civic duty
- Understanding of law and government
- Placing present-day institutions in historical context

Cultural Perspectives

Students will develop and augment the following skills:

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

General Education courses can be found in the first three categories of the Certificate (30 cr or more) and Degree program charts as seen in the examples below:



| CERTIFICATE, ACCOUNTING TECHNICIAN II | | |
|--|----------------------------|----------------|
| General Education Coursework | | Credits |
| Communication | | (3) |
| BUS 109 | Business English | 3 |
| ENGL 111 | Intro to Academic Writing | 3 |
| Math/Science/Technology | | (3) |
| Complete ONE of the following: | | |
| BUS 105 | Business Math | 3 |
| MATH 105 | College Algebra | 3 |
| Humanities/Social Sciences | | (3) |
| ANTH 100 | Indiv. Society and Culture | 3 |
| BUS 155 | Human Relations | 3 |
| Major Coursework | | Credits |
| Certificate Core | | (21) |
| BUS 101 | Principles of Acct. I | 3 |
| BUS 121 | Microeconomics | 3 |
| BUS 151 | Intro to Business | 3 |

| ASSOCIATE OF ARTS DEGREE, LIBERAL ARTS | | |
|--|--|----------------|
| General Education Coursework | | Credits |
| Communication | | (9) |
| COMM 131 | Fund. of Oral Communication | 3 |
| ENGL 111 | Intro to Academic Writing | 3 |
| Complete ONE of the following: | | |
| ENGL 211 | Acad. Writing about Literature. | 3 |
| ENGL 213 | Academic Writing about Nat/Social Sciences | 3 |
| Math/Science/Technology | | (12-13) |
| MATH | MATH 105 or MATH 107 | 3-4 |
| IT 100 | Intro to Online Learning | 1 |
| LS 101 | Library Info & Research | 1 |
| Complete ONE of the following: | | |
| BIOL 100 | Human Biology | 4 |
| BIOL 103 | Biology and Society | 4 |
| BIOL 104 | Natural History of Alaska | 4 |
| CHEM 103 | Intro to General Chemistry | 4 |
| GEOS 100 | Intro to Earth Science | 4 |
| Complete ONE of the following: | | |
| Any Math or Science Elective not yet taken | | 3 |
| Humanities/Social Sciences | | (21) |
| Iñupiaq Studies | | |
| Any 6 credits in 100 or 200-level INU language and/or culture course | | |
| Choose TWO categories below: | | |
| Indigenous Peoples Perspectives | | |

GETTING STARTED

ADMISSIONS • ACADEMIC ADVISING & COURSE PLACEMENT • COURSE ENROLLMENT
COLLEGE CREDIT • ACADEMIC EXPECTATIONS • TUITION, FEES & OTHER COSTS
FINANCIAL AID • STUDENT RIGHTS & RESPONSIBILITIES • STUDENT RESOURCES



ADMISSIONS

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

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

Admissions into a Certificate or Degree Program

To be admitted into a degree or certificate program, the applicant must show the potential to succeed in the program. This potential is demonstrated by obtaining a high school diploma or GED prior to college admission. However, some “non-traditional” students may not satisfy admission requirements, but may have the ability to benefit from certain courses. In order to receive funding, a student must have a diploma from high school or a GED. Federal aid is available for programs totaling 30 credits or more.

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

Catalog Year

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

APPLICATION PROCEDURES

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

- Application for Admission: An application form can be picked up from all college sites and village teleconference centers, or it can be downloaded from the website at www.ilisagvik.edu. Completed forms must be returned to the Registrar's Office. See the academic calendar located on the inside front cover for deadlines.
- An official transcript certifying the student's high school diploma or official GED certificate. All students must have their high school transcripts sent to the Registrar's Office. High school seniors who apply before graduation must have a second, final transcript sent following their graduation.
- Provide a copy of Alaska Native Shareholder/Native American Tribal Affiliation card, if qualified. Qualified students may be eligible for additional scholarship funds.
- Submit a signed Meningitis form. The form can be obtained from the Registrar's Office, or downloaded from the website.

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

TRANSFER STUDENTS

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

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

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

Transfer Evaluation

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

NOTIFICATION OF ADMISSIONS

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

Provisional Admission

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

DECLARATION AND CHANGE OF PROGRAM

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

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

Requirements for Second degree

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

Continuing Enrollment

Students who drop their enrollment at Ilisagvik 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 readmission.

CHANGING STUDY PLANS WITHIN A PROGRAM

The Study Plan is a tool the College shares with students help them identify the areas of credit they still

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

DUAL CREDIT

Definition

Dual credit is a partnership between Ilisagvik 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 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 Ilisagvik College. Seniors may enroll for up to six credit hours per semester. Juniors may enroll for up to four credit hours per semester. Students must meet all prerequisites for the courses for which they wish to register, unless waived by the Dean of Academic Affairs upon the recommendation of the school district. Upon the request of the school district, the Dean may permit students to enroll in courses below the 100 level. Qualified high school students are allowed to enroll in courses not available to them through the North Slope Borough School District.

Applying

Dual credit applicants must:

- Meet the above eligibility criteria.
- Complete the Dual Credit and Records Release Application for High School Students.
- Submit an unofficial high school transcript.
- Submit a registration form with all of the appropriate signatures.

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

By signing the Dual Credit and Records Release Application, the student and parent or guardian gives the college permission to release the student's

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academic record to the North Slope Borough School District.

While attending Iḷisaḡvik 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.

STUDENT AGE REQUIREMENTS

Iḷisaḡvik College serves an adult student population with an average age of 35 and with approximately 76% over the age of 25. Younger students may benefit from taking classes at Iḷisaḡvik, and therefore, the College maintains Dual Credit Agreements with various School Districts to serve advanced high school students. Those students, assuming that they meet (1) the requirements outlined in the agreement and (2) the prerequisites for the course/s they wish to register for, may enroll through their high school counselor. Students under the age of 18 not attending a public/private school, must have high school freshman standing or higher; a 2.0 GPA or higher; and meet the prerequisites for the course/s they wish to attend.

This policy applies to pre-college students seeking enrollment in regular college-level or foundational-level classes. The policy does not apply to summer camps, which are specifically designed to serve a student population that has not yet reached high school standing, such as middle school or elementary school students.

ACADEMIC ADVISING & COURSE PLACEMENT

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

ACADEMIC PLANNING AND ADVISING

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

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

Students who have not declared a field of study may also see an academic advisor upon request. Students who have accumulated fifteen or more credits are strongly encouraged to meet with an advisor to discuss their program options.

PROGRAM SELECTION

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

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

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- The timing of offerings within each semester
 - The order in which courses must be completed
- Faculty advisors can provide students with study plans that indicate progress students make toward completing their programs.

COURSE PLACEMENT: MATH AND ENGLISH

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

Placement Scores

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

Math Placement

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

English Placement

| | ENGL 075 | ENGL 111 w/031 | ENGL 111 |
|-----------|------------------|----------------|----------|
| Writing ↓ | Reading Scores → | | |
| 1 | ≤252 | ≥253 | ≤269 |
| 2 | ≤251 | ≥252 | ≤268 |
| 3 | ≤250 | ≥251 | ≤267 |
| 4 | ≤249 | ≥250 | ≤266 |
| 5 | ≤248 | ≥249 | ≤265 |
| 6 | ≤247 | ≥248 | ≤264 |
| 7 | ≤246 | ≥247 | ≤263 |
| 8 | ≤245 | ≥246 | ≤262 |

Note: Students must have a minimum writing score of three (3) in order to place into ENGL 111.

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

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

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

COURSE ENROLLMENT

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

COURSE LOAD

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

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

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

COURSE NUMBERING

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

Special or Reserved Numbers

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

COURSE REQUIREMENTS

Prerequisites

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

Co-Requisites

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

Cross-Listed Courses

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

Repeatable Courses

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

Retaking Courses

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

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FULL-TIME/PART-TIME STATUS

Fall/Spring Semesters

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

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

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

Summer Semester

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

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

INDEPENDENT STUDY

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

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

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

REGISTRATION

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

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

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

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

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

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

REGISTRATION CHANGES

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

Cancellation of Registration

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

Adding Semester-Length Courses

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

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

Dropping Semester-Length Courses

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

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

Drop/Withdraw deadlines for short courses are sent out by e-mail from the Registrar as well as posted in strategic locations on campus. It is the student's responsibility to know these deadlines and to submit paperwork at the appropriate time.

Withdrawing from Courses

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

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

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

In accordance with federal and state regulations, the financial aid office must also monitor student academic

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progress and does so each semester. Withdrawal from any class may cause the student to be in a position of unsatisfactory academic progress for financial aid purposes. Students not meeting these standards of academic progress may lose financial aid eligibility for future semesters.

Faculty-Initiated Withdrawal

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

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

Auditing Classes

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

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

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

Changing from Credit to Audit

The change from credit to audit must be made by the last day for faculty-initiated withdrawals (ninth Friday after the first day of instruction). The changes require

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approval by the instructor of the course. For degree seeking students, an advisor's signature is also required.

CANCELLATION OF CLASSES

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

IMPORTANT REGISTRATION CHANGES

Semester-Length Courses

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

Short-Term Courses

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

COLLEGE CREDIT

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

CLASS STANDING

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

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

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

The typical two-year associate degree offered by Ilisaġvik 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

Ilisaġvik College may grant credit for existing Ilisaġvik 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 Ilisaġvik courses. Students passing this test may receive credit for the class without actually taking it by demonstrating through the examination process that they possess the knowledge taught in that course.

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

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

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

Note:

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

MILITARY CREDIT

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

How Credits Are Awarded

Credits may be awarded for formal service schooling and MOS as recommended in The Guide to the

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

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

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

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

TRANSCRIPTS

The Registrar's Office maintains all official information regarding student records and processes admission paperwork, including transfer credit analysis. The college transcript is the official record of a student's academic achievement. Official transcripts contain the Registrar's signature and seal. Official transcripts can be requested through the National Student Clearinghouse for \$5.25 (PDF transcript) or \$10.25 (mailed transcript). Students may also submit a transcript request to the Registrar's office with \$10 for a paper copy. Official transcripts should be sent directly to the intended recipient as once the transcript is opened, it is no longer official. Unofficial copies of transcripts may also be requested, but will not contain the Registrar's signature or seal.

Transfer credit equivalents vary among semester unit and quarter unit colleges and universities. Courses accepted for transfer that differ from equivalent Ilisaġvik courses by less than one credit are equated to Ilisaġvik courses and meet course requirements without needing to petition for a waiver. In cases where courses accepted for transfer differ from equivalent Ilisaġvik courses by one or more credits, students can either take another class or petition for a waiver of credit. However, students must have at least 60 semester hours of credit to be awarded an associate degree.

TRANSFER CREDIT

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

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

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

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

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

Residency Requirements:

Certificate I

6 of the final 15 semester credits

Certificate II

9 of the final 30 semester credits

Associate's Degree:

16 of the final 30 semester credits

Bachelor's Degree:

30 of the final 60 semester credits

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

ACADEMIC EXPECTATIONS

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

COURSE EXPECTATIONS

Syllabus/Course Outline

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

Assignments and Testing

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

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

Course Performance

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

Attendance

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

Email Policy

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

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

Study Plans

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

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COURSE COMPLETION

Grades

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

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

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

Pass/Fail

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

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

Credit by Exam

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

Transfer Credit

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

Incomplete

- I** Indicates a temporary grade for incomplete work. When the “I” grade is assigned, the

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

Withdrawn

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

Audit

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

HONOR CODE

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

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

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

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

Violations of the Honor Code

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

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

GRADE CHANGES

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

Grade Grievance Procedures

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

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

with the student and a written rebuttal by the instructor, the Dean of Academic Affairs will:

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

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

GRADE POINT AVERAGE (GPA)

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

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

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

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

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

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

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Auditing

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

ACADEMIC STANDING

Good Standing

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

Honors Lists

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

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

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

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

Unsatisfactory Progress Report

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

Probation

Degree and certificate seeking students or students receiving financial aid who fail to maintain a cumulative 2.0 GPA and/or fail to complete at least 67% of the courses in which they are enrolled, will be placed on

academic probation. All students on academic probation will be required to meet with their academic advisor who will help them to make a plan to improve their grades. Students are removed from probation once they complete a semester in good academic standing. Students on probation can still receive Financial Aid.

Academic Disqualification

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

Returning from Academic Disqualification

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

Extended Probation

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

Administrative Expulsion

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

Academic Petitions

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

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

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

GRADUATION

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

Applying for Graduation and Commencement

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

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

Catalog Year

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

GRADUATION REQUIREMENTS

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

Graduation Check (Credit Audit)

Upon request by the student, the 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 the student to ensure that they complete the total number of credits required for their degree.

Graduation with Honors

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

FINANCIAL AID**Section Overview**

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

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

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

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

STUDENTS' RIGHTS AND RESPONSIBILITIES**STUDENTS' RIGHTS**

Students at Iḷisaḡvik College have the right to:

- Know the cost of attending Iḷisaḡvik College and its refund policies.
- Know what financial assistance is available.

- Know how to apply, how eligibility is determined, and what terms and conditions are related to their financial aid awards.
- Request an explanation of their financial aid package.
- Request reconsideration of their financial aid package if they believe a mistake has been made.
- Know how the school determines if they are making satisfactory academic progress and the consequences if they are not.

Students' Responsibilities

Students have the responsibility to:

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

TYPES OF FINANCIAL AID

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

Federal Aid

Federal Loan Programs

Ilisaġvik College does not participate in the Federal Loan Programs.

Federal Pell Grant

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

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

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

FSEOG

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

Federal Work Study (FWS)

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

recipients. Campus jobs are available to students enrolled for at least six credits and eligible for FWS.

Ilisaġvik College does not participate in the Federal Loan Programs.

Scholarships

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

The American Indian College Fund

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

Arctic Education Foundation

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

Local/National Native Corporations

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

Tuition Waivers

Tuition waivers are available for the following:

- North Slope Borough residents
- Alaska Native/American Indian off-Slope residents
- NSBFD employees/volunteers
- North Slope Borough School District teachers

For more detailed information, please contact the Registration Office at 907.852.1757

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FEDERAL STUDENT AID

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

Eligibility

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

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

Maintaining eligibility

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

Payment of Financial Aid

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

Federal aid is divided into two disbursements each semester. The first disbursement occurs after the semester drop deadline and the final disbursement is four weeks later.

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

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

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

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

Repayment of Title III Funds

Students may be responsible for financial aid received if they withdraw from classes during the semester causing their enrollment status to change. The amount of a refund, repayment or return of federal aid is based on the U.S. Department of Education regulations 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 Administrator before making the decision to withdraw from classes.

SCHOLARSHIPS

Eligibility – Local Scholarships

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

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

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

TUITION WAIVER

Tuition waivers are available for the following:

- North Slope Borough residents
- Alaska Native/American Indian off-Slope residents
- NSBFD employees/volunteers
- North Slope Borough School District teachers

The waivers outline requirements for students to remain eligible from semester to semester.

SAP, WARNING, PROBATION, APPEAL

Satisfactory Academic Progress (SAP)

Financial aid recipients are expected to maintain acceptable progress towards their studies or other activities to successfully complete a program of study

within the maximum timeframe. This is called Satisfactory Academic Progress (SAP). Satisfactory Academic Progress is measured by the following:

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

Financial Aid Warning

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

Financial Aid/Academic Probation

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

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

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

Financial Aid Appeal Procedures

Students have the right to appeal financial aid decisions by appealing directly to the Financial Aid Director. The Financial Aid Director will review the appeal and try to resolve the issue or issues with the student directly. If the attempt to resolve the issue or issues is unsuccessful, Financial Aid has the option to either make a decision in the case or refer the appeal to the Financial Aid Advisory Committee. The Committee will make a recommendation on the appeal to the Financial Aid Administrator. The Financial Aid Administrator can accept the Committee's recommendation or reject it. The Financial Aid Director

has the final authority on all student financial aid appeals.

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

VILLAGE STUDENT TRAVEL

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

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

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

34 | GETTING STARTED: Student Rights and Responsibilities

STUDENT RIGHTS & RESPONSIBILITIES

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

ACCESS TO RECORDS

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

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

who qualifies as a school official can be obtained from the college.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

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, Iḷisaḡvik College must distribute and make available to students an annual security report containing a description of programs established to support safety, as well as related policies and statistics. This report is available online at www.ilisagvik.edu/departments/student-services/campus-security/.

DIRECTORY INFORMATION

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

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

DISABILITY ACCOMMODATIONS

Iḷisaḡvik College will provide a learning environment in which no student will be subjected to unlawful discrimination based on disability. Iḷisaḡvik College is committed to make reasonable accommodations to allow students with disabilities to attend classes. The Wellness Coordinator can be reached in several ways:

- **Mail:** Iḷisaḡvik College, Wellness Coordinator, Student Services, P.O. Box 749, Barrow, Alaska 99723.

- Telephone: Main line at 1.800.852.3333; direct number to office 907.852.1819
- Email: SupportServices@ilisagvik.edu

Ilisaġvik College collaborates with the Iñupiat Community of the Arctic Slope (ICAS) Tribal Vocational Rehabilitation Program and other Alaska-based Vocational Rehabilitation programs. Individuals with disabilities, including difficulty learning Math or English may contact ICAS at 907.852.2448 or 888.734.2448 for appointments or in person at 5146 Herman Street in Barrow.

FERPA

The Family Educational Rights and Privacy Act (FERPA) protects a student's right to privacy by limiting information which can be released to the public in what is referred to as Directory Information. Directory Information is that part of an education record of a student, which would not generally be considered harmful, or an invasion of privacy if disclosed. Directory Information can NEVER include student identification number, race, social security number, ethnicity, nationality, or gender

FREEDOM FROM ALCOHOL AND DRUGS

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

FREEDOM FROM DISCRIMINATION

It is the policy of Ilisaġvik College to provide equal educational opportunities and to provide services and benefits to all students without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, gender expression, physical or mental disability, marital status, status as a Vietnam era or disabled veteran, or any other basis prohibited by law. Any person having inquiries concerning college compliance with regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, section 504 of the Rehabilitation Act, or the Americans with Disabilities Act, is directed to contact the Dean of Students at 907.852.1823.

FREEDOM FROM HARASSMENT

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

INTERVENTION – GRIEVANCE PROCESS

The college has found that it is beneficial to intervene quickly in student disputes, disruptive behavior or violations of college policy. An intervention group can be called into session at any time whether or not a complaint has been filed. Every effort will be made to resolve the problem informally and directly with all involved. Please note the Student Handbook for detailed information regarding this process.

STUDENT CONDUCT

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

STUDENT RESPONSIBILITY

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

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

WILDLIFE ON CAMPUS

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

NOTES

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings present.

STUDENT RESOURCES

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

STUDENT SUCCESS CENTER

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

ACADEMIC ASSISTANCE

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

LRC Walk-in Hours

| Location | Hours |
|----------|-------------------|
| NARL | Mon-Sun: 6pm-10pm |

*For more information, please call the Student Life Manager at 907.852.1726.

BOOKSTORE

The Ilisaġvik College bookstore is located in the main building, next to the cafeteria. The bookstore stocks all required and recommended textbooks and other course materials, which can be purchased in the store, by e-mail (bookstore@ilisagvik.edu) or telephone. Payment may be made through financial aid, credit

card, or cash. We also carry books on Iñupiaq language and culture; Arctic natural science; biographies; stories; novels; children's books with Native and Arctic themes, and Ilisaġvik-logo clothing and gifts. For questions, or to place a telephone order, call 907.852.1815. The bookstore is open Monday through Friday from 8:30 until 5:00.

The Ilisaġvik College bookstore is located in the main building, next to the cafeteria. The bookstore stocks all required and recommended textbooks and other course materials, which can be purchased in the store, by e-mail (bookstore@ilisagvik.edu) or telephone. Payment may be made through financial aid, credit cards, or cash. We also carry books on Iñupiaq language and culture; Arctic natural science; biographies; stories; novels; children's books with Native and Arctic themes, and Ilisaġvik-logo clothing and gifts. For questions, or to place a telephone order, call 907.852.1815. THE bookstore in open Mondays through Thursdays, 9:30 – 6:00, and Fridays from 9:00 until 5:00.

COMPUTER SERVICES

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

Email Access

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

Computer Labs

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

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

DISTANCE EDUCATION

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

- A dedicated internet connection at home is essential, unless you intend to use your village teleconference center's public computers.
- Competency in computer use on either a Windows or Mac platform.
- A working knowledge of file manipulation and management including attaching files, downloading, unzipping and file extensions.

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

In addition, Ilisaġvik uses Moodle a synchronous web conferencing platform, to deliver instruction. Students can participate from their own computer, at their own location, through an internet connection using a headphone with microphone. This format requires students and instructor to meet at agreed upon times. Students should be comfortable in a live internet setting and either have permission of the instructor or have taken IT 100 Introduction to Online Learning course. For more information, contact the Distance Education staff at 907.855.0589.

ENGLISH AS A SECOND LANGUAGE (ESL)

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

FOOD SERVICES

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

Student Meal Plans

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

Only the individual student may use his or her card. Students may not share their meal card with anyone. All purchases in addition to current meal venue will be charged cash. These additional purchases cannot be placed on a meal card.

Campus Dining Expectations and Policies

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

Special Dietary Needs

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

GED TESTING

Iḷisaḡvik offers GED preparation and testing at Building 360 on the main College campus. Students wishing to earn a high school equivalency diploma from the Alaska Department of Labor may register at any time. Instruction and testing is available in five subject areas: reading, writing, science, social studies and math, as required by the State of Alaska GED program. Sixteen and seventeen-year-old GED students must provide written consent from their parent or guardian to register. Students under 21 must provide documentation confirming official withdrawal from their respective school district in order to enroll. Contact us at 907. 852.1742.

INTERNSHIPS

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

RECREATION AND CULTURAL ACTIVITIES

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

RESIDENTIAL SERVICES

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

Housing Application and Admission

Students may apply for campus housing by completing a residential housing application. Students are

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

SERVICE TO COMMUNITY

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

STUDENT EMPLOYMENT

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

STUDENT GOVERNMENT

In keeping with the long-time regional goal of self-determination and governance, Iḷisaḡvik College strongly encourages its students to participate in leadership building activities. Iḷisaḡvik's Student Government is the official representative body of students. Student leaders represent student views to the Board of Trustees, administration, staff and faculty and assist in outreach efforts on behalf of the college. Elections are held each fall. Full-time, part-time, residential and non-residential students are encouraged to participate. For more information, contact the student government advisor at 907.852.1845 or e-mail us at studentgovernment@ilisagvik.edu.

STUDENT ORGANIZATIONS

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

40 | GETTING STARTED: Student Resources

STUDENT ORIENTATION

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

TRANSPORTATION

The Student Success Center operates a convenient van shuttle service to students for getting to and from classes and other college-affiliated activities. The shuttle will also assist in transporting students to and from the airport when checking in or out of the residential center. The van operates throughout the day on a published schedule (907.855.0583). For more information on Ilisaġvik's Transportation Policy, please refer to the Student Handbook. Contact the Student Life Manager for general information at 907.852.1726.

TUZZY CONSORTIUM LIBRARY

The Tuzzy Consortium Library is named in honor of the late Evelyn Tuzrolyuk 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 Ilisaġvik College. The library has a growing Alaska/circumpolar collection and an extensive archive with an emphasis on information relating to the Arctic, polar regions, the North Slope, and Iñupiat history, language and culture.

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

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

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

The library provides students with access to databases with cultural resources, journals, encyclopedias, newspapers and other resources that support the College curriculum. Additionally, the library provides reference service and research assistance. Material may be requested from other

Alaska libraries may by placing a hold on the item in the online catalog. Materials not available in Alaska can be requested through interlibrary loan (ILL) services. Requests for interlibrary loan materials may be e-mailed to us at ILL@tuzzy.org. Requests for journal articles are usually filled in eight to twelve days. Requests for books and other hard copy material are usually filled within three to four weeks, due to transit time in the mail.

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

Videoconferencing is also available for classes or private meetings as well as group presentations across the state of Alaska and beyond. The videoconference service has been used by Ilisaġvik's College instructors to teach classes to students in locations across the North Slope and the State of Alaska. Private citizens have used it for many purposes including conducting job interviews between Barrow and Australia, and connecting to oil experts in New Hampshire. The library uses the service regularly to share library programs and Iñupiat culture with people in libraries throughout the state. To take advantage of this service, please contact a library employee at least two weeks in advance of your anticipated videoconference date.

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

The Tuzzy Consortium Library, located in the Iñupiat Heritage Center on North Star Street, is open six days a week, Monday from 12:00 p.m. to 6pm, Tuesday through Thursday from 9:00 a.m. to 8:00 p.m. and Friday and Saturday from 12:00 p.m. to 6:00 p.m. The library can be contacted through e-mail at tuzzy@tuzzy.org, phone at 907.852.4050 or by fax 907.852.4059. The library maintains a toll-free number for village students at 800.478.6916.

INSTRUCTIONAL PROGRAMS

- ACCOUNTING
- ALLIED HEALTH
- CONSTRUCTION TECHNOLOGY
- BUSINESS MANAGEMENT
- CDL/HEAVY EQUIPMENT OPERATIONS
- DENTAL HEALTH THERAPY
- EDUCATION
- INDUSTRIAL SAFETY
- INFORMATION TECHNOLOGY
- IÑUPIAQ STUDIES
- LIBERAL ARTS
- OFFICE MANAGEMENT
- TRIBAL DOCTOR TRAINING PROGRAM



EXAMPLE OF HOW CREDITS APPLY TO DIFFERENT LEVELS OF DIPLOMAS



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

CREDITS EARNED FOR CERT I - RED

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

CREDITS EARNED FOR CERT I - RED

CREDITS NEEDED FOR CERT II - GREEN

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

CREDITS EARNED FOR CERT I - RED

CREDITS EARNED FOR CERT II - GREEN

CREDITS NEEDED FOR DEGREE - BLUE

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

ACCOUNTING

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

ALLIED HEALTH

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

CONSTRUCTION TECHNOLOGY

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

BUSINESS MANAGEMENT

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

DENTAL HEALTH THERAPY

- Certificate Program
 - Dental Health Aide
- Associate of Applied Science
 - Dental Health Therapy

EDUCATION

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

INDUSTRIAL SAFETY

- Endorsements
 - Industrial Safety, Level I

INFORMATION TECHNOLOGY

- Endorsement
 - Office Productivity
- Certificate Programs
 - Data Analysis I
 - Data Analysis II
 - Digital Arts in the Arctic I
 - Digital Arts in the Arctic II
 - Information Technology Specialist I
 - Information Technology Specialist II

IÑUPIAQ STUDIES

- Certificate Programs
 - Iñupiaq Fine Arts Certificate
 - Iñupiaq Language Certificate I
 - Iñupiaq Language Certificate II
- Associate of Arts
 - Iñupiaq Studies

LIBERAL ARTS

- Certificate
- Associate of Arts

OFFICE MANAGEMENT

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

TRIBAL DOCTOR TRAINING PROGRAM

- Certificate Programs
 - Tribal Doctor Training Program I
 - Tribal Doctor Training Program II

44 | INSTRUCTIONAL PROGRAMS: Accounting

ACCOUNTING

Overview

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

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

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

Degree Outcomes

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

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

- Understand the importance of ethical behavior in business and how organizations influence ethical behavior; demonstrate ethical behavior in personal, academic, and professional activities.

Admission Requirements and Prerequisites

Students must meet general admissions requirements.

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

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

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

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

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

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

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

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



CAREERS IN ACCOUNTING

Forensic Accounting

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

Managerial Accounting

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

Public Accounting

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

Financial Accounting

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

Auditing

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

Government Auditing

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

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

ALLIED HEALTH**Overview**

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

Admission Requirements and Prerequisites

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

DENTAL ASSISTANT TRAINEE ENDORSEMENT

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

Degree Outcomes

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

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

ENDORSEMENT, DENTAL ASSISTANT TRAINEE

| Course Requirements | Credits |
|-----------------------------------|----------------|
| HLTH D101 Essentials of Dentistry | 3 |
| HLTH D121 Chairside Procedures I | 4 |
| Total Credits: | 7 |

MEDICAL CODING SPECIALIST, CERTIFICATE**Degree Outcomes**

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

- Assign diagnostic and procedure codes using ICD coding system.

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

CERTIFICATE, MEDICAL CODING SPECIALIST

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

ASSOCIATE OF SCIENCE DEGREE, ALLIED HEALTH**Overview**

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

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

Degree Outcomes

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

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

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

ASSOCIATE OF SCIENCE, ALLIED HEALTH

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

BUSINESS AND MANAGEMENT**Overview**

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

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

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

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

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

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

Degree Outcomes

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

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

Admission Requirements and Prerequisites

Students must meet general admissions requirements.

CERTIFICATE, BUSINESS SPECIALIST I

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

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

| CERTIFICATE, BUSINESS SPECIALIST II *** | | |
|--|-----------------------------|----------------|
| <i>General Education Coursework</i> | | <i>Credits</i> |
| Communication | | (6) |
| COMM 131 | Fund. of Oral Comm. | 3 |
| <i>Complete ONE the following:</i> | | |
| BUS 109 | Business English | 3 |
| ENGL 111 | Intro to Academic Writing | 3 |
| Math/Science/Technology | | (3) |
| <i>Complete ONE the following:</i> | | |
| BUS 105 | Business Math | 3 |
| MATH 105 | College Algebra | 3 |
| Humanities/Social Sciences | | (6) |
| BUS 121 | Microeconomics | 3 |
| Any IñU course/s | | 3 |
| <i>Major Coursework</i> | | <i>Credits</i> |
| Certificate Core | | (15) |
| BUS 101 | Principles of Acct. I | 3 |
| BUS 151 | Intro to Business | 3 |
| BUS 201 | Principles of Accounting II | 3 |
| BUS 254 | Intro to Org. Management | 3 |
| DATA 140 | Computer Spreadsheets | 3 |
| Total Credits: | | 30 |

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

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

ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT CERTIFICATES

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

Degree Outcomes

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

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

Admission Requirements and Prerequisites

Students must meet general admissions requirements.

| CERTIFICATE, ESBM SPECIALIST I | | |
|---------------------------------------|------------------------|----------------|
| <i>Course Requirements</i> | | <i>Credits</i> |
| BUS 101 | Principles of Acct. I | 3 |
| BUS 121 | Microeconomics | 3 |
| BUS 151 | Intro to Business | 3 |
| <i>Complete ONE of the following:</i> | | |
| BUS 105 | Business Math | 3 |
| MATH 105 | College Algebra | 3 |
| <i>Complete ONE of the following:</i> | | |
| BUS 109 | Business English | 3 |
| ENGL 111 | Intro to Acad. Writing | 3 |
| Total Credits: | | 15 |

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

*** Check with advisor for possible course substitutions.

Key Skills/Traits for Business Management

Communication

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

Leadership

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

Budget Management

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

Motivation

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

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

| ASSOCIATE OF APPLIED SCIENCE, BUSINESS AND MANAGEMENT | | |
|---|-----------------------------|----------------|
| General Education Coursework | | Credits |
| Communication | | (9) |
| COMM 131 | Fund. of Oral Comm. | 3 |
| Complete ONE of the following: | | |
| BUS 109 | Business English | 3 |
| ENGL 111 | Intro to Academic Writing | 3 |
| Complete ONE of the following: | | |
| BUS 220 | Applied Bus Communication | 3 |
| ENGL 211 | Academic Writing about Lit. | 3 |
| Math/Science/Technology | | (3) |
| DATA 140 | Comp. Spreadsheets A,B,C | 3 |
| Complete ONE of the following: | | |
| BUS 105 | Business Math | 3 |
| MATH 105 | College Algebra | 3 |
| Humanities/Social Sciences | | (3) |
| BUS 121 | Microeconomics | 3 |
| Any INU course | | 3 |
| Major Coursework | | Credits |
| Degree Core | | (30) |
| BUS 101 | Principals of Accounting I | 3 |
| BUS 121 | Microeconomics | 3 |
| BUS 151 | Intro to Business | 3 |
| BUS 201 | Principles of Accounting II | 3 |
| BUS 202 | Managerial Accounting | 3 |
| BUS 221 | Macroeconomics | 3 |
| BUS 232 | Contemp. Mgmt Issues | 3 |
| BUS 239 | Culture and Management | 3 |
| BUS 254 | Intro to Org. Management | 3 |
| Complete ONE of the following: | | |
| BUS 233 | Financial Management | 3 |
| BUS 234 | Human Resource Mgmt | 3 |
| Electives | | (15) |
| Note: No course can be counted more than once. | | |
| Option 1: Business Management Concentration | | |
| BUS, INU, IT, or any other approved courses (INU credits: limited to 6, 3 of which must be language) | | |
| Option 2: Information Technology Concentration | | |
| IT 101, IT 117, IT 118, IT 119, IT291, IT 292, any BUS course not taken above. | | |
| Option 3: Health Management Concentration | | |
| HLTH 204, HLTH 299, HIM 110, any 6 credits in HLTH and/or HIM | | |
| Option 4: BA Track (for students planning to pursue BA degree) | | |
| ANTH 100, ENGL 200, HIST 100, LS 100, up to 6 credits in INU language courses, or any approved course that has not been taken for credit. | | |
| Total Credits: | | 60 |

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

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

BACHELOR IN BUSINESS ADMINISTRATION**Overview**

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

Admission Requirements

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

First-time students:

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

Students who have earned an associate's degree from Ilisagvik or another accredited school:

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

Transferring students without an associate's degree from an accredited school:

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

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

Degree Outcomes

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



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| BACHELOR, BUSINESS ADMINISTRATION | | |
|--|---|----------------|
| General Education Coursework | | Credits |
| Communication | | (9) |
| <i>Complete the following:</i> | | |
| COMM 131 | Fund. of Oral Communication | 3 |
| ENGL 111 | Intro to Academic Writing | 3 |
| <i>Select ONE of the following:</i> | | |
| ENGL 211 | Academ. Writing about Lit. | 3 |
| ENGL 213 | Academ. Writing about Social/ Natural Sciences | 3 |
| Math/Science/Technology | | (10+) |
| <i>Complete the following:</i> | | |
| LS 101 | Library Information/Research | 1 |
| MATH 105 | College Algebra | 3 |
| <i>Select TWO of the following:</i> | | |
| BIOL 100 | Human Biology | 4 |
| BIOL 103 | Biology and Society | 4 |
| BIOL 104 | Natural History of Alaska | 4 |
| CHEM 100 | Chemistry and Society | 4 |
| CHEM 103 | Basic General Chemistry | 4 |
| GEOS 100 | Introduction to Earth Science | 4 |
| MATH 107 or higher | | 3-4 |
| Humanities/Social Sciences | | (18) |
| <i>Complete the following:</i> | | |
| BUS 121 | Microeconomics | 3 |
| BUS 239 | Culture and Management | 3 |
| <i>Select TWO of the following:</i> | | |
| ANS 240 | Alaska Natives in Film | 3 |
| ANTH 100 | Indiv. Society and Culture | 3 |
| ANTH 242 | Native Cultures of Alaska | 3 |
| ART 200 | Aesth. App: Art, Drama, Music | 3 |
| ECON 100/ PS 100 | Political Economy | 3 |
| ENGL 200 | World Literature | 3 |
| HIST 100 | Modern World History | 3 |
| HIST 115 | Alaska. Land, and its People | 3 |
| HIST 131 | U.S. History to 1865 | 3 |
| HIST 132 | U.S. History, 1865 to Present | 3 |
| PHIL 101 | Introduction to Logic | 3 |
| PSY 101 | Introduction to Psychology | 3 |
| SSC 218 | Topics in the Social Sciences | 3 |
| SWK 103 | Social Work in Hum Services | 3 |
| <i>Select TWO of the following:</i> | | |
| IñU 102 | Conversational Iñupiaq I | 3 |
| IñU 103 | Conversational Iñupiaq II | 3 |
| IñU 210 | Iñupiaq Land, Use, Values | 3 |
| IñU 213 | Iñuit Storytelling | 3 |
| IñU 220 | NS Iñupiaq Hist., Lang., Cult. | 3 |

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

NOTE:

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

CONSTRUCTION TECHNOLOGY**Overview**

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

Admission Requirements and Prerequisites

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

Degree Outcomes

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

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

CDL/HEAVY EQUIPMENT OPERATIONS**Overview**

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

Admission Requirements and Prerequisites

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

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

CDL/HEAVY TRUCK OPERATIONS**Overview**

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

Admission Requirements and Prerequisites

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

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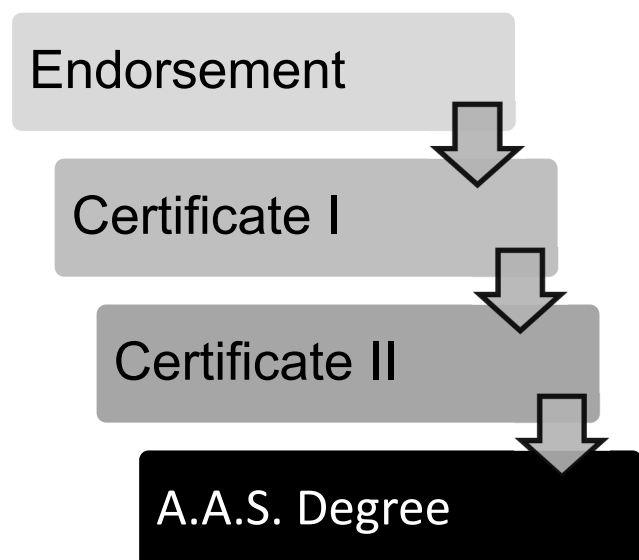
safety manuals, and safety and warning signs. Students must also be able to give and receive oral safety warnings, instructions and task assignments. Students must also pass a drug test required by the Alaska Department of Transportation regulations.

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

INDUSTRIAL SAFETY

Overview

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



ENDORSEMENTS

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

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

ENDORSEMENT, BUILDING MAINTENANCE TECHNOLOGY I

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

ENDORSEMENT, CARPENTRY LEVEL I

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

ENDORSEMENT, CDL/HEAVY EQUIPMENT OPERATIONS

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

ENDORSEMENT, CONSTRUCTION MANAGEMENT

| Course Requirements | | Credits |
|---------------------|------------------------------|---------|
| CTT 121 | Constr. Drawings & Specific. | 3 |
| CTT 170 | Project Supervision | 3 |
| CTT 171 | Comm. for the Trades | 3 |
| Total Credits: | | 9 |

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

| ENDORSEMENT, INDUSTRIAL SAFETY LEVEL I | | |
|---|--|----------------|
| Course Requirements | | Credits |
| SAFE 110 | 40-Hour HAZWOPER | 1 |
| WFDI 114 | 30-Hr OSHA Maritime Stand. | 1 |
| WFDI 115 | 30-Hr OSHA Constr. Stand. | 1 |
| WFDI 116 | 30-Hr OSHA Gen. Ind. Stand | 1 |
| WFDI 117 | OSHA-Appr. Dis.-Site Worker w/ICS 100, 200, NIMS 700 | 1 |
| Complete ONE to THREE credits: | | |
| CTT 101 | Intro to Construction Skills | 3 |
| CTT 103 | Introduction to Welding | 1 |
| CTT 104 | Pipeline Insulation, Level I | 3 |
| CTT 105 | Scaffolding, Level I | 3 |
| HEO 104 | Intro to Heavy Equip Ops | 2 |
| HEO 105 | CDL Written Test Preparation | 1 |
| HEO 108 | Equip Specific Training | 0.5-2 |
| HEO 175 | Op of Class B/CDL Vehicles | 1 |
| PMB 103 | Pipefitting, Level I | 3 |
| WFD 103 | Asbest. for Supervisors & Contractors | 1 |
| WFDM 102 | Basic Maritime Safety | 0.5 |
| WFDM 103 | Emerg Proced/On Board Drills | 0.5 |
| WFDM 104 | Protected Species Observer (PSO/MMO) | 0.5 |
| WFDM 200 | 100 Ton and OUPV (6 Pack) | 3-4 |
| WFDM 201 | Able Seaman | 2 |
| WFDU 102 | Tank Farm Mgmt/Spill Resp | 1 |
| Any EMS or FIRE course | | 1-3 |
| Total Credits: | | 6-8 |

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

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

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

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

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

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



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| CERTIFICATE I, CONSTRUCTION TECHNOLOGY | | |
|---|---|----------------|
| General Education Coursework | | Credits |
| Math/Science/Technology | | (3-4) |
| <i>Complete at least THREE credits:</i> | | |
| BUS 105 | Business Math | 3 |
| MATH 105 | College Algebra | 3 |
| MATH 107 | Functions for Calculus | 4 |
| MTHC 101 | Math for Carp. Mod. A-C | 1-3 |
| MTHE 101 | Math for Electric., Mod. A-C | 1-3 |
| MTHP 101 | Math for Plumbers, Mod. A-C | 1-3 |
| MTHT 101 | Math for Applied Const. Trades, Mod A-C | 1-3 |
| Major Coursework | | Credits |
| Certificate Core | | (6+) |
| <i>Complete at least ONE endorsement:</i> | | |
| <i>Note: CTT 101 may only be counted one time.</i> | | |
| | Building Maint. Tech. I | 9-10 |
| | Carpentry, Level I | 9 |
| | CDL/Heavy Equip Operations | 6 |
| | CDL/Heavy Truck Operations | 6 |
| | Construction Management | 9 |
| | Electrical, Level I | 9 |
| | Pipefitting, Level I | 6 |
| | Pipeline Insulation, Level I | 6 |
| | Plumbing, Level I | 9 |
| | Scaffolding, Level I | 6 |
| | Welding Materials Tech. | 12 |
| Electives | | (0-5) |
| <i>Any BMT, CARP, CTT, ELEC, HEO, PMB, WMT not taken above and/or</i> | | |
| IT 100 | Intro to Online Learning | 1 |
| SAFE 110 | 40-Hour HAZWOPER | 1 |
| SAFE 119 | Field Safety | 2 |
| WFDI 114 | 30-Hr OSHA Maritime Stand. | 1 |
| Total Credits: | | 15 |

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

Course Designations for Construction Technology

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



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

| | | |
|---|------------------------------|---------------|
| Certificate Safety Requirement | | 1 |
| Complete at least ONE credit | | |
| SAFE 132 | 30-Hour Maritime Ind. Safety | 1 |
| SAFE 133 | 30-Hour Const. Safety | 1 |
| SAFE 134 | 30-Hour Gen. Ind. Safety | 1 |
| Areas of Concentration | | (6+) |
| Option 1: General Construction Trades Tech. | | |
| Any additional BMT, CARP, CTT, ELEC, HEO, IT, PMB, WMT, SAFE not taken above. | | |
| Option 2: Trade Specific Concentration | | |
| Complete Level 1 & Level 2 of a single Trade | | |
| Option 3: Construction Management | | |
| Any 6 credits of CTT Construction Management | | |
| Option 4: Industrial Safety | | |
| Any 6 credits SAFE/WFDI | | |
| 3 IT credits can be substituted for SAFE (IT 127, 130, 140, 209, or 255). | | |
| Option 5: Building Maintenance Technology | | |
| Any 6 credits of BMT courses not taken above | | |
| Electives | | (0-14) |
| Any BMT, CARP, CTT, ELEC, HEO, PMB, WMT not taken above and/or | | |
| SAFE 110 | 40-Hour HAZWOPER | 1 |
| SAFE 119 | Field Safety | 2 |
| WFDI 114 | 30-Hr OSHA Maritime Stand. | 1 |
| Total Credits | | 30 |

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

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

| Major Coursework | | Credits |
|---|------------------------------|----------------|
| Certificate Core | | (6+) |
| <i>Complete at least ONE endorsement:</i> | | |
| Note: CTT 101 may only be counted one time. | | |
| | Building Maint. Tech. I | 9-10 |
| | Carpentry, Level I | 9 |
| | CDL/Heavy Equip Operations | 6 |
| | CDL/Heavy Truck Operations | 6 |
| | Construction Management | 9 |
| | Electrical, Level I | 9 |
| | Pipefitting, Level I | 6 |
| | Pipeline Insulation, Level I | 6 |
| | Plumbing, Level I | 9 |
| | Scaffolding, Level I | 6 |
| | Welding Materials Tech. | 12 |
| Certificate Safety Requirement | | 1 |
| <i>Complete at least ONE credit:</i> | | |
| SAFE 132 | 30-Hour Maritime Ind. Safety | 1 |
| SAFE 133 | 30-Hour Const. Safety | 1 |
| SAFE 134 | 30-Hour Gen. Ind. Safety | 1 |
| Areas of Concentration | | (6+) |
| Option 1: General Construction Trades Tech. | | |
| Any additional BMT, CARP, CTT, ELEC, HEO, IT, PMB, WMT, SAFE not taken above. | | |
| Option 2: Trade Specific Concentration | | |
| Complete Level 1 & Level 2 of a single Trade | | |
| Option 3: Construction Management | | |
| Any 6 credits of CTT Construction Management | | |
| Option 4: Industrial Safety | | |
| Any 6 credits SAFE/WFDI | | |
| 3 IT credits can be substituted for SAFE (IT 127, 130, 140, 209, or 255). | | |
| Option 5: Building Maintenance Technology | | |
| Any 6 credits of BMT courses not taken above | | |
| Electives | | (0-41) |
| Any BMT, CARP, CTT, ELEC, HEO, PMB, WMT not taken above and/or | | |
| SAFE 110 | 40-Hour HAZWOPER | 1 |
| SAFE 119 | Field Safety | 2 |
| WFDI 114 | 30-Hr OSHA Maritime Stand. | 1 |
| Total Credits: | | 61 |

NOTES

DENTAL HEALTH THERAPY

Vision

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

Mission

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

Overview

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

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

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

ADMISSIONS

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



DEGREE OUTCOMES

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

CERTIFICATE, DENTAL HEALTH AIDE

| General Education Requirements | | Credits |
|---|------------------------------|--------------|
| Communication | | (4) |
| DHAT 130 | Community Oral Hlth Ed I | 1 |
| <i>Complete ONE of the following:</i> | | |
| BUS 109 | Business English | 3 |
| COMM 131 | Fund. of Oral Communication | 3 |
| ENGL 111 | Intro to Academic Writing | 3 |
| Math, Science, Technology | | (7) |
| BIOL 100 | Human Biology | 4 |
| MATH 116 | Mathematics in Healthcare | 3 |
| Humanities/Social Sciences | | (1) |
| DHAT 140 | Behav. Sc: Oral Hlth Ed I | 1 |
| Iñupiaq Studies | | (1-3) |
| Any advisor-approved 100/200 level Inu Culture or Language course | | 1-3 |
| Major Coursework | | Credits |
| Certificate Core | | (22) |
| DHAT 101 | Intro to Dental Therapy I | 3 |
| DHAT 102 | Intro to Dental Therapy II | 1.5 |
| DHAT 111 | Dental Therapy Lab I | 2 |
| DHAT 112 | Dental Therapy Lab II | 2 |
| DHAT 125A | Op. Dent.Therap.Tech. Mod A | 1.5 |
| DHAT 125B | Op. Dent.Therap.Tech. Mod B | 1.5 |
| DHAT 135 | Adv. Diag. & Treatmt Plan. I | 2 |
| DHAT 151 | Behav. Sc: Tobacco Addiction | 1 |
| DHAT 152 | Anat, Phys, Path, Head&Neck | 2 |
| DHAT 153 | Basic Restorative Functions | 2 |
| DHAT 154 | Cariology/Min Invasive Dent. | 1 |
| DHAT 155 | Local Anesthesia | 1 |
| DHAT 160 | Infection Control | 0.5 |
| DHAT 161 | Infection Control Lab I | 1 |
| Total Credits: | | 35-37 |

60 | INSTRUCTIONAL PROGRAMS: Dental Health Therapy

| ASSOCIATE OF APPLIED SCIENCE, DENTAL HEALTH THERAPY | | |
|---|--------------------------------|----------------|
| General Education Coursework | | Credits |
| Communication | | (9.5) |
| <i>Complete the following:</i> | | |
| COMM 131 | Fund. of Oral Communication | 3 |
| DHAT 130 | Community Oral Hlth Ed I | 1 |
| DHAT 231 | Community Oral Hlth Ed II | 2 |
| DHAT 232 | Community Oral Hlth Ed III | 0.5 |
| <i>Complete ONE of the following:</i> | | |
| ENGL 111 | Intro to Academic Writing | 3 |
| BUS 109 | Business English | 3 |
| Math, Science, Technology | | (7-8) |
| BIOL 100 | Human Biology | 4 |
| <i>Complete ONE of the following:</i> | | |
| MATH 105 | Basic College Algebra | 3 |
| MATH 107 | Functions for Calculus | 4 |
| MATH 116 | Mathematics in Healthcare | 3 |
| Humanities/Social Sciences | | (3.5) |
| DHAT 140 | Behav. Sc: Oral Hlth Ed I | 1 |
| DHAT 151 | Behav. Sc: Tobacco Addiction | 1 |
| DHAT 221 | Prof. DHAT Practice I | 0.5 |
| DHAT 222 | Prof. DHAT Practice II | 0.5 |
| DHAT 241 | Behav. Sc: Oral Hlth Ed II | 0.5 |
| Inupiaq Studies | | (1-3) |
| Any advisor-approved 100/200 level Inu Culture or Language course | | 1-3 |
| Major Coursework | | Credits |
| Degree Core | | (50) |
| DHAT 101 | Intro to Dental Therapy I | 3 |
| DHAT 102 | Intro to Dental Therapy II | 1.5 |
| DHAT 111 | Dental Therapy Lab I | 2 |
| DHAT 112 | Dental Therapy Lab II | 2 |
| DHAT 125A | Op. Dent.Therap.Tech. Mod A | 1.5 |
| DHAT 125B | Op. Dent.Therap.Tech. Mod B | 1.5 |
| DHAT 135 | Adv. Diag. & Treatmt Plan. I | 2 |
| DHAT 152 | Anat, Phys, Path, Head/Neck | 2 |
| DHAT 153 | Basic Restorative Functions | 2 |
| DHAT 154 | Cariology/Min Invasive Dent. | 1 |
| DHAT 155 | Local Anesthesia | 1 |
| DHAT 156 | Hygiene & Periodontology | 1 |
| DHAT 160 | Infection Control | 0.5 |
| DHAT 161 | Infection Control Lab I | 1 |
| DHAT 201A | Adv. Dent. Therapy, Mod A | 1 |
| DHAT 201B | Adv. Dent. Therapy, Mod B | 1.5 |
| DHAT 201C | Adv. Dent. Therapy, Mod C | 2 |
| DHAT 201D | Adv. Dent. Therapy, Mod D | 1 |
| DHAT 211A | Adv. Dent. Ther. Clinic, Mod A | 2 |
| DHAT 211B | Adv. Dent. Ther. Clinic, Mod B | 4.5 |
| DHAT 211C | Adv. Dent. Ther. Clinic, Mod C | 4 |
| DHAT 211D | Adv. Dent. Ther. Clinic, Mod D | 4 |
| DHAT 235 | Adv.Diag. & Treatmt Plan. II | 1 |
| DHAT 242 | Community Clinic. Rotations I | 3 |
| DHAT 243 | Community Clinic. Rotations II | 3 |
| DHAT 251 | Pharmacology | 0.5 |
| DHAT 262 | Infection Control Lab II | 0.5 |
| DHAT 263 | Infection Control Lab III | 1 |
| Total Credits: | | 71-74 |

What is a Dental Health Aide Therapist?

A primary oral health care professional who

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



A DHAT's Scope of Practice

- Diagnosis and Treatment Planning
- Prevention
- Basic Hygiene
- Radiographs
- Infection Control
- Restorative Treatment
- Pediatric Treatment
- Urgent Care Extractions
- Community Prevention & Education
- Clinic Management
- Referral Process

Overview

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

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

DEGREE OUTCOMES

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

Promoting Child Development & Learning

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

Using Developmentally Effective Approaches

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

Building Meaningful Curriculum

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

Developing Professionalism

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

PROGRAM ENTRY AND TIMING

The AA program is designed to accommodate full and part-time students. Students, who have been admitted to the program, meet with their advisor to determine

INSTRUCTIONAL PROGRAMS: Education | 61

the entry point of their coursework and make a study plan.

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

CERTIFICATE I, INDIGENOUS EDUCATION

| General Education Coursework | | Credits |
|---------------------------------------|-----------------------------|----------------|
| Communication | | (3) |
| Complete ONE of the following: | | |
| COMM 131 | Fund. of Oral Communication | 3 |
| ENGL 111 | Intro to Academic Writing | 3 |
| Math/ Science/Technology | | (2) |
| IT 100 | Intro to Online Learning | 1 |
| LS 101 | Library Info & Research | 1 |
| Humanities/Social Sciences | | (3) |
| Complete ONE of the following: | | |
| IÑU 102, IÑU 111, IÑU 210, IÑU 220, | | |
| ANTH 100, ANTH 242, HIST 115 | | |
| Major Coursework | | Credits |
| Certificate Core | | (6) |
| Complete TWO of the following: | | |
| Any 3-credit ED course | | |
| Total Credits: | | 14 |

NOTES

[illegible]

| CERTIFICATE II, INDIGENOUS EDUCATION | | |
|---|--------------------------------|----------------|
| <i>General Education Coursework</i> | | <i>Credits</i> |
| Communication | | (6) |
| COMM 131 | Fund. of Oral Comm. | 3 |
| ENGL 111 | Intro to Academic Writing | 3 |
| Math/Science/Technology | | (9-10) |
| IT 100 | Intro to Online Learning | 1 |
| LS 101 | Library Info & Research | 1 |
| <i>Complete ONE of the following:</i> | | |
| MATH 105 | College Algebra | 3 |
| MATH 107 | Functions for Calculus | 4 |
| <i>Complete ONE of the following:</i> | | |
| BIOL 100 | Human Biology | 4 |
| BIOL 103 | Biology and Society | 4 |
| BIOL 104 | Natural History of Alaska | 4 |
| CHEM 103 | Intro to General Chemistry | 4 |
| GEOS 100 | Intro to Earth Science | 4 |
| Humanities/Social Sciences | | (9) |
| <i>Complete ONE of the following:</i> | | |
| ANTH 100 | Indiv. Society and Culture | 3 |
| ANTH 242 | Native Cultures of Alaska | 3 |
| HIST 115 | Alaska, Land and Its People | 3 |
| IÑU 210 | Iñu Land Use, Val, Resources | 3 |
| IÑU 220 | NS Iñupiaq Hist, and Culture | 3 |
| SSC 218 | Topics in the Social Sciences | 3 |
| <i>Complete TWO of the following:</i> | | |
| INU Language courses | | 6 |
| Major Coursework | | Credits |
| Certificate Core | | (12) |
| <i>Complete FOUR of the following:</i> | | |
| ED 101 | Intro to Early Childhood Prof. | 3 |
| ED 104 | Child Development | 3 |
| ED 129 | Teach. Child. Health/Wellness | 3 |
| ED 199 | Practicum | 3 |
| ED 204 | Family/Comm. Partnerships | 3 |
| ED 227 | Lang. & Creative Expression | 3 |
| Or any elective ED course(s) | | 3-6 |
| Total Credits: | | 36-37 |

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

Teacher Education Track:

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

Early Learning Career Track:

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

| ASSOCIATES OF ARTS, INDIGENOUS EDUCATION | | |
|---|--------------------------------------|----------------|
| <i>General Education Coursework</i> | | <i>Credits</i> |
| Communication | | (9) |
| COMM 131 | Fund. of Oral Comm. | 3 |
| ENGL 111 | Intro to Academic Writing | 3 |
| <i>Complete ONE of the following:</i> | | |
| ENGL 211 | Acad. Writing about Literature | 3 |
| ENGL 213 | Acad. Writ.about Nat/Social Sciences | 3 |
| Math/Science/Technology | | (12-13) |
| IT 100 | Intro to Online Learning | 1 |
| LS 101 | Library Info & Research | 1 |
| MATH | MATH 105 or MATH 107 | 3-4 |
| <i>Complete ONE of the following:</i> | | |
| BIOL 100 | Human Biology | 4 |
| BIOL 103 | Biology and Society | 4 |
| BIOL 104 | Natural History of Alaska | 4 |
| CHEM 103 | Intro to General Chemistry | 4 |
| GEOS 100 | Intro to Earth Science | 4 |
| <i>Complete ONE of the following:</i> | | |
| Any Math or Science Elective not yet taken | | 3 |
| Humanities/Social Sciences | | (15) |
| <i>Complete ONE of the following:</i> | | |
| ANTH 100 | Indiv. Society and Culture | 3 |
| ANTH 242 | Native Cultures of Alaska | 3 |
| HIST 115 | Alaska, Land and Its People | 3 |
| IÑU 210 | Iñu Land Use, Val, Resources | 3 |
| IÑU 220 | NS Iñupiaq Hist, and Culture | 3 |
| SSC 218 | Topics in the Social Sciences | 3 |
| <i>Complete any FOUR of the following Iñupiaq language courses:</i> | | |
| IÑU 102, IÑU 103, IÑU 111, IÑU 112, IÑU 202, IÑU 203, IÑU 211, IÑU 212 | | |
| Major Coursework | | Credits |
| Degree Core | | (18) |
| | | |
| ED 101 | Intro to Early Childhood Prof. | 3 |
| ED 104 | Child Development | 3 |
| ED 129 | Teach. Child. Health/Wellness | 3 |
| ED 199 | Practicum | 3 |
| ED 204 | Family/Comm. Partnerships | 3 |
| ED 227 | Lang. & Creative Expression | 3 |
| Electives | | (6) |
| Option 1: Teacher Education Track: | | |
| Complete TWO of the following not yet taken | | |
| ANTH 100X, ANTH 242, ART 105, ART 113, ART 200, ART 212, ART 220, HIST 115, , MATH 200, MATH 205, SSC 218, and any IÑU or ED Course | | |
| Option 2: Early Learning Career Track: | | |
| Complete TWO of the following not yet taken | | |
| ANTH 100X, ART 105, ART 113, ART 200, ART 212, ART 220, BUS 126, BUS 151, HIST 131, HIST 132, PSY 101, and any IÑU or ED Course | | |
| Total Credits: | | 60-61 |

INDIGENOUS HUMAN SERVICES

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

**CERTIFICATE,
INDIGENOUS HUMAN SERVICES**

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

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

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

INFORMATION TECHNOLOGY

Overview

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

DEGREE OUTCOMES

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

- Use current and emerging software applications proficiently in the student's field of interest.
- Apply technical knowledge in a variety of situations and environments.
- Work effectively in a team environment and interact effectively with clients and customers.
- Work ethically and effectively with subordinates, superiors, customers, and other stakeholders in professional matters.

Digital Literacy

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

DIGITAL LITERACY COURSES

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

ENDORSEMENT, COMPUTER FOUNDATIONS

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

Student Learning Outcomes:

- Describe basic computer operations, the basic components and their functions and relationships
- Explain key terms and basic issues related to internet use, security and online learning
- Use current and emerging technologies to produce documents that are clear, concise and mechanically correct
- Identify educational and career opportunities related to technology

ENDORSEMENT, COMPUTER FOUNDATIONS

| Course Requirements | | Credit |
|--|-----------------------------|--------------|
| IT 100 | Intro to Online Learning | 1 |
| IT 101 | Keyboarding Skills | 1 |
| IT 117 | Intro to Personal Computers | 1 |
| IT 117 | Intro to MS Office | 1 |
| IT 118 | Internet Use and Security | 1 |
| <i>Complete THREE credits from the following:</i> | | |
| DATA140 | Spreadsheets, A, B, C | 1 ea |
| IT 130 | Word-Processing, A, B, C | 1 ea |
| IT 255 | Presentations, A, B, C | 1 ea |
| Any DA or DATA designated course | | 2-3 |
| Total Credits: | | 10-11 |

CERTIFICATE, DIGITAL ARTS IN THE ARCTIC I, II

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

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

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

CERTIFICATE, DATA ANALYSIS I, II

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

| CERTIFICATE, DATA ANALYSIS I | | |
|--|-----------------------------|---------------|
| Course Requirements | | Credit |
| DATA 127 | Presenting Data Effectively | 2 |
| DATA 140 | Comp. Spreadsheets A,B,C | 3 |
| DATA 180 | Database Design Fund. | 3 |
| MATH | MATH 105 or higher Math | 3-4 |
| <i>Complete ONE of the following:</i> | | |
| BUS 109 | Business English | 3 |
| ENGL 111 | Intro to Academic Writing | 3 |
| Total Credits: | | 14-15 |

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

**CERTIFICATE, INFORMATION TECHNOLOGY
SUPPORT SPECIALIST I, II**

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

**CERTIFICATE, INFORMATION TECHNOLOGY
SUPPORT SPECIALIST I**

| Course Requirements | | Credits |
|---------------------------------------|---------------------------|----------------|
| BUS 151 | Intro to Business | 3 |
| IT 101 | Keyboarding Skills | 1 |
| IT 117 | Intro to Pers. Computers | 1 |
| IT 118 | Intro to MS Office | 1 |
| IT 119 | Internet Use and Security | 1 |
| IT 292 | PC Hardw. & Troubleshoot | 4 |
| Iñupiaq Studies | | |
| Any 100/200-level IñU course(s) | | 1-3 |
| Complete ONE of the following: | | |
| BUS 109 | Business English | 3 |
| ENGL 111 | Intro to Academic Writing | 3 |
| Total Credits: | | 14-17 |

**CERTIFICATE, INFORMATION TECHNOLOGY
SUPPORT SPECIALIST II**

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



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

ASSOCIATE OF APPLIED SCIENCE DEGREE, INFORMATION TECHNOLOGY

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

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

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

IÑUPIAQ STUDIES**Overview**

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

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

IÑUPIAQ CULTURE & LANGUAGE**CERTIFICATE I, IÑUPIAQ CULTURE AND LANGUAGE**

| Course Requirements | | Credit |
|---|---|---------------|
| COMM 131 | Fundamentals of Oral Comm. | 3 |
| IÑU 121 | Elementary Iñupiaq I | 3 |
| IT 101 | Intro to Online Learning | 1 |
| LS 101 | Library Inform. and Research | 1 |
| Complete SEVEN credits of the following: | | |
| ART 103 | Beginning Drawing | 3 |
| ART 113 | Introduction to Painting | 3 |
| IÑU 111 | NS Iñupiaq Grammar I | 3 |
| IÑU 114 | Found. of Iñu Lang. Learning | 1 |
| IÑU 118 | Topics in Iñupiaq Studies | 1-3 |
| IÑU 124 | Trad.Knowledge & Use of Arctic Plants | 3 |
| IÑU 131 | Elementary Iñupiaq II | 3 |
| IÑU 135 | Iñuit Art Studio | 3 |
| IÑU 158 | Trad/Contemp Native Food Preparation | 3 |
| IÑU 199 | Practicum in Iñupiaq Studies | 1-3 |
| IÑU 210 | Iñu Land, Use, Values & Resources | 3 |
| IÑU 213 | Iñuit Storytelling | 3 |
| IÑU 220 | NS Iñupiaq Hist. & Culture | 3 |
| IÑU 221 | Exploring Iñup. Identity Today Through Creat. Writing | 3 |
| IÑU 257 | Trad/Contemp Skin Sewing | 3 |
| IÑU 260 | Iñupiaq Songs, Dances, Drumming | 3 |
| Total Credits: | | 15 |

DEGREE OUTCOMES

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

- Have an understanding of fundamental principles of the Iñupiaq language.
- Be able to read, write and speak Iñupiaq at the beginner level.
- Be able to develop objects of art in the Iñupiaq style

Demonstrate increased understanding of the relationship of Iñupiaq culture to the land, sea and animals.

CERTIFICATE II, IÑUPIAQ CULTURE AND LANGUAGE

| General Education Coursework | | Credits |
|---|---|----------------|
| Communication | | (6) |
| COMM 131 | Fund. of Oral Communication | 3 |
| ENGL 111 | Intro to Academic Writing | 3 |
| Math/Science/Technology | | (2) |
| IT 100 | Intro to Online Learning | 1 |
| LS 101 | Library Info & Research | 1 |
| Humanities/Social Sciences | | (3) |
| ANTH 100 | Indiv., Society and Culture | 3 |
| Major Coursework | | Credits |
| Certificate Core | | (19) |
| IÑU 121 | Elementary Iñupiaq I | 3 |
| Complete SIXTEEN credits of the following: | | |
| ART 103 | Beginning Drawing | 3 |
| ART 113 | Introduction to Painting | 3 |
| IÑU 111 | NS Iñupiaq Grammar I | 3 |
| IÑU 114 | Found. of Iñu Lang. Learning | 1 |
| IÑU 118 | Topics in Iñupiaq Studies | 1-3 |
| IÑU 124 | Trad.Knowledge & Use of Arctic Plants | 3 |
| IÑU 131 | Elementary Iñupiaq II | 3 |
| IÑU 135 | Iñuit Art Studio | 3 |
| IÑU 158 | Trad/Contemp Native Food Preparation | 3 |
| IÑU 199 | Practicum in Iñupiaq Studies | 1-3 |
| IÑU 210 | Iñu Land, Use, Values & Res. | 3 |
| IÑU 213 | Iñuit Storytelling | 3 |
| IÑU 220 | NS Iñupiaq Hist. & Culture | 3 |
| IÑU 221 | Exploring Iñup. Identity Today Through Creat. Writing | 3 |
| IÑU 257 | Trad/Contemp Skin Sewing | 3 |
| IÑU 260 | Iñupiaq Songs, Dances, Drumming | 3 |
| Total Credits: | | 30 |

ASSOCIATE DEGREE, IÑUPIAQ STUDIES**ASSOCIATE OF ARTS, IÑUPIAQ STUDIES****General Education Coursework Credits****Communication (9)**

COMM 131 Fund. of Oral Communication 3

ENGL 111 Intro to Academic Writing 3

Complete ONE of the following:

ENGL 211 Acad. Writing about Lit. 3

ENGL 213 Academic Writing about Nat/Social Sciences 3

Math/Science/Technology (12-14)

IT 100 Intro to Online Learning 1

LS 101 Library Info & Research 1

MATH MATH 105 or higher 3-4

Complete ONE of the following:

BIOL 100 Human Biology 4

BIOL 103 Biology and Society 4

BIOL 104 Natural History of Alaska 4

CHEM 103 Intro to General Chemistry 4

GEOS 100 Intro to Earth Science 4

Complete ONE of the following:

Advisor-approved Math or Science 3-4

Elective not yet taken

Humanities/Social Sciences (15)**Indigenous Peoples Perspectives****Complete ONE of the following not yet taken:**

ANS 240, ANTH 242, HIST 115, HIST 200, IÑU 213, IÑU 220

Art and Culture Perspectives**Complete ONE of the following not yet taken:**

ART 200, HUM 201

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

ANTH 100, ENGL 200, HIST 200

U.S. Perspectives**Complete ONE of the following not yet taken:**

ECON 100, HIST 131, HIST 132

Individual and Community Perspectives**Complete ONE of the following not yet taken:**

JUST 110, PSY 101, PSY 150, SWK 103, any 3-credit HUMS course.

Major Coursework Credits**Degree Core (15)**

IÑU 121 Elementary Iñupiaq I 3

Complete FOUR of the following:

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

IÑU 213 Iñuit Storytelling 3

IÑU 220 NS Iñupiaq Hist, Lang, Cult. 3

IÑU 221 Exploring Iñupiaq Identity through Creative Writing 3

IÑU 257 Trad. & Contemp. Skin Sewing 3

IÑU 260 Inupiaq Songs, Dances, and Drumming 3

Electives (9)**Complete 9 credits from the following (not taken****above):** ART 103, ART 113, IÑU 111, IÑU 114, IÑU 118, IÑU 124, IÑU 131, IÑU 135, IÑU 158, IÑU 199, IÑU 210, IÑU 213, IÑU 220, IÑU 221, IÑU 257, IÑU 260,**Total Credits: 60-62**

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

Note:

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



Source:

<http://www.alaskool.org/language/languageindex.htm>**Did You Know?**

The Iñupiat are a group of Alaska Natives, whose traditional territory roughly spans northeast from Norton Sound on the Bering Sea to the northernmost part of the Canada–United States border. Many Iñupiaq people reside in 34 villages across Iñupiat Nunangat (Iñupiaq lands): Seven villages in the North Slope Borough, affiliated with the Arctic Slope Regional Corporation; eleven villages in Northwest Arctic Borough; and sixteen villages affiliated with the Bering Straits Regional Corporation.

ASSOCIATES OF ARTS, LIBERAL ARTS**Overview**

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

DEGREE OUTCOMES

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

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

PROGRAM ENTRY AND TIMING

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

COURSE REQUIREMENTS

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

IMPORTANT

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

who achieves the IT competency rating through testing at admission will add equivalent General Electives Credit requirements so that in all cases an AA degree will require 60 credit hours.

CERTIFICATE, LIBERAL ARTS

| General Education Coursework | | Credits |
|--|-----------------------------|----------------|
| Communication | | (6) |
| COMM 131 | Fund. of Oral Communication | 3 |
| ENGL 111 | Intro to Academic Writing | 3 |
| Math/Science/Technology | | (9-10) |
| <i>Complete ONE of the following:</i> | | |
| MATH 105 | College Algebra | 3 |
| MATH 107 | Functions for Calculus | 4 |
| <i>Complete the following:</i> | | |
| IT 100 | Intro to Online Learning | 1 |
| LS 101 | Library Info & Research | 1 |
| SCIENCE | | |
| Any Science course w/Lab | | 4 |
| Humanities/Social Sciences | | (9) |
| <i>Choose TWO categories from the five below:</i> | | |
| 1. Indigenous Peoples Perspectives | | |
| <i>Complete ONE of the following not yet taken:</i> | | |
| ANS 240, ANTH 242, HIST 115, HIST 200, IñU 213, IñU 220 | | |
| 2. Art and Culture Perspectives | | |
| <i>Complete ONE of the following not yet taken:</i> | | |
| ART 200, HUM 201 | | |
| 3. Global Perspectives | | |
| <i>Complete ONE of the following not yet taken:</i> | | |
| ANTH 100, ENGL 200, HIST 200 | | |
| 4. U.S. Perspectives | | |
| <i>Complete ONE of the following not yet taken:</i> | | |
| ECON 100, HIST 131, HIST 132 | | |
| 5. Individual & Community Perspectives | | |
| <i>Complete ONE of the following not yet taken:</i> | | |
| JUST 110, PSY 101, PSY 150, SWK 103, any 3 credit HUMS course | | |
| Iñupiaq Studies | | |
| <i>Complete the following not yet taken:</i> | | |
| Any 100 or 200-level IñU language and/or culture course/s totaling three credits. | | |
| General Electives | | (6) |
| With advisor, select any combination of 100 or 200 level courses not yet taken | | |
| Total Credits: | | 30 |

| ASSOCIATE OF ARTS DEGREE, LIBERAL ARTS | | |
|---|--|----------------|
| General Education Coursework | | Credits |
| Communication | | (9) |
| COMM 131 | Fund. of Oral Communication | 3 |
| ENGL 111 | Intro to Academic Writing | 3 |
| <i>Complete ONE of the following:</i> | | |
| ENGL 211 | Acad. Writing about Literature | 3 |
| ENGL 213 | Academic Writing about Nat/Social Sciences | 3 |
| Math/Science/Technology | | (12-14) |
| IT 100 | Intro to Online Learning | 1 |
| LS 101 | Library Info & Research | 1 |
| MATH | MATH 105 or MATH 107 | 3-4 |
| SCIENCE | | |
| <i>Complete the following:</i> | | |
| Any science course w/Lab | | 4 |
| Any advisor-approved Math or Science course not yet taken | | 3-4 |
| Humanities/Social Sciences | | (18) |
| Indigenous Peoples Perspectives | | |
| <i>Complete ONE of the following not yet taken:</i> | | |
| ANS 240, ANTH 242, HIST 115, HIST 200, IÑU 213, IÑU 220 | | |
| Art and Culture Perspectives | | |
| <i>Complete ONE of the following not yet taken:</i> | | |
| ART 200, HUM 201 | | |
| Global Perspectives | | |
| <i>Complete ONE of the following not yet taken:</i> | | |
| ANTH 100, ENGL 200, HIST 200 | | |
| U.S. Perspectives | | |
| <i>Complete ONE of the following not yet taken:</i> | | |
| ECON 100, HIST 131, HIST 132 | | |
| Individual & Community Perspectives | | |
| <i>Complete ONE of the following not yet taken:</i> | | |
| JUST 110, PSY 101, PSY 150, SWK 103, any 3 credit HUMS course | | |
| Iñupiaq Studies | | |
| <i>Complete the following not yet taken:</i> | | |
| Any 100 or 200-level IÑU language and/or culture course/s totaling three credits | | |
| General Electives | | (21) |
| With advisor, select any combination of 100 or 200 level courses not yet taken | | |
| Total Credits: | | 60-62 |

**Did you know?**

A Liberal Arts education covers several fields, which are crucial for an individual to develop logical and critical thinking; to understand issues, which are vital for the modern and future human societies and the world, to apply their mind to solve several social, economic, political, and environmental issues and problems.

Humanities: Art, literature, philosophy, linguistics, religion, ethics, modern foreign languages, music, theatre, speech and classical languages

Social Sciences: History, psychology, law, sociology, political science, gender studies, anthropology, economics, geography and business informatics

Natural Sciences: Physics, chemistry, biology, geography, earth sciences, astronomy, archaeology, zoology, etc.

Other: Mathematics, Computer Science, Environmental Studies, Music, Visual Art, Performing Arts, Public Affairs, Gender Studies, etc.

NOTES

OFFICE MANAGEMENT**Overview**

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

Admission Requirements and Prerequisites

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

DEGREE OUTCOMES

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

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

**ENDORSEMENT, OFFICE PRODUCTIVITY**

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

ENDORSEMENT, OFFICE PRODUCTIVITY

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

THE FIELD OF OFFICE MANAGEMENT

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

TYPES OF POSITIONS IN THE FIELD OF OFFICE MANAGEMENT

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

CERTIFICATES, OFFICE MANAGEMENT**CERTIFICATE I, OFFICE MANAGEMENT**

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

CERTIFICATE II, OFFICE MANAGEMENT

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

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

CERTIFICATES, MEDICAL OFFICE MANAGEMENT

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

CERTIFICATE I, MEDICAL OFFICE MANAGEMENT

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

CERTIFICATE II, MEDICAL OFFICE MANAGEMENT

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

74 | INSTRUCTIONAL PROGRAMS: Office Management

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

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

PRE-NURSING

Overview

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

Admission into Nursing Program

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

For more information regarding the entire admissions process, students should consult with the Allied Health Coordinator, David Bennett at 907.852.1878 or david.bennett@ilisagvik.edu

Explore Careers in Nursing

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

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

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

CERTIFICATE OUTCOMES

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

CERTIFICATE, PRE-NURSING

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



TRIBAL DOCTOR TRAINING PROGRAM**Overview**

The program is the result of a partnership between Ilisagvik College (IC) and Southcentral Foundation (SCF) and builds on the tradition of training Tribal Doctors for the last two years. This certificate program supports Tribal Doctors and the Traditional Healing profession by offering academic credentials in addition to the certification, thereby facilitating a transition into higher level career pathways, such as a two-year degree in Allied Health, or degrees in the medical field. In September 2017, the first cohort of seven Alaska-trained Tribal Doctor students began their didactic training in Anchorage. The program combines the roots of tradition and culture, housed in traditional healing, in combination with a formal learning and development structure. One of the goals of the program is to ensure sustainability of Traditional Healing resources for Alaska Native/American Indian customer-owners.

Admission Requirements and Prerequisites

Currently, admission is restricted to Southcentral Foundation employees; however, in the future the program is considering reserving a select number of slots for other qualified applicants. For more information contact Larissa Aaberg, Learning and Development Advisor, Development Center: laaberg@southcentralfoundation.com

DEGREE OUTCOMES

Upon successful completion of the Tribal Doctor Training Program graduates are able to:

- Integrate AN/AI knowledge, values and culture into clinic practice.
- Communicate effectively with customer-owners, peers, the public and other health professionals using verbal, non-verbal and written language.
- Competently assess, plan, implement and evaluate individual and community traditional healing therapy and cultural programs.
- Apply critical thinking skills to investigate, interpret, and communicate issues involving the profession, the practice, the community, and the customer-owner.
- Demonstrate mastery of team and customer service skills such as collaboration, respect, efficiency and compassion.

**CERTIFICATE I,
TRIBAL DOCTOR TRAINING PROGRAM**

| Course Requirements | | Credits |
|----------------------------|-------------------------------------|----------------|
| COMM 131 | Fund. of Oral Communication | 3 |
| HLTH 204 | Medical Terminology | 3 |
| TH 100 | Trad. Healing Orientation | 1 |
| TH 101 | Intro to Trad. Healing | 3 |
| TH 102 | Mind, Body, Health in Trad. Healing | 4 |
| Total Credits: | | 14 |

**CERTIFICATE II,
TRIBAL DOCTOR TRAINING PROGRAM**

| General Education Coursework | | Credits |
|---------------------------------------|---|----------------|
| Communication | | (3) |
| COMM 131 | Fund. of Oral Comm. | 3 |
| Math/Science/Technology | | (4) |
| BIOL 211 | Anatomy & Physiology I | 4 |
| Humanities/Social Sciences | | (3) |
| Complete ONE of the following: | | |
| ANTH 242 | Native Cultures of Alaska | 3 |
| HIST 115 | Alaska, Land and its People | 3 |
| Major Coursework | | Credits |
| Certificate Core | | (19) |
| HLTH 204 | Medical Terminology | 3 |
| TH 100 | Trad. Healing Orientation | 1 |
| TH 101 | Intro to Trad. Healing | 3 |
| TH 102 | Mind, Body, Health in Trad. Healing | 4 |
| TH 103 | Care & Wellness through Trad. Healing | 4 |
| TH 104 | Energies & Body Systems in Healing Practice | 4 |
| Total Credits: | | 29 |

**Southcentral
Foundation**



FOUNDATIONAL EDUCATION



FOUNDATIONAL STUDIES

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

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

ACCUPLACER TEST

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

- Math
- English: Reading Comprehension
- English: Writing

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

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

| English Placement | | | | |
|-------------------|------------------|-------------------|----------|-------|
| | ENGL 075 | ENGL 111 w/031 | ENGL 111 | |
| Writing ↓ | Reading Scores → | | | |
| 1 | ≤252 | ≥253 | ≤269 | |
| 2 | ≤251 | ≥252 | ≤268 | |
| 3 | ≤250 | ≥251 | ≤267 | |
| 4 | ≤249 | ≥250 | ≤266 | ≥ 267 |
| 5 | ≤248 | ≥249 | ≤265 | ≥ 266 |
| 6 | ≤247 | ≥248 | ≤264 | ≥ 265 |
| 7 | ≤246 | ≥247 | ≤263 | ≥ 264 |
| 8 | ≤245 | ≥246 | ≤262 | ≥ 263 |

Note: Students must have a minimum writing score of three (3) in order to place into ENGL 111.

PROGRAM OUTCOMES

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

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

ADULT BASIC EDUCATION



ADULT EDUCATION

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

GENERAL EDUCATION DIPLOMA (GED®)

The General Educational Development (GED®) now consists of four tests in the subjects of language arts, mathematics, science, and social studies, which verify high school level skills for those who successfully complete the exams. New students in both programs (AE and GED®) are first assessed during the Test for Adult Basic Education (TABE), which measures academic proficiencies in 26 specific subject areas. Next, the staff will work with each student to design a personalized education plan with short-term long-term goals to successfully complete the GED® requirements, gain employment, or enter post-secondary education.

ENGLISH AS A SECOND LANGUAGE

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

OPERATING HOURS

Monday – Friday
9:00 am – 12:00 pm
1:00 pm – 5:00 pm

CONTACT INFORMATION

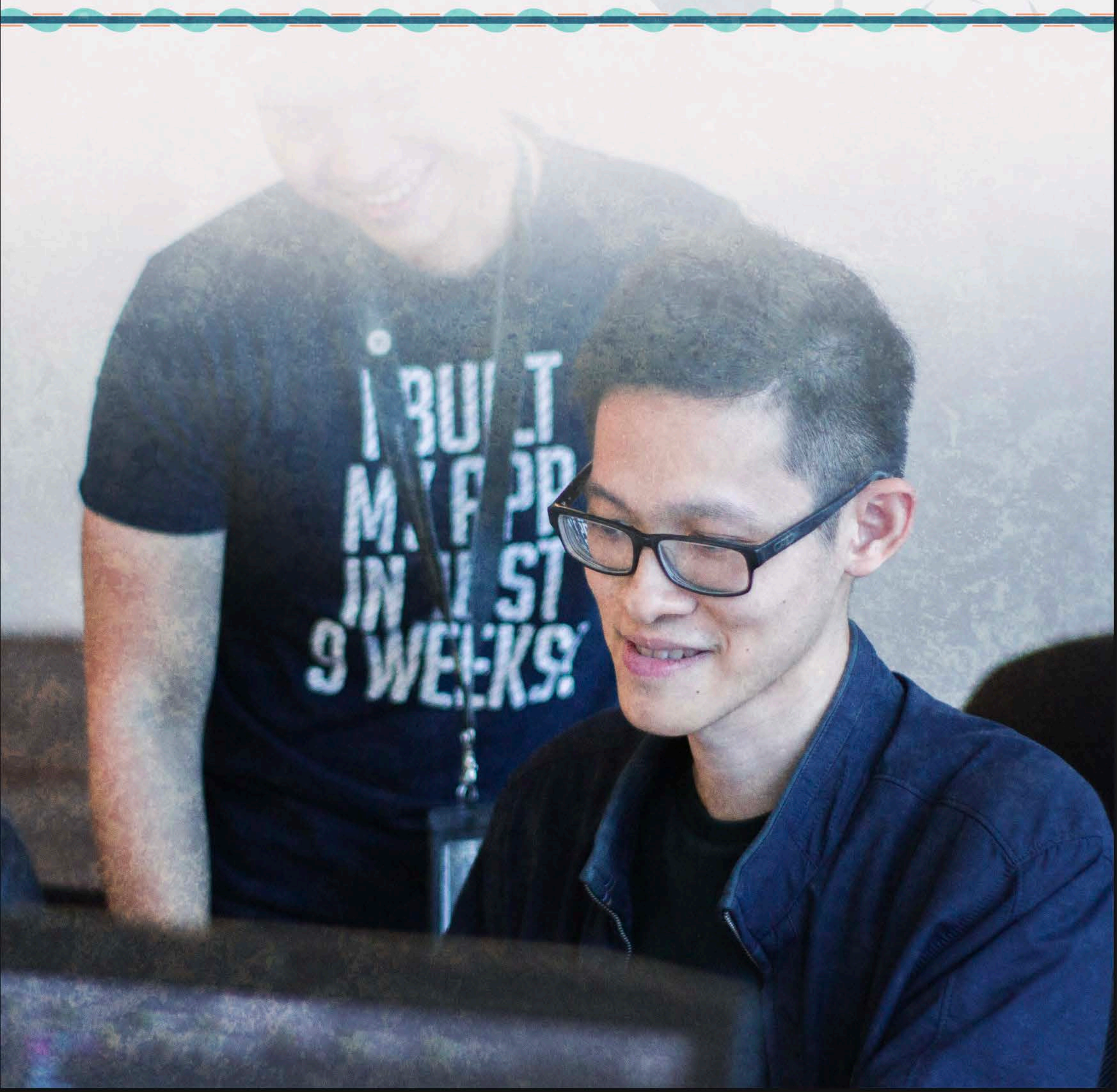
Main Office:

852-1743

Email:

studentservices@ilisagvik.edu

TEACHER CERTIFICATION



TEACHER CERTIFICATION

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

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

- Alaska Studies Courses
- Multicultural Courses

The following Ilisaġvik courses may be applied towards teacher certification:

DEED APPROVED ALASKA STUDIES COURSES

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

DEED APPROVED MULTICULTURAL COURSES

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

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

For any questions regarding the course offering, please contact Dean of Academic Affairs, Dr. Birgit Meany at birgit.meany@ilisagvik.edu.

Note

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

Tuition Waivers

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



NORTH SLOPE
BOROUGH SCHOOL DISTRICT

— Striving For Excellence —

TUITION & FEES



TUITION

| | |
|-----------|----------------------------|
| 2021-2022 | \$185 for each credit hour |
|-----------|----------------------------|

Tuition is not charged for CEU courses. These courses may be subject to course fees or other charges. The tuition schedule is subject to change.

TUITION WAIVERS

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

FEES**ADMINISTRATIVE FEES**

| Graduation | Cost |
|---|-------------|
| Graduation Fee | \$ 50 |
| Late application fee | \$ 100 |
| Official transcript fee | \$ 10 |
| <i>(An official transcript of the student's academic record is prepared by the Office of the Registrar)</i> | |
| Registration fee (per semester) | \$ 50 |
| Student Support Services Fee | |
| 1-11 credits/semester (part time) | \$ 60 |
| 12+ credits/semester (full-time) | \$ 120 |

COURSE AND MATERIAL FEES

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

ART

| Course # | Course Name | Fee |
|----------|--------------------------|--------|
| ART 105 | Beginning Drawing | \$ 75 |
| ART 113 | Introduction to Painting | \$ 100 |
| ART 205 | Intermediate Drawing | \$ 75 |
| ART 212 | Baleen Art | \$ 100 |
| ART 220 | Fundamentals of Carving | \$ 150 |

CONSTRUCTION TECHNOLOGY

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

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

DENTAL HEALTH THERAPY

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

DRIVER'S EDUCATION

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

HEAVY TRUCK OPERATIONS

| Course # | Course Name | Fee |
|----------|---|----------|
| HEO 001 | CDL – School Bus | Waived |
| HEO 104 | Intro to Heavy Equip Ops | \$ 750 |
| HEO 105 | CDL Writ Exam Preparation | \$ 500 |
| HEO 106 | CDL Writ Exam Prep w/ Pre-Trip | \$ 500 |
| HEO 150 | CDL Unrestr. Behind-Wheel Test Prep | \$ 2,500 |
| HEO 170 | Constr/Heavy Equip Ops | \$ 1,000 |
| HEO 175 | Entry Lev Op/Class B Veh. | \$ 2,000 |
| HEO 176 | Entry Lev Class B/C CDL | \$ 750 |
| HEO 178 | CDL Writ Entry Lev Ops & Unrestr. Test Prep | \$ 4,250 |

INDUSTRIAL SAFETY

| Course # | Course Name | Fee |
|----------|---------------------------|--------|
| SAFE 102 | CEU Hydrogen Sulfide | Waived |
| SAFE 103 | Unescorted Training w/H2S | Waived |
| SAFE 104 | 8Hr HAZWOPER | Waived |
| SAFE 106 | NSTC Unescorted Training | Waived |
| SAFE 110 | 40-Hour HAZWOPER | Waived |
| SAFE 115 | 24-Hour HAZWOPER | *Quote |
| SAFE 122 | Blood Borne Pathogens | *Quote |
| SAFE 138 | 24-Hour Spill Response | *Quote |
| SAFE 170 | Confined Space | *Quote |
| SAFE 174 | Respirator Fit Test | \$ 100 |

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

İNUPIAQ STUDIES

| Course # | Course Name | Fee |
|----------|--------------------------|-------|
| İNU 119 | Arctic Colloquium | \$200 |
| İNU 158 | Trad./Contemp. Food Prep | \$150 |
| İNU 219 | Arctic Colloquium | \$200 |
| İNU 214 | Drum Construction & Use | \$150 |

WORKFORCE DEVELOPMENT

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

Call us at

- 907.852.1759

Email us at

- workforce@ilisagvik.edu

SCIENCE

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

DORMITORY RATES AND MEAL PLANS

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

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

Room and board fees are due at the time of registration. Student Housing at the residential center

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

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

| | |
|------------------------------------|---------|
| Dorm / Semester (double occupancy) | \$2,000 |
|------------------------------------|---------|

MEAL PLANS

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

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

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

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

We debit student accounts for meal plans and dorm fees at the beginning of each semester. These fees are not refundable after the last day to drop/add classes. Refunds will be prorated on a percentage basis. Please contact the Business Office for more information at 907.852.1829.

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NIĠĠIVIK (CAFETERIA) MEAL RATES

| Meal | Student Staff | Guest | Seniors Kids 6-22 | Kids under 12 |
|---------------|---------------|-------|-------------------|---------------|
| Breakfast | \$10 | \$15 | \$9 | -- |
| Lunch | \$15 | \$20 | \$12 | -- |
| Dinner | \$15 | \$20 | \$12 | -- |
| Sunday Brunch | \$20 | \$25 | \$15 | \$10 |

COST FOR FULL-TIME STUDENT OFF-CAMPUS

The following budgets are estimated for a student **NOT** living on campus and enrolled full-time (12 semester hours) for the 2020-2021 academic year.

| Cost to Student | |
|---------------------------------|-----------------|
| Tuition | \$ 4,440 |
| Registration | \$ 100 |
| Student Support Services | \$ 240 |
| Books | \$ 800 |
| Personal Expenses | \$ 2,730 |
| Total | \$ 8,310 |

COST FOR FULL-TIME STUDENT ON CAMPUS

The following budgets are estimated for a student living on campus and enrolled full time (12 semester hours) for the 2020-2021 academic year. All expenses are estimates and subject to change. For information on individual program fees, contact the financial aid officer.

| Cost to Student | |
|-----------------------------------|--------------------------|
| Tuition | \$ 4,440 |
| Registration | \$100 |
| Student Supp. Services Fee | \$240 |
| Books | \$800 |
| Room | \$4,000 |
| Board | \$6,600-\$9,000 |
| Travel (on-Slope airfare) | \$1,880 |
| Transportation Fee | \$250 |
| Personal Expenses | \$2,730 |
| Total: | \$21,040-\$23,440 |

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. Ilisaġvik College reserves the right to change its tuition or fees at any time.

PAYMENT PLANS

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

DEFERRED PAYMENT AGREEMENT

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

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

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

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

DEBTS AND FORFEITURES

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

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

STUDENT DEBT POLICY

Ilisaġvik College does not provide loans for students in the form of carried balances or debt. Ilisaġvik College will enforce payment agreements for those who have a debt above \$500.00 as of fall 2015. If any student has not met his or her full financial obligations, Ilisaġvik College reserves the right to withhold any of its services from the student until the obligations are met. These include, but are not restricted to, the ability to enroll in further classes or workshops, transcripts, letters of recommendation, registration, and additional services such as room and board.

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

REFUNDS

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

Tuition Refund

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

- If the student drops during the first two weeks of class, 100% of tuition will be refunded.
- There will be no refund of tuition after the official drop date.

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

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

REFUND PROCESSING

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

TUITION REFUND PETITION

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

ROOM AND BOARD REFUND PROCESS

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

| | |
|-----------|-----------------------------------|
| Day 1-5 | 75% of semester room/board charge |
| Day 6-15 | 50% of semester room/board charge |
| Day 16-30 | 25% of semester room/board charge |
| > 30 days | No refund |

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

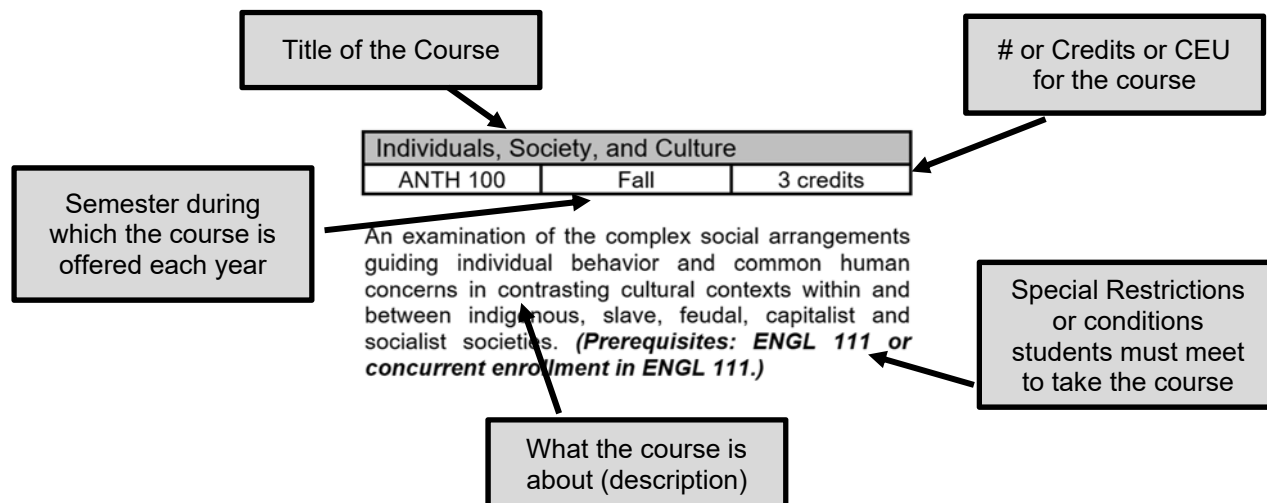
NOTES

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.

COURSE DESCRIPTIONS



HOW TO READ COURSE DESCRIPTIONS



DISCIPLINES AND ABBREVIATIONS IN ALPHABETICAL ORDER

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

ALASKA NATIVE STUDIES

Native American/Alaska Native Children's Literature

| | | |
|---------|--------|-----------|
| ANS 239 | Spring | 3 credits |
|---------|--------|-----------|

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

Alaska Natives in Film

| | | |
|---------|------|-----------|
| ANS 240 | Fall | 3 credits |
|---------|------|-----------|

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

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

| | | |
|---------|--------|-----------|
| ANS 295 | Spring | 3 credits |
|---------|--------|-----------|

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

ANTHROPOLOGY

Individuals, Society, and Culture

| | | |
|----------|------|-----------|
| ANTH 100 | Fall | 3 credits |
|----------|------|-----------|

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

Indigenous Sciences and Traditional Ecological Knowledge

| | | |
|----------|------|-----------|
| ANTH 203 | Fall | 4 credits |
|----------|------|-----------|

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

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| Tribal Courts and Traditional Methods of Conflict Resolution | | |
|--|--------|-----------|
| ANTH 211 | Spring | 3 credits |

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

| Native Cultures of Alaska | | |
|---------------------------|------|-----------|
| ANTH 242 | Fall | 3 credits |

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

ART

| Beginning Drawing | | |
|-------------------|------|-----------|
| ART 105 | Fall | 3 credits |

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

| Introduction to Arctic Photography (Cross-Listed IT 181) | | |
|---|--------|----------|
| ART 181 | Spring | 1 credit |

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

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

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

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

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

| Intermediate Drawing | | |
|----------------------|--------------------|-----------|
| ART 205 | As Demand Warrants | 3 credits |

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

| Baleen Art | | |
|------------|--------|-----------|
| ART 212 | Spring | 3 credits |

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

Note: Because the Marine Mammal Protection Act of 1972 restricts the possession and use of raw baleen

to Alaska Natives only, and as this course uses raw baleen, non-Native students are not eligible to enroll.

| Advanced Arctic Photography (Cross-Listed IT 281) | | |
|--|--------|-----------|
| ART 281 | Spring | 2 credits |

Students are introduced to the advanced skills of shooting with a digital SLR or smartphone as well as advanced editing techniques with online editing software. The course covers techniques, creative vision, composition, and equipment for shooting in an Arctic Environment. Topics to include but are not limited to Aurora and night photography, white-on-white, wildlife, land and sea photo tips and tricks
Prerequisites: *IT 181 or permission of instructor.*

| Introduction to Painting | | |
|--------------------------|--------|-----------|
| ART 113 | Spring | 3 credits |

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

BIOLOGY

| Human Biology | | |
|---------------|--------------------|-----------|
| BIOL 100 | As demand warrants | 4 credits |

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

| Biology and Society | | |
|---------------------|--------------------|-----------|
| BIOL 103 | As demand warrants | 4 credits |

Fundamental principles of biology; emphasis on their application to humans in the modern world. Lectures, laboratory demonstrations, experiments, and discussions of contemporary biological topics. Meets

the general education requirement for a 4 credit natural science course with laboratory. (**Prerequisites:** *Placement in ENGL 111; Placement in MATH 105; or permission of instructor.*) **See fee schedule for lab fees.**

| Natural History of Alaska | | |
|---------------------------|--------|-----------|
| BIOL 104 | Spring | 4 credits |

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

| Fundamentals of Biology I | | |
|---------------------------|--------------------|-----------|
| BIOL 105 | As demand warrants | 4 credits |

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

| Fundamentals of Biology II | | |
|----------------------------|--------------------|-----------|
| BIOL 106 | As demand warrants | 4 credits |

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

| Individual Research Project (n) | | |
|---------------------------------|--------------|-------------|
| BIOL 197 | Fall, Spring | 1-3 credits |

Consists of a student research project selected jointly by the student and supervising instructor. Designed to support the student's own specialty interest area of biology. Course may be repeated for a total of 6 credits. (**Prerequisite:** *Placement in ENGL 111; Placement in MATH 105; completion of one high*

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school or college science course). See fee schedule for lab fees.

| Human Anatomy and Physiology I | | |
|--------------------------------|-------------------|-----------|
| BIOL 211 | Fall (Even years) | 4 credits |

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

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

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

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

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

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

Survey of the microbial world, interactions between microbes and host, microbial human diseases, the environmental and economic impact of microorganisms. Provides background in basic and applied microbiology, with emphasis on the role microorganisms play in human health, as preparation for Allied Health careers. Meets the general education requirement for a 4 credit natural science course with laboratory. (**Prerequisites:** *Placement ENGL 111;*

Placement in MATH 105. and Successful completion of one high school or college level biology or chemistry course.) See fee schedule for lab fees.

BUILDING MATERIALS TECHNOLOGY

| Carpentry Maintenance I | | |
|-------------------------|--------------------|-----------|
| BMT 111 | As Demand Warrants | 2 credits |

This course introduces students to building materials, fasteners, and adhesives used in construction work and discusses the methods of squaring a building. Students will be able to layout walls and ceilings including openings, corners, partitions, bracing, and applying sheathing. Introduces types of stairs and common building code requirements related to stairs. Focuses on measuring and calculating rise, run, and stairwell openings, laying out stringers, and fabricating basic stairways. (NCCER Modules 27102-13; 27111-13; 27110-13). **Prerequisites:** *CTT 101 or instructor permission.*

| Electrical Maintenance I | | |
|--------------------------|--------------------|-----------|
| BMT 131 | As Demand Warrants | 2 credits |

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

| Plumbing Maintenance I | | |
|------------------------|--------------------|-----------|
| BMT 151 | As Demand Warrants | 2 credit2 |

Introduces trainees to the different types of plastic pipe and fittings used in plumbing applications. Describes sizing, labeling, how to measure, cut, join, and support pipe according to manufacturer's instructions and applicable codes. Also addresses insulation, pressure testing, seismic codes, and handling and storage requirements. Explains how DWV systems remove waste safely and effectively. Discusses how system

components, such as pipe, drains, traps, and vents work. Reviews drain and vent sizing, grade, and waste treatment. (NCCER modules 02106-12; 02107-12; 02111-12). **Prerequisites:** *CTT 101 or instructor permission.*

| Introduction to Hydronic Systems | | |
|----------------------------------|--------|----------|
| BMT 201 | Spring | 1 credit |

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

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

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

BUSINESS

| Principles of Accounting I | | |
|----------------------------|--------------|-----------|
| BUS 101 | Fall, Spring | 3 credits |

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

| Personal Finance | | |
|------------------|--------------------|----------|
| BUS 102 | As demand warrants | 1 credit |

Introduction to consumer financial issues including balancing a checkbook, creating a personal budget and savings plan, and methods of setting and

obtaining personal financial goals. Opportunities and requirements for professional business careers are also discussed.

| Personal Income Tax | | |
|---------------------|--------------------|----------|
| BUS 104 | As demand warrants | 1 credit |

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

| Business Math | | |
|---------------|--------------|-----------|
| BUS 105 | Fall, Spring | 3 credits |

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

| Time Management | | |
|-----------------|------|----------|
| BUS 106 | Fall | 1 credit |

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

| Proofreading and Editing | | |
|--------------------------|--------|-----------|
| BUS 107 | Spring | 2 credits |

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

| Ten Key Mastery | | |
|-----------------|--------------|----------|
| BUS 108 | Fall, Spring | 1 credit |

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

| Business English | | |
|------------------|--------------------|-----------|
| BUS 109 | As demand warrants | 3 credits |

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

| Payroll Accounting | | |
|--------------------|------|-----------|
| BUS 114 | Fall | 3 credits |

Covers fundamental skills and basic knowledge in the area of business payroll. Topics include personnel recordkeeping, calculation of gross pay using various methods, calculation of Social Security and Medicare taxes, calculation of federal and state income and unemployment taxes, journalizing and posting payroll entries, and completing various federal and state forms. **(Prerequisite: BUS 101)**

| Office Finance | | |
|----------------|--------------|----------|
| BUS 119 | Fall, Spring | 1 credit |

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

| Small Business Planning for Childcare | | |
|---------------------------------------|--------|-----------|
| BUS 126 | Spring | 3 credits |

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

| Microeconomics | | |
|----------------|--------|-----------|
| BUS 121 | Spring | 3 credits |

The study of the economic decisions faced by the firm and the individual. Discussions and reading materials cover scarcity, opportunity costs, supply, demand,

utility, pricing, cost, production, and consumer choice. **(Prerequisites: BUS 151 or permission of instructor).**

| Introduction to Business | | |
|--------------------------|--------------|-----------|
| BUS 151 | Fall, Spring | 3 credits |

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

| Human Relations | | |
|-----------------|--------------|-----------|
| BUS 155 | Fall, Spring | 3 credits |

A survey of human relations to include attitudes, self-concepts, personal communication styles, motivation, goal setting, ethics, and managing change as applied to the business environment. **(Prerequisites: ACCUPLACER Writing score of 6 or higher or permission of instructor.)**

| Introduction to Tourism | | |
|-------------------------|--------------------|-----------|
| BUS 157 | As demand warrants | 3 credits |

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

| Customer Service | | |
|------------------|--------|-----------|
| BUS 175 | Spring | 3 credits |

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

| Office Procedures | | |
|-------------------|--------------|-----------|
| BUS 182 | Fall, Spring | 3 credits |

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

and planning meetings.

| Independent Project | | |
|---------------------|--------------------|-------------|
| BUS 198 | As demand warrants | 1-3 credits |

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

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

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

| Principles of Accounting II | | |
|-----------------------------|--------|-----------|
| BUS 201S | Spring | 3 credits |

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

| Managerial Accounting | | |
|-----------------------|--------|-----------|
| BUS 202 | Spring | 3 credits |

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

| Records Management | | |
|--------------------|--------|-----------|
| BUS 203 | Spring | 3 credits |

Instruction in basic alphabetic storage with filing rules and cross-reference and procedures for retrieving records manually. Includes adaptations of alphabetic storage methods including geographic, numeric and subject; storage and retrieving special records (card files, visible records, micro recorders); organizations and operations of records management programs and

control of record systems. (**Prerequisites: Current enrollment in or completion of BUS 182; or permission of instructor.**)

| Applied Business Communication | | |
|--------------------------------|------|-----------|
| BUS 220 | Fall | 3 credits |

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

| Macroeconomics | | |
|----------------|------|-----------|
| BUS 221 | Fall | 3 credits |

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

| Contemporary Management Issues | | |
|--------------------------------|--------|-----------|
| BUS 232 | Spring | 3 credits |

This course explores how the process of internal and external analysis leads to the development of business-level and corporate-level strategies, and how governance, organizational design, organizational culture, and values-based leadership drive strategy implementation. (**Prerequisite: BUS 151 or permission of instructor**)

| Financial Management | | |
|----------------------|------|-----------|
| BUS 233 | Fall | 3 credits |

An introductory course that studies corporate finance. Topics include financial statement analysis, financial performance, time value of money, risk and return, capital budgeting, investment decisions, financial planning, and short- and long-term capital. (**Prerequisite: BUS 151 or permission of instructor**)

| Human Resources Management | | |
|----------------------------|------|-----------|
| BUS 234 | Fall | 3 credits |

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

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| Culture and Management | | |
|------------------------|------|-----------|
| BUS 239 | Fall | 3 credits |

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

| Business Law | | |
|--------------|------|-----------|
| BUS 241 | Fall | 3 credits |

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

| Computerized Accounting | | |
|-------------------------|------|-----------|
| BUS 245 | Fall | 3 credits |

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

| Grant Writing Essentials | | |
|--------------------------|--------------------|-----------|
| BUS 253 | As demand warrants | 3 credits |

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

| Introduction to Organization Management | | |
|---|--------|-----------|
| BUS 254 | Spring | 3 credits |

Methods of creating proper attitudes, communication styles, motivation, interactions, positive reinforcement, team building, and leadership skills. Evaluating and

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

| Grant Compliance and Reporting | | |
|--------------------------------|--------------------|-----------|
| BUS 255 | As demand warrants | 3 credits |

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

| Modern Marketing Strategies | | |
|-----------------------------|------|-----------|
| BUS 260 | Fall | 3 credits |

This course emphasizes the management and coordination of all marketing and promotional elements, such as advertising, sales promotion, branding, public relations, and more. Students will learn how to build a brand that attracts long-term loyalty from customers. **(Prerequisite: BUS 151 or permission of instructor.)**

| Public Relations | | |
|------------------|--------------------|-----------|
| BUS 263 | As demand warrants | 3 credits |

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

| Small Business Management | | |
|---------------------------|--------------------|-----------|
| BUS 273 | As demand warrants | 3 credits |

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

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

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

| Advanced Business Communications | | |
|----------------------------------|------|-----------|
| BUS 320 | Fall | 3 credits |

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

| Financial Management | | |
|----------------------|------|-----------|
| BUS 333 | Fall | 3 credits |

This course teaches how managers use financial management techniques to assess the financial health of a company, maximize return on investments, and make better management decisions. **(Prerequisite: Upper-division standing or permission of instructor.)**

| Human Resources Management | | |
|----------------------------|------|-----------|
| BUS 334 | Fall | 3 credits |

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

| Business Law | | |
|--------------|--------|-----------|
| BUS 341 | Spring | 3 credits |

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

| Technology and Business | | |
|-------------------------|--------|-----------|
| BUS 350 | Spring | 3 credits |

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

| Quantitative Analysis | | |
|-----------------------|------|-----------|
| BUS 355 | Fall | 3 credits |

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

| Project Management | | |
|--------------------|--------|-----------|
| BUS 360 | Spring | 3 credits |

This course introduces students to Project Management Institute's (PMI) internationally recognized framework, methodologies, and best practices for planning and managing projects. Using the project management framework, students will learn to lead people, manage the process, mitigate risk, control costs, and achieve project deliverables. **(Prerequisite: Upper-division standing or permission of instructor.)**

| Operations Strategy | | |
|---------------------|--------|-----------|
| BUS 365 | Spring | 3 credits |

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

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

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

| Cultural Values and Business Ethics | | |
|-------------------------------------|------|-----------|
| BUS 401 | Fall | 3 credits |

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

| Current Topics in Business | | |
|----------------------------|--------------------|-----------|
| BUS 418 | As Demand Warrants | 3 credits |

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

| Strategic Management | | |
|----------------------|--------|-----------|
| BUS 432 | Spring | 3 credits |

In this course, students will learn how managers successfully determine and achieve organizational goals through a strategic decision-making process, short-term and long-term perspectives, and effectiveness and efficiency tradeoffs. Students will study and demonstrate the process of strategic analysis, strategy formulation, and strategic leadership. **(Prerequisite: Upper-division standing or permission of instructor.)**

| Managing Diverse Organizations in a Global Environment | | |
|--|------|-----------|
| BUS 439 | Fall | 3 credits |

This course studies how managers of culturally diverse organizations use organizational values and culture to build a cohesive, effective workforce, and

how such an organization develops and implements strategies to operate in cross-cultural and international contexts. **(Prerequisite: Upper-division standing or permission of instructor.)**

| Organizational Management | | |
|---------------------------|--------|-----------|
| BUS 454 | Spring | 3 credits |

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

| Internship in Business Administration | | |
|---------------------------------------|--------------------|-----------|
| BUS 499 | As Demand Warrants | 3 credits |

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

CARPENTRY

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

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

| | |
|-----------------------|--|
| Module A (1cr) | Orientation to the Trade, Building Materials, Fasteners, Adhesives, Hand and Power Tools (NCCER Modules 27101, 27102, 27103) |
| Module B (1cr) | Intro to Constr. Drawings & Specs (NCCER Module 27104) |
| Module C (1cr) | Layout Floor Systems, (NCCER Modules 27105) |

- Module D (1cr)** Wall Systems and Basic Stair Layout (NCCER Module 27110 & 27111)
- Module E (1cr)** Ceiling Joist & Roof Framing; Intro to Building Envelope Systems (NCCER Modules 27112, 27109)

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

Required hands-on proficiency development on skills taught in Carpentry Level I, CARP 101. (**Prerequisites: Complete CTT 101, pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.**) See fee schedule for material fees.

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

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

- Module A (1cr)** Roofing Applications (NCCER Modules 27202)
- Module B (1cr)** Exterior Finishing, Thermal and Moisture Protection (NCCER Modules 27203, 27204)
- Module C (1cr)** Cold-Formed Steel Framing, Suspended Ceilings (NCCER Modules 27205, 27209)
- Module D (1cr)** Drywall Installation, Drywall Finishing (NCCER Modules 27206, 27207)
- Module E (1cr)** Doors & Door Hardware, (NCCER Modules 27208)
- Module F (1cr)** Windows, Door, Floor, & Ceiling Trim; Cabinet Installation (NCCER Modules 27210, 27211)

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

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

CHEMISTRY

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

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

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

Fundamentals of chemistry including historical and descriptive aspects as well as basic mathematical concepts. Covers units of measurement, periodic table, chemical equations, atomic and molecular structure, chemical bonding, radioactivity, oxidation-reduction reactions, solutions, acids, bases, and buffers. Meets the general education requirement for a 4 credit natural science course with laboratory. (**Prerequisites: Placement in ENGL 111; Placement in MATH 105, or permission of instructor.**) See fee schedule for lab fees.

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

Fundamentals of chemistry as applied to biological systems. Bridges the gap between a general chemistry course and biochemical concepts of other health related sciences. Recommended for health-science degree candidates and non-science majors interested in the central role of chemistry in life. Meets

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the general education requirement for a 4 credit natural science course with laboratory. (**Prerequisite: CHEM 103 or permission of instructor.**) See fee schedule for lab fees.

COLLEGE & CAREER SKILLS

Intensive Foundational Studies

| | | |
|---------|--------------------|-------------|
| CCS 011 | As demand warrants | 1-6 credits |
|---------|--------------------|-------------|

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

College Prep Skills for High School Students

| | | |
|---------|--------------|-----------|
| CCS 021 | Fall, Spring | 2 credits |
|---------|--------------|-----------|

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

English for Second Language Speakers

| | | |
|---------|--------------|-------------|
| CCS 080 | Fall, Spring | 1-3 credits |
|---------|--------------|-------------|

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

Tools for Success

| | | |
|---------|--------------|-----------|
| CCS 101 | Fall, Spring | 3 credits |
|---------|--------------|-----------|

Provides information on the human relations skills needed to obtain and retain employment. Focuses on building good work attitudes and habits, building relations with supervisors, how to work effectively with others, analyzing personal work behavior, managing

stress and resolving conflicts, thinking critically and giving and receiving constructive criticism.

Aullaqisaaġunnat: Seminar for the Start

| | | |
|---------|--------------|----------|
| CCS 111 | Fall, Spring | 1 credit |
|---------|--------------|----------|

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

Career Exploration

| | | |
|---------|--------------|----------|
| CCS 060 | Fall, Spring | 1 credit |
|---------|--------------|----------|

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

Foundations for College Success

| | | |
|---------|--------------|-----------|
| CCS 120 | Fall, Spring | 3 credits |
|---------|--------------|-----------|

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

College Success Strategies

| | | |
|---------|--------------|-----------|
| CCS 196 | Fall, Spring | 2 credits |
|---------|--------------|-----------|

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

COMMUNICATION

Fundamentals of Oral Communications: Group Context

| | | |
|----------|--------------|-----------|
| COMM 131 | Fall, Spring | 3 credits |
|----------|--------------|-----------|

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

CONSTRUCTION TECHNOLOGY

Introduction to Construction Skills

| | | |
|---------|--------------|-----------|
| CTT 101 | Fall, Spring | 3 credits |
|---------|--------------|-----------|

Overview of the construction industry to include basic safety, construction math, tool use and maintenance, reading basic construction blueprints, and the use of rigging equipment. This course is a prerequisite for any Carpentry, Electrical, Plumbing or Pipefitting course. Uses NCCER Core instructional modules. **(Prerequisites: Pass a drug test and ACCUPLACER Arithmetic score of 200 or higher, or permission of instructor.)**

Introduction to Welding

| | | |
|---------|--------------------|----------|
| CTT 103 | As demand warrants | 1 credit |
|---------|--------------------|----------|

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

Pipeline Insulation, Level I

| | | |
|---------|--------------------|-----------|
| CTT 104 | As demand warrants | 3 credits |
|---------|--------------------|-----------|

This course introduces the student to the Insulation Industry as it is involved with the Process Piping Industry. The student will learn about the importance of communication with other trades in the construction industry. Identifies the tools of the trade, their safe and proper use as well as proper care of them. Covers the proper handling, storage and distribution of material. Identification of and relationship between pipe size and insulation size. Students will learn about the characteristics of fiberglass pipe insulation and size requirements, and insulation requirements for basic types of fittings, valves, and flanges. Uses NCCER

Mechanical Insulating Level I instructional modules. **(Prerequisites: Pass a drug test and an ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.)**

Scaffolding, Level I

| | | |
|---------|--------------------|-----------|
| CTT 105 | As demand warrants | 3 credits |
|---------|--------------------|-----------|

This course introduces the student to the scaffold building industry. The student will learn about the different types of scaffold and terms: stationary, mobile, and suspension scaffolds. Includes an overview of the safety regulations and guidelines of the industry, safe use and applications of tools used in the trade. Explains math calculations of scaffold loads, live loads, and wind loads. Uses NCCER Scaffolding instructional modules. **(Prerequisites: Pass a drug test and ACCUPLACER Arithmetic score of 250 or higher, or permission of instructor.)**

Construction Codes and Regulations

| | | |
|---------|--------------------|-----------|
| CTT 112 | As demand warrants | 3 credits |
|---------|--------------------|-----------|

This course is a study in the requirements of regulatory agencies pertaining to the construction industry, shop safety, and First Aid. This course also includes a comprehensive overview of the current edition of the Uniform Building Code and other regulations applicable to light construction. **(Prerequisites: None)**

Construction Drawings & Specifications

| | | |
|---------|--------------------|-----------|
| CTT 121 | As demand warrants | 3 credits |
|---------|--------------------|-----------|

This course is a study of construction drawings and specifications commonly used in the construction industry. Plan views, elevations, sections, schedules, and symbols are examined in-depth. Students will examine and navigate specifications and how they connect to the drawings. Students will practice visualizing the three-dimensional building from two-dimensional drawings.

Construction Estimating

| | | |
|---------|--------------------|-----------|
| CTT 122 | As demand warrants | 3 credits |
|---------|--------------------|-----------|

This course covers the estimation process of materials, labor, and equipment required for the construction industry. Students will prepare a complete residential estimate from quantity take-off to bid proposal. Students will understand the role of subcontractor and vendor competition and the competitive bidding process. **(Prerequisite: None)**

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| Introduction to Weatherization | | |
|--------------------------------|--------------------|----------|
| CTT 145 | As demand warrants | 1 credit |

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

| Weatherization Technician, Level I | | |
|------------------------------------|--------------------|-----------|
| CTT 146 | As demand warrants | 3 credits |

Weatherization Technician Level I provides an overview of the materials and techniques used in constructing buildings along with the selection and installation of product used to reduce thermal loss. It also provides basic knowledge of HVAC ducts and duct systems as well as pipes and piping systems. The building science knowledge and specialized techniques learned in this course will give students the skills necessary to perform weatherization installations.

| | |
|---------------------------|--|
| Module A (1cr) | Wood & Masonry Methods; thermal & moisture Protection (NCCER Modules 33102, 27203) |
| Module B (1cr) | Thermal & moisture Protection; Sealing the building envelope (NCCER Module 27203, 59106) |
| Module C (1cr) | Sealing the building envelope; insulating pipes, ducts, & water Heaters (NCCER Modules 59106, 59103) |

| Project Supervision | | |
|---------------------|------|-----------|
| CTT 170 | Fall | 3 credits |

Project Supervision provides the basis for a comprehensive, competency-based program that gives both veteran and new field managers a step-by-step approach to honing their natural abilities, developing essential skills, and generally improving their performance as leaders. Uses NCCER Project Supervision instructional modules. (**Prerequisite: Permission of instructor.**)

| Communication for the Construction Trades | | |
|---|------|-----------|
| CTT 171 | Fall | 3 credits |

Communication for the Construction Trades focuses on verbal and written communication commonly used within the construction trades. This class will assist the student in developing a professional portfolio

consisting of cover letters, resumes, and letters of recommendation. This class will also prepare the student to give a presentation in front of a small group. Uses NCCER Tools for Success instructional modules.

| Fundamentals of Crew Leadership | | |
|---------------------------------|--------------|----------|
| CTT 172 | Fall, Spring | 1 credit |

While this class has been designed to assist the recently promoted crew leader, it is beneficial for anyone in management. The course covers basic leadership skills and explains different leadership styles, communication, delegation, and problem solving. Job-site safety and the crew leader's role in safety are discussed as well as project planning, scheduling and estimating. This class includes performance tasks to assist in the learning process. Uses NCCER Fundamentals of Crew Leadership instructional modules.

| Project Management | | |
|--------------------|--------|-----------|
| CTT 270 | Spring | 3 credits |

A construction project is a short term endeavor based on specifications and requirements that are driven by functional, budgetary, customer, and time constraints. The construction project manager needs to be sensitive to the project itself as well as the customer's desires and company's constraints that can appear between pre-construction and final completion of the project. This course provides students with an overview of the responsibilities and characteristics of project management. Uses NCCER Project Management instructional modules.

| Construction Technology Internship | | |
|------------------------------------|--------------------|-------------|
| CTT 299 | As demand warrants | 1-3 credits |

This course provides students with the opportunity to practice newly acquired skills in a real-life work environment, where they will observe and work with professionals in the field for 45 hour per credit. Goals and objectives for each internship are developed by the student and faculty advisor. Documentation of time spent and assessment of progress towards goals and objectives are required. (**Prerequisite: Permission of instructor.**)

DATABASES

Presenting Data Effectively

| | | |
|----------|--------------------|-----------|
| DATA 127 | As demand warrants | 2 Credits |
|----------|--------------------|-----------|

This course uses computer applications and critical thinking skills to solve real world business problems. Students integrate the use of word processing, spreadsheet, presentation, and Internet resources to manage data to solve problems. Upon completion, students should also be able to effectively use graphical tools to communicate insights about data. The course assumes prior successful experience with and knowledge of individual Microsoft Office computer applications programs. **Prerequisites:** *Math 060A and DATA 140A or permission of instructor.*

Computer Spreadsheets

| | | |
|----------|--------------|-------------|
| DATA 140 | Fall, Spring | 1-3 Credits |
|----------|--------------|-------------|

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

| | |
|-----------------------|---|
| Module A (1cr) | Prerequisite: IT 118 or permission of instructor |
| Module B (1cr) | Prerequisite: Successful completion of Module A or permission of instructor |
| Module C (1cr) | Prerequisite: Successful completion of Module B or permission of instructor |

Computer Databases

| | | |
|----------|--------------------|-------------|
| DATA 150 | As demand warrants | 1-3 Credits |
|----------|--------------------|-------------|

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

Database Design Fundamentals

| | | |
|----------|------|-----------|
| DATA 180 | Fall | 3 Credits |
|----------|------|-----------|

This course introduces students to basic relational database concepts. The course teaches students relational database terminology, as well as data modeling concepts, building Entity Relationship Diagrams (ERDs), and mapping ERDs. Oracle SQL Developer Data Modeler is utilized to build ERDs and The Structured Query Language (SQL) is used to interact with a relational database and manipulate data within the database. Oracle Application Express is utilized to provide practical, hands-on, engaging activities. Leveraging project-based learning techniques, students will create and work with projects which challenge them to design, implement, and demonstrate a database solution for a business or organization.

| | |
|-----------------------|---|
| Module A (1cr) | Prerequisite: IT 118 or permission of instructor |
| Module B (1cr) | Prerequisite: Successful completion of Module A or permission of instructor |
| Module C (1cr) | Prerequisite: Successful completion of Module B or permission of instructor |

Introduction to Programming

| | | |
|----------|--------|-----------|
| DATA 227 | Spring | 3 Credits |
|----------|--------|-----------|

This course introduces students to the concepts of problem solving, code development, and code organization. Students learn how to: Define a problem, develop a solution, translate the solution into code, compile it, and run the program. Students learn to analyze existing algorithms and develop their own algorithms for solving applied problems. These concepts are taught using a contemporary programming language. **Prerequisites:** *BUS 105 or MATH 105 and DATA 127 or permission of instructor.*

DIGITAL ARTS

Producing Creative Educational Videos

| | | |
|--------|--------------------|----------|
| DA 106 | As demand warrants | 1 Credit |
|--------|--------------------|----------|

Learn to record simple videos for teaching, sharing Inupiaq knowledge, and/or presenting class projects using smartphones, cameras and/or webcams. Learn how to use free online resources and open source tools for editing content and producing a creative and

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engaging educational video. Understand options for sharing and posting videos for a class and/or online.

| Techniques in Filmmaking | | |
|--------------------------|--------------------|-----------|
| DA 124 | As demand warrants | 3 Credits |

Students will study elements of filmmaking including light, sound, and scene prep, story boarding, script writing, camera operation and history of film to direct their own short films. Lectures will concentrate on theory and history; lab will focus on techniques and hands-on skill building. Films will be presented to the Barrow community for all to see and enjoy.

| Introduction to Graphic Design | | |
|--------------------------------|--------------------|-----------|
| DA 135 | As demand warrants | 1 Credits |

Introduction to the elements of graphic design. The course touches on all areas of design including layout, type, color, and visual principals. Students learn how to utilize easily accessible design tools for building basic zines, e-books, resumes, posters and more. This class emphasizes the development of students' artistic eye and understanding of the basic rules of good design. Topics include possible career paths, the research behind design, and a plethora of academic and professional resources. **(Prerequisite: IT 117 or permission of instructor.)**

| Introduction to Arctic Photography (Cross-Listed as ART 181) | | |
|---|--------|-----------|
| DA 181 | Spring | 1 Credits |

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

| Working with Digital Media (Cross listed as ART 190) | | |
|---|--------------------|-------------|
| DA 190 | As demand warrants | 1-3 Credits |

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

| Advanced Arctic Photography (Cross-Listed as ART 281) | | |
|--|--------|-----------|
| DA 281 | Spring | 2 Credits |

Students are introduced to the advanced skills of shooting with a digital SLR or smartphone as well as advanced editing techniques with online editing software. The course covers techniques, creative vision, composition, and equipment for shooting in an Arctic Environment. Topics to include but are not limited Aurora and night photography, white-one-white, wildlife, land and sea photo tips and tricks
Prerequisites: DA 181 or permission of instructor.

DENTAL HEALTH THERAPY

| Introduction to Dental Therapy I | | |
|----------------------------------|--------|-----------|
| DHAT 101 | Summer | 3 credits |

This course introduces the Community Health Aide Program history, structure and Standards and Procedures. It provides an introduction to the theory and practice of dentistry therapy, public health dentistry, basic dental procedures, dental anatomy, dental assisting, infection control, dental radiology, dental problems, and referrals. **(Prerequisite: Admission to Dental Health Therapy program)**

| Introduction to Dental Therapy II | | |
|-----------------------------------|--------|-------------|
| DHAT 102 | Spring | 1.5 credits |

This course builds on the knowledge and skills learned in Introduction to Dental Therapy I by delving deeper into the theory and practice of dentistry as a dental health aide. New concepts introduced in this course will be Pharmacology, Ethics, and equipment management. **(Prerequisite: DHAT 101).**

| Dental Therapy, Lab I | | |
|-----------------------|------|-----------|
| DHAT 111 | Fall | 2 credits |

This is a preclinical skills building course. Introducing students to the artistic nature and fine motor skills needed to perform cavity preparations. Students sculpt clay models of teeth and begin working with dental hand pieces. Skills include: paying attention to detail, visualizing three dimensional relationships, hand-eye coordination and critical evaluation. **(Prerequisite: Admission to Dental Health Therapy program).**

| Dental Therapy, Lab II | | |
|------------------------|--------|-----------|
| DHAT 112 | Spring | 2 credits |

In this preclinical, hands-on course, students will simulate patient encounters and be required to pull from all areas of previous instruction. This course emphasizes critical thinking and appropriate self-assessment. This course prepares the student to see live patients in clinic during future aspects of the DHAT program. **(Prerequisite: DHAT 111).**

| Operative Dental Therapy Techniques | | |
|-------------------------------------|--------------|---------------|
| DHAT 125 | Fall, Spring | 1.5-3 credits |

This course provides the theoretical background for the pre-clinical operative technique course in the primary and adult dentitions. Students receive instruction on a range of skills needed prior to beginning work on patient simulators (mannequins). The material will be presented in lecture, laboratory, web-based, and self-study format. **(Prerequisite: DHAT 153).**

Module A (1.5cr) Classification of basic cavity preparation design.

(Prerequisite: DHAT 153)

Module B (1.5cr) Classification of complex cavity preparation design

(Prerequisite: DHAT 125A)

| Community Oral Health Education I | | |
|-----------------------------------|--------|----------|
| DHAT 130 | Spring | 1 credit |

This course is designed to help students learn how to communicate effectively and culturally appropriately with individuals in group settings in predominately rural, Native communities. Students will learn a series of practical methods shown helpful with a wide range of serious health-related problems, from addictive behaviors to the need for exercise and dietary change. **(Prerequisite: DHAT 101).**

| Advanced Diagnosis and Treatment Planning I | | |
|---|--------|-------------|
| DHAT 135 | Spring | 1.5 credits |

This course prepares students to collect and analyze oral and general health information, including clinical and psychological data, in order to develop a comprehensive dental treatment plan prioritized on urgency and risk assessment, and tailored to the individual needs of the patient. **(Prerequisite: DHAT 154).**

| Behavioral Sciences: Oral Health Education I | | |
|--|--------|----------|
| DHAT 140 | Spring | 1 credit |

This course introduces the art and science of preventing dental disease. The student will learn how to provide targeted instruction on aspects of public health dentistry and working with individual patients and target populations. Subtopics covered in this course are Nutrition, Patient Education, Motivational Interview Technique, and Managing Fearful/Avoidant Patients. **(Prerequisite: DHAT 154).**

| Behavioral Sciences: Tobacco Addiction | | |
|--|------|----------|
| DHAT 151 | Fall | 1 credit |

This course introduces the student to working with patients around tobacco use and teaches quit support techniques. This course was developed by the Mayo Clinic. Topics explored include: Biology and Pharmacology of Nicotine Dependence, Counseling Theory and Practice, Treatment Strategies, Intake, Assessment and Treatment Planning. **(Prerequisite: Admission to Dental Health Therapy program).**

| Anatomy, Physiology, Pathology of the Head and Neck | | |
|---|------|-----------|
| DHAT 152 | Fall | 2 credits |

This course introduces the anatomy of the head and neck with special emphasis on intraoral tissues, bones, and muscles. The student will explore how these structures interact together and what happens when pathological processes develop. **(Prerequisite: BIOL 100).**

| Basic Restorative Functions | | |
|-----------------------------|------|-----------|
| DHAT 153 | Fall | 2 credits |

This course provides the theoretical and practical components for placing amalgam and composite restorations in pre-prepared teeth in the primary and permanent dentitions. Students learn practical skills on patient simulators (typodonts). They learn to perform a range of restorative functions in preparation for seeing their first clinical patients. **(Prerequisite: DHAT 101).**

| Cariology and Minimally Invasive Dentistry | | |
|--|------|----------|
| DHAT 154 | Fall | 1 credit |

This course introduces the dental caries (cavity) process and emphasizes the concepts of minimally invasive dentistry and evidence based operative dentistry. This course will also introduce the student to Atraumatic Restorative Technique, Interim

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Therapeutic Restorations and caries control procedures. (**Prerequisite: DHAT 101**).

| Local Anesthesia | | |
|------------------|--------|----------|
| DHAT 155 | Spring | 1 credit |

In this course students will demonstrate a working knowledge of local anesthetic agents, the armamentarium to administer the agents, and complications associated with administration of the agents. Students will demonstrate competency in providing clinical local anesthesia. (**Prerequisite: BIOL 100.**)

| Hygiene and Periodontology | | |
|----------------------------|--------|----------|
| DHAT 156 | Summer | 1 credit |

This course provides an introduction and clinical application of the theory of hygiene practice and the management of diseases of the gingiva (gums) and other supporting structures of the teeth. This intensive course was developed by the Indian Health Service to train dental assistants to provide supervised dental cleanings. (**Prerequisite: DHAT 101**).

| Infection Control | | |
|-------------------|--------|------------|
| DHAT 160 | Summer | 0.5 credit |

This course introduces infection control principles necessary for dental auxiliaries to operate safely within a dental office and to prevent the spread of microbial diseases. (**Prerequisite: Admission to Dental Health Therapy degree program**).

| Infection Control, Lab I | | |
|--------------------------|--------|----------|
| DHAT 161 | Spring | 1 credit |

This course applies the infection control principles and skills learned in the didactic course Infection Control to maintaining an appropriate infection control program in a working dental clinic setting. Student will be closely monitored to ensure adherence to clinical protocols. This hands-on course does not have fixed, scheduled hours, but takes place during the semester as students are assigned specific duties in the clinic sterilization area and as students are cleaning the clinic as required by clinical protocols. Students will spend a minimum of 40 hours working on various assigned tasks. (**Prerequisite: DHAT 160**).

| Advanced Dental Therapy | | |
|-------------------------|------------|---------------|
| DHAT 201 | Fa, Sp, Su | 1-5.5 credits |

This course is designed to provide an overview of all topics learned in the first year of the DHAT program with an emphasis on critical thinking and amalgamating the knowledge into direct care

scenarios. New topics covered will be dental surgery (extractions), operating room dentistry, and urgent care dentistry. The course will be delivered in the following four modules. (**Prerequisite: DHAT 102**).

| | |
|-------------------------|--|
| Module A (1 cr) | Application of dental therapy theory. (Prerequisite: DHAT 102). |
| Module B (1.5cr) | Findings of oral cavity and head/neck region (Prerequisite: DHAT 201A) |
| Module C (2 cr) | Abnormal findings of oral cavity and head/neck region (Prerequisite: DHAT 201B) |
| Module D (1 cr) | Evaluation and consultation for traumatic injuries (Prerequisite: DHAT 201C) |

| Advanced Dental Therapy Clinic | | |
|--------------------------------|------------|----------------|
| DHAT 211 | Fa, Sp, Su | 2-14.5 credits |

This course gives students, under the supervisor of a faculty dentist, the opportunity to gain professional dental therapy experience in the training clinic, where they provide clinical care within the DHAT scope of practice. This clinical experience continues throughout the four modules and credits are allocated as follows: (**Prerequisite: Successful completion of Year 1 of Dental Health Therapy program**).

| | |
|-------------------------|--|
| Module A (2 cr) | Application of dental therapy scope of practice in a clinical setting (Prerequisite: Successful completion of Year 1 of Dental Health Therapy program) |
| Module B (4.5cr) | Application of diagnostic and treatment plan skills (Prerequisite: DHAT 211A) |
| Module C (4 cr) | Application of clinical skills of crowns for primary teeth (Prerequisite: DHAT 211B) |
| Module D (4 cr) | Application of competence in dental therapy skills and knowledge (Prerequisite: DHAT 211C) |

| Professional DHAT Practice I | | |
|------------------------------|------|------------|
| DHAT 221 | Fall | 0.5 credit |

This course is an introduction to professional roles. Students develop skills to enable them to begin to think and behave as professionals. Students are introduced to professional ethics and the laws that govern healthcare practice. **(Prerequisites: DHAT 101; DHAT 102).**

| Professional DHAT Practice II | | |
|-------------------------------|--------|------------|
| DHAT 222 | Summer | 0.5 credit |

This course is a continuation of introducing students to professional roles. Students develop skills to enable them to begin to think and behave as professionals. The student is introduced to professional ethics and the laws that govern healthcare practice. **(Prerequisite: DHAT 221).**

| Community Oral Health Education II | | |
|------------------------------------|------|-----------|
| DHAT 231 | Fall | 2 credits |

This course is designed to increase the depth of knowledge and cultural competency of students in skills and concepts learned in Community Conversations and Disease Prevention I regarding communicating effectively with individuals in group settings in the community. Students will apply a series of practical methods shown helpful with a wide range of serious health-related problems, from addictive behaviors to the need for exercise and dietary change. **(Prerequisite: DHAT 130).**

| Community Oral Health Education III | | |
|-------------------------------------|--------|------------|
| DHAT 232 | Summer | 0.5 credit |

This course is designed to increase the depth of knowledge and cultural competency of students in skills and concepts learned in Community Conversations and Disease Prevention I regarding communicating effectively with individuals in group settings in the community. Students will apply a series of practical methods shown helpful with a wide range of serious health-related problems, from addictive behaviors to the need for exercise and dietary change. **(Prerequisite: DHAT 130).**

| Advanced Diagnosis & Treatment Planning II | | |
|--|--------|----------|
| DHAT 235 | Summer | 1 credit |

In this course students present clinical cases, medical conditions and pharmacological agents to their classmates followed by a quiz on pertinent information. The presentations provide a rich amount of information, which will enhance the students'

diagnostic and treatment planning skills. **(Prerequisite: DHAT 135).**

| Behavioral Sciences: Oral Health Education II | | |
|---|------|------------|
| DHAT 241 | Fall | 0.5 credit |

This course explores things learned in Behavior Sciences I DHAT 141 and begins the process of actively using this knowledge and skills in working with patients and populations. Subtopics covered in this course are Nutrition, Patient Education, Motivational Interview Technique, and Managing Fearful/Avoidant Patients. **(Prerequisite: DHAT 141).**

| Community Clinical Rotations I | | |
|--------------------------------|------|-----------|
| DHAT 242 | Fall | 3 credits |

At the end of this course the student, in the presence of a faculty dentist, will have gained professional experience away from the training clinic implementing and evaluating community prevention projects and providing clinical care in a community practice setting. This course is run as week-long modules in remote Alaska Native villages in the first semester of the second year as scheduled. **(Prerequisite: DHAT 211A).**

| Community Clinical Rotations II | | |
|---------------------------------|--------|-----------|
| DHAT 243 | Spring | 3 credits |

At the end of this course the student, in the presence of a faculty dentist, will have gained professional experience away from the training clinic implementing and evaluating community prevention projects and providing clinical care in a community practice setting. This course is run as week-long modules in remote Alaska Native villages in the second semester of the second year as scheduled. **(Prerequisite: DHAT 211A).**

| Pharmacology | | |
|--------------|--------|------------|
| DHAT 251 | Summer | 0.5 credit |

This course focuses on medication uses in and interactions with dental care. Students research medications and present information to their peers. Students are taught how to recognize and report when a clinical situation requiring medications is beyond their scope of practice. **(Prerequisite: BIOL 100).**

| Infection Control, Lab II | | |
|---------------------------|--------|------------|
| DHAT 262 | Summer | 0.5 credit |

This course applies the infection control principles and skills learned in the didactic course Infection Control to maintaining an appropriate infection control program

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in a working dental clinic setting. Student will be closely monitored to ensure adherence to clinical protocols. This hands-on, lab course does not have fixed, scheduled hours, but takes place during the semester as students are assigned specific duties in the clinic sterilization area and as students are cleaning the clinic as required by clinical protocols. Students will be involved in lab activities for at least 40 hours over the course of the semester. (**Prerequisite: BIOL 100**).

| Infection Control, Lab III | | |
|----------------------------|--------|----------|
| DHAT 263 | Spring | 1 credit |

This course applies the infection control principles and skills learned in the didactic course Infection Control to maintaining an appropriate infection control program in a working dental clinic setting. Student will be monitored, but expected to have mastery of skills and take ownership of adherence to clinical protocols. This hands-on course does not have regularly scheduled hours; rather, throughout the semester, students are assigned specific duties in the clinic sterilization area and are cleaning the clinic as required by clinical protocols. Students will be involved in lab activities for at least 40 hours over the course of the semester. (**Prerequisite: DHAT 262**).

DRIVER EDUCATION

| Online Alaska DMV Test Preparation | | |
|------------------------------------|--------------------|---------|
| DE 078 (lab) | As demand warrants | 0.1 CEU |

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

| Online Alaska DMV Test Preparation | | |
|------------------------------------|--------------------|---------|
| DE 079 (lab) | As demand warrants | 1.0 CEU |

This is a self-paced online lab/tutorial that teaches a collection of skills and prepares students with a strong knowledge and understanding of the rules governing motor vehicle operation in the state of Alaska.

| Driver's Education Test Preparation of Written Exam | | |
|---|--------------------|---------|
| DE 080 | As demand warrants | 1.0 CEU |

This course will prepare the student to take the State of Alaska DMV written examination to obtain a basic

driver learner's permit or a restricted "off road" Class D license. Safe operation and driving practices will be stressed including driving under the influence and insurance laws, rules of the road and sign recognition.

| Behind the Wheel Driving | | |
|--------------------------|--------------------|-------------|
| DE 081 | As demand warrants | 2.0-3.0 CEU |

This course will prepare the student with actual behind-the-wheel driving experience in preparation for the State of Alaska Department of Motor Vehicles Driver's License Examination. Safety and proper vehicle handling will be stressed.

| Basic Driver Education | | |
|------------------------|--------------|----------|
| DE 084 | Fall, Spring | 1 Credit |

This course will prepare the student to take the State of Alaska written general knowledge test to obtain a basic driver learner's permit and to take the regular Department of Motor Vehicles Driver Road Test Examination through the provision of behind-the wheel instruction. Safety and proper vehicle handling will be stressed including rules of the road and sign recognition. See fee schedule for course fees.

ECONOMICS

| Political Economy (Cross-listed as PS 100) | | |
|--|--------|-----------|
| ECON 100 | Spring | 3 credits |

A survey of the evolution and operation of the American political economy at home and around the world. Reviews major issues in political economy such as inflation, poverty, globalization and budget deficits. Explores linkages between American and global systems and the effects of the American economy on Native peoples including the Iñupiaq of the North Slope. (**Prerequisites: Completion of or concurrent enrollment in ENGL 111.**)

EDUCATION

| Introduction to the Early Childhood Profession | | |
|--|------|-----------|
| ED 101 | Fall | 3 credits |

This course includes a historical foundation on current issues and trends surrounding early childhood and provides exposure to a variety of developmentally appropriate programs designed to meet the diverse needs of children and families. Topics include the

importance of being an advocate, supporting Indigenous children's development, creating an inclusive environment, professionalism and ethical conduct, identification of resources such as the National Association for the Education of Young Children (NAEYC), and the exploration of career opportunities.

| Child Development | | |
|-------------------|--------|-----------|
| ED 104 | Spring | 3 credits |

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

| Best Practices for Paraprofessionals | | |
|--------------------------------------|--------------|-------------|
| ED 111 | Fall, Spring | 1-3 credits |

This course will address the challenges faced by paraprofessionals as they seek to support classroom teachers and students in 21st century learning environments. Attention will be given to role definitions, confidentiality, professionalism, characteristics of learners, effective instructional support, organization, and classroom/behavior management.

| | |
|---------------------------|---|
| Module A (1cr) | Explores the role of classroom paraprofessional as part of an educational team and introduces the legal, ethical, and professional aspects of the position. |
| Module B (1cr) | Focuses on effective instruction for optimal learning with attention to the learning environment and developmentally appropriate practice |
| Module C (1cr) | Explores principles of behavior management, or guidance, and the practice of reflection as a tool for improving instruction. |

| Topics in Education | | |
|---------------------|--------------------|---------------|
| ED 118 | As demand warrants | 1 - 3 credits |

Exploration of various Education topics, such as language and literacy, teaching strategies, classroom management, child guidance, teaching reading across content areas and teaching early childhood STEM. Specific topic to be announced in current semester schedule. Course may be repeated for credit when content varies. (**Prerequisite: None**).

| Teaching Children's Health and Wellness | | |
|---|--------------------|-----------|
| ED 229 | As demand warrants | 3 credits |

Students will gain knowledge on methods for establishing a healthy and safe environment for the young child. The course will stress the importance of meeting the child's nutritional needs and the relationship to growth and development. Current topics related to health and safety and child development will be discussed. (**Prerequisite: ED 101 or permission of instructor**).

| Practicum in Education | | |
|------------------------|--------------|-------------|
| ED 199 | Fall, Spring | 1-3 credits |

This course provides a guided practicum experience to apply knowledge gained in working with children in an early childhood setting. Opportunities to apply acquired skills in providing quality early care and education based on the knowledge of early childhood theories and approved practices will be provided. Increased competencies in child development and learning will occur along with an increased ability to plan and implement culturally relevant activities designed to support early learning and development (**Prerequisites: ED 104 or permission of instructor; successful criminal background check.**)

| Explorations in the Early Childhood Classroom | | |
|---|--------------------|-------------|
| ED 135 | As Demand Warrants | 1-3 credits |

This course introduces current brain research as it applies to early childhood development. Students use what they are learning about the developmental stages of childhood and developmentally appropriate practice (DAP) as they observe, plan, and conduct activities with young children in early learning classrooms. (**Prerequisite: background check may be required.**)

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| Family and Community Partnerships | | |
|-----------------------------------|--------------------|-----------|
| ED 204 | As demand warrants | 3 credits |

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

| Language and Creative Expression | | |
|----------------------------------|--------------------|-----------|
| ED 227 | As demand warrants | 3 credits |

Students will gain knowledge on culturally and developmentally appropriate curriculum designed to promote language and literacy, creativity, and physical development. Emphasis is on emergent curriculum, active learning, play observation and creative expression methodologies. Understanding of emergent literacy in young children and how to promote children's development in pre-reading activities will occur. Opportunities to incorporate Indigenous knowledge, local materials, resources, Elders and parents in addressing language and creative expression development in young children will be included. Lab required. **(Prerequisites: ED 104 or permission of instructor; successful criminal background check.)**

ELECTRICAL

| Electrical, Level 1 | | |
|---------------------|--------------|-------------|
| ELEC 101 | Fall, Spring | 1-4 credits |

This class is designed to introduce students to the world of electricity, and introduce entry level skills for a level one trainee in the workforce. The course is made up of 12 modules starting with electrical safety and covering some of the basics of electrical theory, NEC, conductors, raceways, blueprints, hand bending, residential and commercial wiring. Course uses NCCER instructional modules. **(Prerequisites: Complete CTT101; Pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor). Course fee: \$50 per module for materials.**

Module A (1cr) Orientation to the Trade, Electrical Safety, Circuits and

Module B (1cr) Theory (NCCER Modules 26101, 26102, 26103, 26104) NEC, Device Boxes, Handbending (NCCER Modules 26105, 26106, 26107)

Module C (1cr) Raceways and Fittings, Conductors and Cables (NCCER Modules 26108, 26109)

Module D (1cr) Elect. Construction Drawings, Residential Services, Test Equipment (NCCER Modules 26110, 26111, 26112)

| Electrical Blueprints and Design | | |
|----------------------------------|------|-------------|
| ELEC 106 | Fall | 1-2 credits |

Introduction to reading and working with blueprints for residential and commercial construction and understanding a typical set of building plans. See fee schedule for material fees.

Module A (1cr) Introduction, Types of Drawings, Materials, Specifications

Module B (1cr) Reading Prints, Estimates, Projects

| Electrical I, Skill Lab | | |
|-------------------------|------|-----------|
| ELEC 111 | Fall | 2 credits |

Beginning labs covering the use of electrical hand and power equipment. Wiring simulations and practice including switches, receptacles and fixtures. Students complete small wiring projects, practice hand bending of conduit and learn pipe threading. **(Prerequisites: Complete CTT 101, pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.) See fee schedule for material fees.**

| Introduction to National Electric Code (NEC) | | |
|--|------|-----------|
| ELEC 166 | Fall | 2 credits |

Introduction to the National Electrical Code as the basic standard that governs electrical work. The purpose, scope and layout of the NEC will be covered in depth along with how to find answers to common electrical installation questions. **(Prerequisites: Complete CTT 101, ELEC 101, ELEC 111; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or Permission of instructor.) See fee schedule for material fees.**

| Electrical, Level II | | |
|----------------------|--------|-----------|
| ELEC 201 | Spring | 6 credits |

An advanced electrical course covering second year topics such as AC current, motors, grounding, conduit

bending, conductor installations, cable tray, electrical services, circuit breakers and fuses, contactors and electric lighting. Uses NCCER instructional modules. **(Prerequisites: Complete CTT 101, ELEC 101, ELEC 111; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or Permission of instructor.) See fee schedule for material fees.**

| Electrical, Level III | | |
|-----------------------|--------------------|-----------|
| ELEC 202 | As demand warrants | 7 credits |

An advanced electrical course covering third year topics such as load calculations, conductor selection, lighting applications, hazardous locations, overcurrent protection, distribution equipment, transformers, services, motor calculations, motor control, and voice and data. Uses NCCER instructional modules. **(Prerequisites: Complete CTT 101, ELEC 201, ELEC 211; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.) See fee schedule for material fees.**

| Electrical, Level IV | | |
|----------------------|--------------------|-----------|
| ELEC 203 | As demand warrants | 8 credits |

An advanced electrical course covering fourth year topics such as load calculations for feeders and services, health care facilities, standby and emergency systems, basic electronic theory, fire alarm systems, specialty transformers, advanced controls, HVAC controls, heat trace and freeze protection, motor operation and maintenance, medium voltage terminations, special locations, and skills for the crew leader. Uses NCCER instructional modules. **(Prerequisites: Complete CTT 101, ELEC 202, ELEC 212; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or Permission of instructor.) See fee schedule for material fees.**

| Commercial Wiring | | |
|-------------------|--------------|-------------|
| ELEC 206 | Fall, Spring | 1-3 credits |

Introduction to wiring methods and materials used in lighting commercial buildings. Installation of wiring in conduit systems and rules governing these types of installations including services, feeders, and lighting and power distributions systems. See fee schedule for material fees.

| | |
|--------------------------|--|
| Module A (1cr) | Plans, specifications and power distribution |
| Module B (1cr) | Branch, circuits and feeders |
| Module C (1cr) | Lightening and services |

| Electrical II, Skill Lab | | |
|--------------------------|--------|-----------|
| ELEC 211 | Spring | 2 credits |

Installation of various types of boxes, drilling, wiring of switches, receptacles, fixtures, setting and wiring panels. Includes single pole switches, three and four-way switches, dimmers, low voltage wiring and various appliances. **(Prerequisites: Complete CTT 101, ELEC 101, ELEC 111; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.) See fee schedule for material fees.**

| Electrical III, Skill Lab | | |
|---------------------------|--------------------|-----------|
| ELEC 212 | As demand warrants | 2 credits |

Hands on lab activities covering the skills introduced in the NCCER Level III course. Labs include motors, branch and feeder circuits, lighting applications, hazardous locations, transformers, and motor controls. **(Prerequisites: Complete CTT 101, ELEC 201, ELEC 211; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.) See fee schedule for material fees.**

| Electrical IV, Skill Lab | | |
|--------------------------|--------------------|-----------|
| ELEC 213 | As demand warrants | 2 credits |

Hands on lab activities covering the skills introduced in the NCCER Level IV course. Labs include feeders and services, standby and emergency systems, fire alarms, HVAC controls, Heat trace and freezing protection, and special locations. **(Prerequisites: Complete CTT 101, ELEC 202, ELEC 212; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.) See fee schedule for material fees.**

| Applied NEC Study | | |
|-------------------|--------|-------------|
| ELEC 216 | Spring | 1-3 credits |

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

| | |
|--------------------------|---------------------|
| Module A (1cr) | Chapters 1-4, NEC |
| Module B (1cr) | Chapters 5-8, NEC |
| Module C (1cr) | Tables and Examples |

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| Advanced Electrical Topics | | |
|----------------------------|--------|-----------|
| ELEC 275 | Spring | 2 credits |

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

| Advanced Blueprints and Design | | |
|--------------------------------|--------------|-------------|
| ELEC 276 | Fall, Spring | 1-3 credits |

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

| | |
|-----------------------|-----------------------------|
| Module A (1cr) | Residential and multifamily |
| Module B (1cr) | Commercial/industrial |
| Module C (1cr) | Advanced projects |

| Electrical Practicum I | | |
|------------------------|--------------------|-------------|
| ELEC 289 | As demand warrants | 1-3 credits |

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

| Electrical Practicum II | | |
|-------------------------|--------------------|-------------|
| ELEC 299 | As demand warrants | 1-3 credits |

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

ENGLISH

| Writing Workshop | | |
|------------------|--------------|-----------|
| ENGL 031 | Fall, Spring | 3 credits |

ENGL 031 is a companion course to ENGL 111 or BUS 109 that supports student success, but is graded as an independent course. Students will work to complete assignments from ENGL 111 and BUS 109 as well as further develop critical reading, writing, and thinking skills, and augment their vocabulary through

practice and instruction. Content is taken from ENGL 111 or BUS 109 syllabus. **(Prerequisite: Appropriate ACCUPLACER Reading and Writing Score. Consult instructor or Registration)**

| Integrated Reading & Writing | | |
|------------------------------|--------------|-----------|
| ENGL 075 | Fall, Spring | 3 credits |

This course emphasizes the fundamental English skills necessary for college or the workplace. It includes grammar review, multi-paragraph writing, academic reading, and vocabulary building. **(Prerequisite: Appropriate ACCUPLACER Reading and Writing Score. Consult instructor or Registration)**

| Introduction to Academic Writing | | |
|----------------------------------|--------------|-----------|
| ENGL 111 | Fall, Spring | 3 credits |

Instruction and practice in written inquiry and critical reading. Introduction to writing as a way of developing, exploring and testing ideas. Concentration on research methods and techniques. **(Prerequisites: Appropriate ACCUPLACER Reading and Writing Score. Consult instructor or Registration. Prerequisite or co-requisite: LS 101, or permission of instructor.)** Students may also enroll with an ACCUPLACER score of 55-89 and concurrent enrollment in ENGL 031.

| Topics in English | | |
|-------------------|--------------------|-------------|
| ENGL 118 | As Demand Warrants | 1-3 credits |

Exploration of various composition and/or literary topics including fiction and essay writing, literature genres (e.g. biography and native stories), and poetry. Specific topic to be announced in College semester schedules. Past courses have included "Telling Your Story: the Personal Memoir"; "Writings about the Arctic"; and "Folk and Fairytales: Cross-Section of Written and Oral Tales." Course may be repeated for credit when content varies. **Counts as ELECTIVE only. (No prerequisite or placement required.)**

| World Literature | | |
|------------------|------|-----------|
| ENGL 200 | Fall | 3 credits |

Introduction to reading and appreciation of a variety of literary texts from different cultures. Includes exposure to myth, poetry, storytelling, and drama. Students will gain an understanding of cultural differences and universals in texts from American, American minority, Western European and non-Western sources. **(Prerequisite: ENGL 111. Prerequisite or co-requisite: LS 101)**

Academic Writing about Literature

| | | |
|----------|------|-----------|
| ENGL 211 | Fall | 3 credits |
|----------|------|-----------|

Instruction in writing through close analysis of literature (poetry; drama; fiction; nonfiction; and more). The course focuses on critical examination of texts and research. (**Prerequisite:** **ENGL 111**. **Prerequisite or co-requisite:** **LS 101**)

Academic Writing about the Social and Natural Sciences

| | | |
|----------|--------|-----------|
| ENGL 213 | Spring | 3 credits |
|----------|--------|-----------|

Instruction in critical reading and persuasive writing by reading and responding to essays from the social and natural sciences. Concentration on the research methods and techniques necessary to create an extended written argument. (**Prerequisite:** **ENGL 111**. **Prerequisite or co-requisite:** **LS 101**)

Themes in Literature

| | | |
|----------|--------------------|-----------|
| ENGL 218 | As demand warrants | 3 credits |
|----------|--------------------|-----------|

Exploration of literary themes in various genres of literature, including fiction, poetry and drama. The specific theme is announced at registration. Course may be repeated for credit when content varies. Past themes have included: Literature for the Writer, Literature of War and Terror, and Literature of the American Southwest. (**Prerequisite:** **ENGL 111**. **Prerequisite or co-requisite:** **LS 101**).

Creative Writing Workshop

| | | |
|----------|--------------------|-----------|
| ENGL 271 | As demand warrants | 3 credits |
|----------|--------------------|-----------|

This course involves the close study and practice of forms in fiction, poetry, essay, and nonfiction writing, for both beginning and advanced writers. The workshop includes discussion and critique of students' work in class, as well as individual conferences. Students read and write in different styles and genres within the course. (**Prerequisite:** **Permission of instructor**).

GEOSCIENCE

Introduction to Earth Science

| | | |
|----------|--------------------|-----------|
| GEOS 100 | As demand warrants | 4 credits |
|----------|--------------------|-----------|

Survey of four main disciplines of earth science: geology, oceanography, meteorology, and astronomy.

Indigenous Sciences and Traditional Ecological Knowledge

| | | |
|----------|------|-----------|
| GEOS 203 | Fall | 4 credits |
|----------|------|-----------|

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

Topics in Modern Science
(Cross listed as BIOL 215)

| | | |
|----------|--------|-----------|
| GEOS 215 | Spring | 3 credits |
|----------|--------|-----------|

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

HEALTH

Junior Public Health Educator

| | | |
|----------|--------|-----------|
| HLTH 020 | Spring | 1 credits |
|----------|--------|-----------|

The course is designed for students who have a personal interest in individual and community health and wellness. Instruction utilizes a public health model of health education, promotion and prevention. Students will choose health topic areas of their own passion and interest. They will be trained in public speaking, presentations, library research and health education. In turn, they will be qualified to participate as active Junior Public Health Educators serving the

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community through prevention and awareness presentations.

| Introduction to Health Profession | | |
|-----------------------------------|------|-----------|
| HLTH 101 | Fall | 3 credits |

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

| Introduction to Nutrition | | |
|---------------------------|--------|-----------|
| HLTH 103 | Spring | 3 credits |

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

| Medical Terminology | | |
|---------------------|------|-----------|
| HLTH 204 | Fall | 3 credits |

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

| Introduction to Pathology | | |
|---------------------------|--------------------|-----------|
| HLTH 270 | Spring (odd years) | 3 credits |

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

| Introduction to Pharmacology | | |
|------------------------------|---------------------|-----------|
| HLTH 271 | Spring (even years) | 3 credits |

This course is designed to give an overview of pharmacology, including how drugs are named, their classifications, routes of administration and

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

| Allied Health Internship | | |
|--------------------------|--------------------|-------------|
| HLTH 299 | As demand warrants | 1-3 credits |

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

| Essentials of Dentistry | | |
|-------------------------|--------------------|-----------|
| HLTH D101 | As demand warrants | 3 credits |

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

| Chair-side Procedures I | | |
|-------------------------|--------------------|-----------|
| HLTH D121 | As demand warrants | 4 credits |

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

HEALTH INFORMATION MANAGEMENT

Intro to Health Information Management

| | | |
|---------|--------------------|-----------|
| HIM 110 | As demand warrants | 3 credits |
|---------|--------------------|-----------|

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

ICD-10-CM Coding

| | | |
|---------|--------------------|-----------|
| HIM 210 | As demand warrants | 3 credits |
|---------|--------------------|-----------|

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

CPD-4 Coding

| | | |
|---------|--------------------|-----------|
| HIM 211 | As demand warrants | 3 credits |
|---------|--------------------|-----------|

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

Health Insurance Claims Processing and Reimbursement

| | | |
|---------|--------------------|-----------|
| HIM 215 | As demand warrants | 3 credits |
|---------|--------------------|-----------|

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

HEAVY EQUIPMENT OPERATIONS

CDL – School Bus

| | | |
|---------|--------------------|--------|
| HEO 001 | As demand warrants | .4 CEU |
|---------|--------------------|--------|

This course will prepare students to pass the CDL knowledge test. By passing the required DMV knowledge test, the student may now seek additional training and employment as a school bus driver. **(Prerequisites: Valid driver's license for one year prior to CDL license and be 21 years or older or instructor permission.)**

Limited Class A/CDL

| | | |
|---------|--------------------|---------|
| HEO 002 | As demand warrants | 2.0 CEU |
|---------|--------------------|---------|

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

Limited Class B/CDL

| | | |
|---------|--------------------|---------|
| HEO 003 | As demand warrants | 2.0 CEU |
|---------|--------------------|---------|

This course will prepare the student to add a Class B/CDL vehicle endorsement to their Commercial Driver's License. Additional license endorsements include Tank, Passenger and Hazardous Materials. **(Prerequisites: Valid Class D (Basic) driver license for one year prior to application for CDL license)**

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and be 19 years of age or older, or instructors permission).

| CDL Tank Vehicles | | |
|-------------------|--------------------|---------|
| HEO 004 | As demand warrants | 0.4 CEU |

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

| CDL – Hazardous Materials | | |
|---------------------------|--------------------|---------|
| HEO 005 | As demand warrants | 0.4 CEU |

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

| CDL – Passenger Vehicles | | |
|--------------------------|--------------------|---------|
| HEO 006 | As demand warrants | 0.4 CEU |

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

| CDL – Double/Triple | | |
|---------------------|--------------------|---------|
| HEO 007 | As demand warrants | 0.4 CEU |

This course will prepare students to add the Double/Triple endorsement to their class A or B commercial driver's license. **(Prerequisites: Valid driver's license for one year prior to application for CDL license and be 19 years of age or older, or permission of instructor).**

| CDL – Combination Vehicles | | |
|----------------------------|--------------------|---------|
| HEO 008 | As demand warrants | 0.4 CEU |

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

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

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

| CDL – General Knowledge | | |
|-------------------------|--------------------|---------|
| HEO 010 | As demand warrants | 0.8 CEU |

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

| Forklift Operator Training | | |
|----------------------------|--------------------|---------|
| HEO 011 | As demand warrants | 1.6 CEU |

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

| Basic Rigging | | |
|---------------|--------------------|----------|
| HEO 101 | As demand warrants | 1 Credit |

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

| Introduction to Heavy Equipment Operations | | |
|--|--------------------|-----------|
| HEO 104 | As demand warrants | 2 Credits |

Familiarization of basic heavy equipment operations. Some basic construction surveying techniques on how to check trench depth. Basic Safety and Equipment pre-start requirements. (**Prerequisite: Permission of instructor; students must meet state and federal drug and alcohol guidelines.**)

| Commercial Driver's License – Written Test Prep | | |
|---|--------------|----------|
| HEO 105 | Fall, Spring | 1 Credit |

Preparation for the written test component of the State of Alaska Commercial Driver's License. The state exam is given through the Barrow office of the Alaska Department of Motor Vehicles, North Slope Borough Police Department, or the Alaska State Trooper's Barrow Office. (**Prerequisite: Student must be at least 19 yrs old and have held a regular driver's license for one year or more.**)

| Equipment Specific Training | | |
|-----------------------------|--------------------|-------------|
| HEO 108 | As demand warrants | 0.5-2.0 CEU |

This is an employer determined course designed to emphasize training on specific pieces of heavy equipment according to defined needs. Each course includes fundamental subject matter in both classroom and practical aspects of each piece of equipment with an emphasis on safety, pre-trip inspections, basic rules of operation, and other areas of concern. Focus is on the hands-on, skills training once the classroom topics have been covered. Equipment may be selected from any of the following: dozer, front loader, skid steer, backhoe, excavator, snow blower, dump truck, forklift, roller, or grader.

| Unrestricted Test Preparation – Class A | | |
|---|--------------------|-----------|
| HEO 150 | As demand warrants | 3 Credits |

This course will prepare the student to test with an Alaska State DMV Examiner for an unrestricted Class A Commercial Driver's License. The student will drive a class 8 tractor-trailer in a variety of road and traffic situations. The state exam will be reviewed including driving, backing, and vehicle inspection. (**Prerequisites: Students must possess a Class B license and be able to possess a 1A permit license on class day 1, pass all state and federal requirements prior to the exam including meeting drug and alcohol guidelines, and be program active in order to receive priority admission to the course.**)

| Operation of Class B/CDL Vehicles | | |
|-----------------------------------|--------------------|-----------|
| HEO 175 | As demand warrants | 2 Credits |

This unit will provide actual over-the-road training and include the behind-the-wheel exam with a State of Alaska examiner. During this period the student will receive training in basic vehicle inspection, shifting and backing procedure of a Class B/CDL straight vehicle. (**Prerequisite: Students must meet state and federal drug and alcohol guidelines. Recommendation: Applicants should have prior behind-the-wheel experience in the type of vehicle they choose to operate.**) See fee schedule for course fees.

| Entry Level Operation of Class B or C Commercial Motor Vehicles | | |
|---|--------------------|----------|
| HEO 176 | As demand warrants | 1 Credit |

This unit will provide actual over the road training and prepare the student for behind the wheel exam with the State of Alaska examiner. During this period of training the student will receive training in basic shifting and backing procedure of a Class B or C vehicle and vehicle inspection procedures. This truck-driving program aligns with the industry requirements and will prepare a student for an entry-level position in the truck driving industry. (**Prerequisites: Students must possess a valid commercial driver's license with at least the combination and air brake endorsement or possess a State of Alaska commercial drivers permit with air brake endorsement; must meet state and federal drug and alcohol guidelines.**) See fee schedule for course fees.

120 | COURSE DESCRIPTIONS

| Operation Practice and Road Test Class B Commercial Driver | | |
|--|--------------------|-------|
| HEO 177 | As demand warrants | 1 CEU |

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

| CDL Written, Entry Level Operation and Unrestricted Test Preparation | | |
|--|--------------------|-----------|
| HEO 178 | As demand warrants | 6 Credits |

This course includes preparation for all written and driving tests of the State of Alaska Commercial Driver's License. During this period, students will receive training in basic shifting and backing procedures of a Class 8 Tractor/Trailer combination or straight vehicles; vehicle inspection procedures; and coupling and uncoupling procedures (where applicable). **Applicants should have prior behind-the-wheel experience in the type of vehicle they choose to operate.** This course will also prepare students to test with an Alaska State Department of Motor Vehicles Examiner, in order to receive their unrestricted Commercial Driver's License. Students will drive a Class 8 Tractor/Trailer combination or straight vehicles in a variety of road and traffic situations including multi-lane highways, traffic lights, etc. All aspects of the state exam will be reviewed with students to ensure competency. Areas covered will include driving, backing, and vehicle inspection. **See fee schedule for course fees.**

HISTORY

| Modern World History | | |
|----------------------|--------|-----------|
| HIST 100 | Spring | 3 Credits |

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

| Alaska, Land, and its People | | |
|------------------------------|--------|-----------|
| HIST 115 | Spring | 3 Credits |

A survey of Alaska from earliest days to the present, its peoples (Native and non-Native), and the social, economic and political issues and prospects that concern Natives and non-Natives and the relationships between both groups. **This course meets the initial teacher certification requirements of AS 14.20.20(h) and 4 AAC 12.075(b) of the Alaska Department of Education and Early Development, Office of Teacher Education and Certification, Approved Courses (for specific certification requirements, see <http://www.eed.state.ak.us/TeacherCertification/>).**

| U.S. History to 1865 | | |
|----------------------|------|-----------|
| HIST 131 | Fall | 3 Credits |

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

| U.S. History, 1865 to Present | | |
|-------------------------------|--------|-----------|
| HIST 132 | Spring | 3 Credits |

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

| Native American History | | |
|-------------------------|------|-----------|
| HIST 200 | Fall | 3 Credits |

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

HUMANITIES

| Unity in the Arts | | |
|-------------------|------|-----------|
| HUM 201 | Fall | 3 Credits |

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

HUMAN SERVICES

Introduction to Addictive Processes

| | | |
|----------|-------------------|-----------|
| HUMS 125 | Fall (even years) | 3 Credits |
|----------|-------------------|-----------|

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

Practicum in Human Services

| | | |
|----------|--------------------|-------------|
| HUMS 199 | As demand warrants | 1-3 Credits |
|----------|--------------------|-------------|

This course provides students an opportunity to apply knowledge in a workplace experience. Students spend 40 hours per credit hour working in human services setting and under the supervision of both a qualified professional and a faculty advisor. Students will submit a written report evaluating their experience and grade will be pass/fail (**Prerequisites: Any related HUMS course and permission of instructor.**)

Basic Principles of Group Counseling

| | | |
|----------|--------------------|-----------|
| HUMS 205 | Spring (odd years) | 3 Credits |
|----------|--------------------|-----------|

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

Crisis Intervention and Grief Counseling

| | | |
|----------|------------------|-----------|
| HUMS 210 | Fall (odd years) | 3 Credits |
|----------|------------------|-----------|

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

Individual Interviewing and Assessment

| | | |
|----------|------------------|-----------|
| HUMS 215 | Fall (odd years) | 3 Credits |
|----------|------------------|-----------|

This course covers basic interviewing skills such as establishing rapport, active listening and eliciting information. Basic clinical interventions such as displaying empathy, establishing boundaries, interpreting body language and tone of voice, assessing client issues, goal setting and contracting

are also covered. Ethical conduct and personal awareness and growth are emphasized.

Substance Abuse Counseling

| | | |
|----------|---------------------|-----------|
| HUMS 255 | Spring (even years) | 3 Credits |
|----------|---------------------|-----------|

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

History of Alcohol in Alaska

| | | |
|----------|--------------------|----------|
| HUMS 260 | Spring (odd years) | 1 Credit |
|----------|--------------------|----------|

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

Ethics in Human Services

| | | |
|----------|---------------------|-----------|
| HUMS 271 | Spring (even years) | 3 Credits |
|----------|---------------------|-----------|

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

INDUSTRIAL SAFETY

OSHA 10 Hour Construction Safety Training

| | | |
|----------|--------------------|-------------|
| SAFE 001 | As demand warrants | 1.0-2.0 CEU |
|----------|--------------------|-------------|

This training program is intended to provide entry level construction workers information about their rights and employer responsibilities, as well as how to identify, abate, avoid and prevent job related hazards on a construction site. The training covers a variety of construction safety and health hazards, which a worker may encounter at a construction site. Training

122 | COURSE DESCRIPTIONS

emphasizes hazard identification, avoidance, control and prevention.

| OSHA 10 Hour General Industry Safety Training | | |
|---|--------------------|-------------|
| SAFE 002 | As demand warrants | 1.0-2.0 CEU |

This training program is intended to provide entry level industry workers information about their rights and employer responsibilities, as well as how to identify, abate, avoid and prevent job related hazards in general industry. The training covers a variety of construction safety and health hazards, which a worker may encounter on a job site. Training emphasizes hazard identification, avoidance, control and prevention.

| Alaska Safe Food Workers | | |
|--------------------------|--------------------|-------------|
| SAFE 010 | As demand warrants | 0.3-0.8 CEU |

The Alaska Safe Food Workers course is for anyone who is handling, preparing or serving food to the public. This class will provide participants the appropriate skills and knowledge in food safety, health and hygiene including: food contamination and food poisoning; food preparation - thawing, cross-contamination, and cooling; temperature monitoring and calibration; and appropriate cleaning and sanitizing. Alaska regulations require food workers in Alaska, except those within the Municipality of Anchorage, to have a Food Worker Card. Workers who not have a card before employment, must get one within 30 days of beginning work. The card will be valid for 3 years. In addition to learning the course materials and skills development, this course prepares participants to take the ADEC exam. Students may elect to take the ADEC exam after class.

| CEU Hydrogen Sulfide | | |
|----------------------|--------------------|---------|
| SAFE 102 | As demand warrants | 0.1 CEU |

This training prepares students to recognize the hazardous characteristics of hydrogen sulfide and to correctly apply the standards and procedures to safely perform work in H₂S designated areas.

| Unescorted Training with H ₂ S | | |
|---|--------------------|---------|
| SAFE 103 | As demand warrants | 0.9 CEU |

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

| 8-Hour HAZWOPER Annual Refresher | | |
|----------------------------------|--------------------|---------|
| SAFE 104 | As Demand Warrants | 0.8 CEU |

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

| 40-Hour HAZWOPER | | |
|------------------|--------------------|-------|
| SAFE 110 | As Demand Warrants | 4 CEU |

This course introduces students to recognition of, protection from, and working with hazardous substances during clean-up activities at work sites containing hazardous waste substances. This course complies with federal regulations 29 CFR 1910.120 and applicable EPA regulations. A 40-Hour HAZWOPER Certificate shall be issued upon successful completion of the course. See fee schedule for course fees. (**Prerequisite: Students under age 18, must have parent/guardian permission.**)

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

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

| Field Safety | | |
|--------------|--------------------|-----------|
| SAFE 119 | As demand warrants | 2 Credits |

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

| Applied Basic Safety: General Industry | | |
|--|-------------|----------|
| SAFE 121 | Fall/Spring | 1 Credit |

Students receive a nationally recognized 10 Hour OSHA General Industry card. Focus is on Employee

Rights and Responsibilities, Fall Protection, Emergency Action Plans, Fire Protection, Electrical, Personal Protective Equipment, the Hazard Communication Standard, and other elective topics. The 8-hour session will focus on OSHA's employer HAZWOPER responsibilities.

| Blood Borne Pathogens | | |
|-----------------------|--------------------|---------|
| SAFE 122 | As demand warrants | 0.4 CEU |

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

| Standard First Aid and CPR w/AED | | |
|----------------------------------|--------------------|---------|
| SAFE 123 | As Demand Warrants | 0.6 CEU |

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

| Infant/Child CPR | | |
|------------------|--------------------|---------|
| SAFE 124 | As Demand Warrants | 0.3 CEU |

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

| Adult CPR | | |
|-----------|--------------------|---------|
| SAFE 127 | As demand warrants | 0.4 CEU |

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

| Wilderness Survival Skills | | |
|----------------------------|--------------------|----------|
| SAFE 128 | As demand warrants | 1 credit |

Students learn survival skills utilizing tools, objects, and skills that are likely to be available in the wilderness. The class teaches students how to stabilize injured individuals until a greater level of help can arrive. The 1-credit course includes practical applications and skills practice.

| Health, Safety, and Environmental Technician | | |
|--|--------------------|-----------|
| SAFE 131 | As demand warrants | 4 Credits |

The goal of this class is to produce competent HSE personnel that possess the effective communication skills and working knowledge necessary to develop and maintain a safe worksite. This is an in-depth course that instructs not only on the regulations but how they apply to the job; how to use the tools of the trade (gas monitors) and why; and the important role permits play in communication across different worksites and work crews. Participants will acquire the skills needed to protect workers while on the job and ensure that their company meets occupational safety and health requirements. These skills are the abilities to effectively develop HSE plans, organize and conduct safety presentations and meeting; and carry out workplace audits and PPE assessments. Other topics include hazard management, screen preservations, and pre-job check lists.

| 30-Hour Maritime Industry Safety & Health Standards | | |
|---|--------------------|----------|
| SAFE 132 | As demand warrants | 1 Credit |

The course provides a variety of work place training to workers with personal safety responsibilities. OSHA Maritime Industry Standards training regarding Shipyard Employment, Marine Terminals, and Longshoring, will emphasize: worker's rights, hazard identification, avoidance, control and prevention.

| 30-Hour Construction Safety & Health Standards | | |
|--|--------------------|----------|
| SAFE 133 | As demand warrants | 1 Credit |

Training in Occupational Safety and Health Standards for Construction Industry: OSHA required "Focused Four" introduction to the major hazards in the workplace: Fall, Caught-In or-Between, Struck-By and Electrocution; Employee Rights and Responsibilities, Citations and Proposed Penalties, and Recording & Reporting of Occupational Injuries and Illnesses.

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| 30-Hour General Industry Safety & Health Standards | | |
|--|--------------------|----------|
| SAFE 134 | As demand warrants | 1 Credit |

The course provides a variety of work place training to workers with personal safety responsibilities. OSHA Standards training will emphasize hazard identification, avoidance, control and prevention. The General Industry Standards are the most broadly used and applied set of rules and are extensively used throughout the Construction and Maritime Industries.

| 24-Hour Spill Response | | |
|------------------------|--------------------|------------|
| SAFE 138 | As demand warrants | 0.5 Credit |

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

| Confined Space | | |
|----------------|--------------------|---------|
| SAFE 170 | As demand warrants | 0.4 CEU |

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.) Training regarding proper use assists the wearer in using respirators in a safe and healthful manner. Key topics include: medical evaluations/fit-testing, knowledge of selection criteria, procedures for proper use, maintenance procedures, the hierarchy of controls, and includes the limitations of Personal Protective Equipment. **See fee schedule for course fees.**

INFORMATION TECHNOLOGY

| Introduction to Online Learning | | |
|---------------------------------|--------------|----------|
| IT 100 | Fall, Spring | 1 Credit |

This class will provide students with the necessary tools to successfully complete online courses. This introduction will simulate online learning in either 1) a face-to-face, traditional format, or 2) an online format with teleconference support. Topics covered in this class will include navigating web pages, downloading and uploading files, posting personal profiles, participating in online discussion, working with email

attachments, taking online quizzes and exams, checking grades, and planning and organizing for successful completion.

| Keyboarding Skills | | |
|--------------------|--------------|----------|
| IT 101 | Fall, Spring | 1 Credit |

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

| Machine Transcription | | |
|-----------------------|--------------|----------|
| IT 109 | Fall, Spring | 1 Credit |

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

| Computer Operating Systems for End Users | | |
|--|--------------------|----------|
| IT 111 | As demand warrants | 1 Credit |

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

| Intro to Personal Computers | | |
|-----------------------------|--------------|----------|
| IT 117 | Fall, Spring | 1 Credit |

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

| Introduction to MS Office | | |
|---------------------------|--------------|----------|
| IT 118 | Fall, Spring | 1 Credit |

This course prepares the student for the Internet Computing Core Certification (IC3) and teaches the common program functions in Word, Excel and PowerPoint. The IC3 certification helps you learn and demonstrate Internet and digital literacy through a worldwide industry standard. You will be able to start and exit a Windows application and utilize sources of online help, identify common on-screen elements of Windows applications, change application settings and manage files within an application. Provides the foundation necessary to further enhance productivity

and marketability with other desktop application-specific certifications. **See fee schedule for exam fees.**

| Internet Use and Security: IC3 Module 3 | | |
|---|--------------|----------|
| IT 119 | Fall, Spring | 1 Credit |

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

| Computer Word-Processing | | |
|--------------------------|--------------|-------------|
| IT 130 | Fall, Spring | 1-3 Credits |

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

| | |
|---------------------------|---|
| Module A (1cr) | Prerequisite: IT 118 or permission of instructor |
| Module B (1cr) | Prerequisite: Successful completion of Module A or permission of instructor |
| Module C (1cr) | Prerequisite: Successful completion of Module B or permission of instructor |

| Creation and Administration of a Web Page | | |
|---|--------------------|-----------|
| IT 175 | As demand warrants | 3 Credits |

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

| Using Microsoft Outlook | | |
|-------------------------|--------|-----------|
| IT 209 | Spring | 2 Credits |

This course provides the student with introductory, intermediate and some advanced procedures, tools and technological information used in electronic communication in the business environment today. This course uses real-world examples and scenarios in Microsoft Outlook that allow the student to meet the

electronic infrastructure of e-mail, as we know it today. See fee schedule for exam fees.

| Introduction to Project Planning & Scheduling | | |
|---|--------|-----------|
| IT 220 | Spring | 3 Credits |

This course provides an introduction to project planning. Course topics include project management terminology, techniques to plan and schedule projects, creating a project schedule, identifying when a project is ahead or behind schedule, and reporting project status. **Prerequisites: (IT118 and any completed three (3) credit of 100-level math or permission of instructor)**

| Microsoft Project | | |
|-------------------|--------|-----------|
| IT 221 | Spring | 3 Credits |

This course provides a hands-on introduction to Microsoft Project software. Topics include building a task list, set up resources and assign them to tasks, and track project status. **Prerequisites: IT 220 or permission of instructor.**

| Computer Presentation: PowerPoint | | |
|-----------------------------------|------|-------------|
| IT 255 | Fall | 1-3 Credits |

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

| | |
|---------------------------|---|
| Module A (1cr) | Prerequisite: IT 118 or permission of instructor |
| Module B (1cr) | Prerequisite: Successful completion of Module A or permission of instructor |
| Module C (1cr) | Prerequisite: Successful completion of Module B or permission of instructor |

| Network Installation and Maintenance | | |
|--------------------------------------|--------------------|-----------|
| IT 291 | As demand warrants | 4 Credits |

CompTIA Network+ is an important industry certification that is widely recognized within the IT profession. In this course, students learn basic network installation and maintenance troubleshooting skills. (**Prerequisite: IT 117 or permission of instructor.**)

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| Introduction to PC Hardware and Troubleshooting | | |
|---|--------------------|-----------|
| IT 292 | As demand warrants | 4 Credits |

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

| Information Technology Internship/Practicum | | |
|---|--------------|-------------|
| IT 299 | Fall, Spring | 1-4 Credits |

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

IÑUPIAQ STUDIES

| Conversational Iñupiaq I | | |
|--------------------------|------|-----------|
| IÑU 102 | Fall | 3 Credits |

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

| Conversational Iñupiaq II | | |
|---------------------------|--------|-----------|
| IÑU 103 | Spring | 3 Credits |

Continuation of IÑU 102 for students who want to increase their ability to listen, comprehend and then respond in Iñupiaq, the language of the North Slope. First learn to understand simple spoken language, then to speak simple Iñupiaq, developing a beginning level of communicative competence in the language. **(Prerequisite: IÑU 102)**

| North Slope Iñupiaq Grammar I | | |
|-------------------------------|------|-----------|
| IÑU 111 | Fall | 3 Credits |

Introduction to Iñupiaq, the language of Unalakleet, Seward Peninsula, Kotzebue Sound, and the North Slope. Open to both speakers and non-speakers. For speakers, the course provides literacy and grammatical analysis. For others, it provides a framework for learning to speak, read, and write the language. **(Prerequisite: IÑU 102, or permission of instructor.)**

| North Slope Iñupiaq Grammar II | | |
|--------------------------------|--------|-----------|
| IÑU 112 | Spring | 3 Credits |

Continuation of IÑU 111, introduction to Iñupiaq, the language of Unalakleet, Seward Peninsula, Kotzebue Sound, and the North Slope. Open to both speakers and non-speakers. For speakers, the course provides literacy and grammatical analysis. For others, it provides a framework for learning to speak, read, and write the language. Introduction to dialect differences. **(Prerequisite: IÑU 111)**

| Topics in Iñupiaq Studies | | |
|---------------------------|--------------------|-------------|
| IÑU 118 | As demand warrants | 1-3 Credits |

Exploration of various Iñupiaq Studies topics. Some topics include, but are not limited to: crimping dried seal skin to make maklak soles; sewing maklaks to the soles, beading, learning how to make qupak; how to take tendons from caribou legs, dry, then split, and braid them to make thread; learning how to construct various frames such as making a qayaq, uniat, or umiaq; demonstrate how the skins for the cover of the qayaq or umiaq are sewn. **(Course may be repeated for credit when content varies.)**

| Arctic Colloquium | | |
|-------------------|--------------------|-----------|
| IÑU 119/219 | As demand warrants | 4 Credits |

Explores a variety of topics of interest to life on the North Slope in general and addresses matters of concern to the Iñupiat community of the North Slope. Students will attend a variety of presentations and field trips on selected weekends. Students will be asked to complete one final project of their own to be presented in the final weeks of the class. **See fee schedule for applicable charges.**

| Elementary Iñupiaq I | | |
|----------------------|-------------|-----------|
| IÑU 121 | Fall/Spring | 3 Credits |

Elementary Iñupiaq I introduces students to the sounds and pronunciation of the Iñupiaq language. Students will also gain an elementary vocabulary necessary to create basic sentences.

| Elementary Iñupiaq II | | |
|-----------------------|-------------|-----------|
| IÑU 131 | Fall/Spring | 3 Credits |

This course is a continuation of Elementary Iñupiaq I. The focus will be on everyday conversations, and will include a Visual Iñupiaq Vocabulary Acquisition (VIVA) lab. **(Prerequisite: IÑU 121)**

| Traditional and Contemporary Iñupiaq Food Preparation | | |
|---|------|-----------|
| IÑU 158 | Fall | 3 Credits |

Traditional and contemporary foods preparation as taught by local experts. Students will learn how to cook and/or make dishes using traditional Iñupiaq foods as they are available. **See fee schedule for applicable charges.**

| Conversational Iñupiaq III | | |
|----------------------------|------|-----------|
| IÑU 202 | Fall | 3 Credits |

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

| Conversational Iñupiaq IV | | |
|---------------------------|--------|-----------|
| IÑU 203 | Spring | 3 Credits |

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

| Iñupiaq Land, Use, Values and Resources | | |
|---|--------|-----------|
| IÑU 210 | Summer | 3 Credits |

An overview of the core elements of the Iñupiaq worldview of their geography and ecosystem Examination of the complex relationships of people

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

| North Slope Iñupiaq Grammar III | | |
|---------------------------------|------|-----------|
| IÑU 211 | Fall | 3 Credits |

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

| North Slope Iñupiaq Grammar IV | | |
|--------------------------------|--------|-----------|
| IÑU 212 | Spring | 3 Credits |

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

| Iñuit Storytelling | | |
|--------------------|--------|-----------|
| IÑU 213 | Spring | 3 Credits |

Provides a comparative survey and overview of Iñuit Storytelling across the circumpolar North. It will explore both traditional and contemporary art forms of storytelling from Arctic countries. Stories will be researched, transcribed and translated from Iñupiaq

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into English and then retold to the class or to entities such as NSBSD classrooms. Course content consists of interviewing Elders, reading and discussion of books from IHLC Elders conferences; books from Russia, Canada, Greenland and Lapland. Internet may also be used in research. (**Prerequisite or Co-requisite: ENGL 111.**)

| Iñupiaq Drum Construction and use | | |
|-----------------------------------|------|-----------|
| IÑU 214 | Fall | 3 Credits |

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

| North Slope Iñupiaq History and Culture | | |
|---|------|-----------|
| IÑU 220 | Fall | 3 Credits |

This course traces the political, economic, social and cultural development of what is now known as the North Slope of Alaska. Particular attention is paid to the outside forces that influenced the course that the Iñupiat have taken over time. This course uses historical accounts and documents and will also bring prominent Native Alaskan leaders into the classroom to guide students in an examination of Alaska Native history and the history of Iñupiaq organizations. Students will explore topics in Alaska Native leadership from both local and statewide perspectives, using the North Slope experience as the focusing lens. ***This course meets the initial teacher certification requirements of AS 14.20.20(h) and 4 AAC 12.075(b) of the Alaska Department of Education and Early Development, Office of Teacher Education and Certification, Approved Courses (for specific certification requirements, please see <http://www.eed.state.ak.us/TeacherCertification/>).***

| Traditional Knowledge and Use of Arctic Plants | | |
|--|------|-----------|
| IÑU 224 | Fall | 3 Credits |

Provides an awareness and appreciation of traditional and modern wildcrafting practices in the Iñupiaq Culture, such as gathering, harvesting and processing techniques of Arctic plants. Students will deepen their understanding of human-plant relationships, the use of Arctic plants for food, medicine, and art or tools, and the importance of ethical plant harvesting. (**Prerequisite: None**)

| Traditional and Contemporary Skin Sewing | | |
|--|--------------|-----------|
| IÑU 257 | Fall, Spring | 3 Credits |

Traditional skin sewing taught by local experts. Students will learn to sew by hand and/or with a sewing machine. Students will select a project to work on during the first week of class and will be expected to have finished the project(s) by the final class of the semester. Students will be responsible for supplying their own furs and materials. May be repeated once for credit.

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

| Iñupiaq Songs, Dances, and Drumming | | |
|-------------------------------------|--------|-----------|
| IÑU 260 | Spring | 3 Credits |

Traditional Native Alaskan singing, drumming and dancing from the North Slope's indigenous group are taught by experienced performers. Students will learn to sing both invitational and motion dances. After learning the songs and meaning of the motions, students will learn to motion dance. Students will also be taught the use of the traditional drum with the rhythm of the song.

| Northern Alaska Indigenous Leadership Seminar (Cross-listed ANS 295) | | |
|--|--------|-----------|
| IÑU 295 | Spring | 3 Credits |

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

JOURNALISM/PUBLIC COMMUNICATION

Multimedia Reporting and Writing

| | | |
|---------|--------------------|-------------|
| JPC 204 | As demand warrants | 1-3 Credits |
|---------|--------------------|-------------|

This course teaches writing structures in a variety of media, including print, broadcast, public relations, blogging, and social media. Fundamental skills are taught and practiced in information gathering, source evaluation, interviewing, and writing for delivery to a mass audience. Students complete a final journalism project that involves research. (**Prerequisite: ENGL 111**)

Photojournalism

| | | |
|---------|--------------------|-----------|
| JPC 290 | As demand warrants | 3 Credits |
|---------|--------------------|-----------|

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.

JUSTICE

Introduction to Justice

| | | |
|----------|--------------------|-----------|
| JUST 110 | As demand warrants | 3 Credits |
|----------|--------------------|-----------|

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

LIBRARY SCIENCES

Library Information and Research

| | | |
|--------|--------------|----------|
| LS 101 | Fall, Spring | 1 Credit |
|--------|--------------|----------|

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

library catalogs, journal indexes and Internet resources.

MATHEMATICS

Math Workshop

| | | |
|----------|--------------------|----------|
| MATH 031 | As demand warrants | 1 Credit |
|----------|--------------------|----------|

This course has been designed to serve as a supplemental option for BUS 105 math topics. It takes a comprehensive look at whole numbers, fractions, decimals, basic equations, formulas, as well as the application of these topics. (**Prerequisite: ACCUPLACER QAS score of 240-249 or permission of instructor.**)

Applied Math

| | | |
|----------|--------------|-------------|
| MATH 055 | Fall, Spring | 2-4 Credits |
|----------|--------------|-------------|

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

Module A (2cr)

Prerequisite: ACCUPLACER score of <250 in Arithmetic

Module B (2cr)

Prerequisite: ACCUPLACER score of 250-300 in Arithmetic or completion of Module A in Elem. Alg.

Beginning Algebra

| | | |
|----------|--------------|-------------|
| MATH 060 | Fall, Spring | 2-4 Credits |
|----------|--------------|-------------|

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

Module A (2cr)

Prerequisite: ACCUPLACER QAS Score of < 250 or completion of MATH 055, Module B

Module B (2cr)

Prerequisite: ACCUPLACER QAS score of 250-300 or completion of MATH 060 Module A.

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| College Algebra | | |
|-----------------|--------------|-----------|
| MATH 105 | Fall, Spring | 3 Credits |

This course is an overview of College Algebra skills. Topics include graphing and functions, polynomials, rational expressions, and equations, quadratic functions and the algebra of functions. **(Prerequisites: Math 060B or equivalent; ACCUPLACER AAF score of 230-249 or permission of instructor.)**

| Functions for Calculus | | |
|------------------------|--------|-----------|
| MATH 107 | Spring | 4 Credits |

A study of algebraic, logarithmic and exponential functions, together with selected topics from algebra. **(Prerequisites: MATH 105 or ACCUPLACER AAF score of >250 or permission of instructor.)**

| Trigonometry | | |
|--------------|--------------------|-----------|
| MATH 108 | As demand warrants | 3 Credits |

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

| Introduction to the History of Mathematics | | |
|--|--------------------|-----------|
| MATH 111 | As demand warrants | 3 Credits |

This course will provide students with an introduction to the history of mathematics, including a look at the history of Inupiat numbers. Students will learn to convert numbers from base 10 to base 20 and back, investigate the influence of Renaissance Period contributors such as Pythagoras and Fibonacci, and explore number theories such as pi and the number e.

| Mathematics in Healthcare | | |
|---------------------------|--------------------|-----------|
| MATH 116 | As Demand Warrants | 3 Credits |

Designed to promote critical thinking skills through a real-world healthcare lens. Learners explore mathematics related to medication orders, equipment used in medication preparation and administration, and drug labels. Includes calculating oral and parenteral dosages using the three systems of measurement. Also introduces fundamentals of statistics, with brief sections on normal distributions and confidence intervals.

| Calculus I | | |
|------------|--------------------|-----------|
| MATH 200 | As demand warrants | 4 Credits |

A first course in calculus covering limits and derivatives of algebraic and transcendental functions. Applications of derivatives including curve sketching, rates of change, and Newton's Method. Definite and indefinite integrals, including integration by substitution. **(Prerequisites: MATH 108 or concurrent enrollment in MATH 108; or instructor permission.)**

| Calculus II | | |
|-------------|--------------------|-----------|
| MATH 201 | As demand warrants | 4 Credits |

Addresses techniques and application of differential and integral calculus, vector analysis, partial derivatives, multiple integrals and infinite series. **(Prerequisite: MATH 200.)**

| Mathematics for Elementary School Teachers I | | |
|--|--------------------|-----------|
| MATH 205 | As demand warrants | 3 Credits |

Elementary set theory, numeration systems, algorithms of arithmetic, divisors, multiples, integers and introduction to rational numbers. **(Prerequisite: MATH 105 or permission of instructor.)**

| Mathematics for Elementary School Teachers II | | |
|---|--------------------|-----------|
| MATH 206 | As demand warrants | 3 Credits |

This course covers topics such as real number systems and subsystems, logic, informal geometry, metric system, probability and statistics. **(Prerequisite: Math 205)**

| Math for Carpenters | | |
|---------------------|--------------------|-------------|
| MTHC 101 | As demand warrants | 1-3 credits |

This course reviews basic principles of Mathematics, algebra and trigonometry as they relate to carpentry applications. Problems are related to learning activities in CARP 101. Course is recommended to be taken concurrently with CARP 101 **(Prerequisites: Completion of high school algebra or an ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor, NCCER Core math, or permission of instructor. Modules must be taken in sequence.)**

| | |
|-----------------------|---|
| Module A (1cr) | Simple mathematical operations |
| Module B (1cr) | Basic geometry, conversions, powers, roots |
| Module C (1cr) | Solving equations, basic elements of trigonometry |

| Math for Electricians | | |
|-----------------------|------|-------------|
| MTHE 101 | Fall | 1-3 credits |

This course reviews basic principles of Mathematics, algebra and trigonometry as they relate to electrical applications. Problems are related to learning activities in ELEC 101. Course must be taken concurrently with ELEC 101. (**Prerequisite: Completion of high school algebra, NCCER Core math, ACCUPLACER Pre-Algebra math score of 20 or higher; or permission of instructor. Modules must be taken in sequence.**)

| | |
|-----------------------|---|
| Module A (1cr) | Simple mathematical operations |
| Module B (1cr) | Basic geometry, conversions, powers, roots |
| Module C (1cr) | Solving equations, basic elements of trigonometry |

| Math for Plumbers | | |
|-------------------|--------------------|-------------|
| MTHP 101 | As demand warrants | 1-3 Credits |

This course reviews and applies mathematics principles related to plumbing. Covers plumbing specific problems, including calculating pipe lengths, runs and calculating off sets for angles. (**Prerequisites: Completion of high school algebra, NCCER Core math, ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.**) Modules must be taken in sequence.

| | |
|-----------------------|--|
| Module A (1cr) | Review of mathematics, algebra and geometric principles |
| Module B (1cr) | Basic practical applications of mathematical principles to calculating lengths, runs and costs |
| Module C (1cr) | Reviews weights and measures; area and volumes. Explains the concepts of temperature and pressure and how they apply to plumbing installations |

| Applied Construction Trades Math | | |
|----------------------------------|-------------|-------------|
| MTHT 101 | Fall/Spring | 1-3 Credits |

This course reviews basic principles of mathematics, algebra and trigonometry as they relate to applied construction applications. The course makes real world connections of math in the classroom applied to real life construction and maintenance activities. **Prerequisites: Completion of high school algebra, NCCER Core Math, or instructor permission.** Modules must be taken in sequence.

PHILOSOPHY

| Introduction to Logic | | |
|-----------------------|--------|-----------|
| PHIL 101 | Spring | 3 Credits |

The study of reasoning and critical thinking skills using both informal and formal methods of logical analysis. Covers syllogisms, inductive reasoning, scientific methodology, and common fallacies.

PLUMBING

| Plumbing, Level I | | |
|-------------------|--------------------|---------------|
| PMB 101 | As demand warrants | 1 - 5 Credits |

Introduces the plumbing trade, tools and materials. Students will learn measuring, cutting, and fitting techniques for various types of pipe; installation of fixtures; and plumbing distribution systems. Uses NCCER instructional modules. (**Prerequisites: Complete CTT 101; Pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.**) See fee schedule for material fees.

| | |
|-----------------------|---|
| Module A (1cr) | Introduction to the Plumbing Profession, Plumbing Safety, Tools of the Plumbing Trade (NCCER Modules 02101, 02102, 02103) |
| Module B (1cr) | Introduction to Plumbing Math, Introduction to Plumbing Drawings (NCCER Module 02104, 02105) |
| Module C (1cr) | Plastic Pipe & Fittings, Copper Pipe & Fittings (NCCER Modules 02106, 02107) |
| Module D (1cr) | Cast-Iron Pipe & Fittings, Carbon Steel Pipe & Fittings (NCCER Module 02108, 02109) |
| Module E (1cr) | Introduction to Plumbing Fixtures; Introduction to Drain, Waste, & Vent |

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(DWV) Systems; Introduction to Water Distribution Systems (NCCER Modules 02110, 02111, 02112)

| Plumbing I, Skill Lab | | |
|-----------------------|--------------------|----------|
| PMB 111 | As demand warrants | 1 Credit |

This hands-on lab will provide students proficiency development and improvement on skills learned in Plumbing Level I, PMB 101. **(Prerequisites: Complete CTT 101, PMB 101, pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.) See fee schedule for material fees.**

| Plumbing, Level II | | |
|--------------------|--------------------|-----------|
| PMB 201 | As demand warrants | 5 Credits |

Students learn to read and interpret civil architectural, structural, mechanical, plumbing and electrical drawings when installing plumbing systems. Focuses on locating and installing water supply piping and drain, waste and vent systems. Installation of roof, floor and area drain systems is taught along with valves, fixtures and water heaters. Introduces students to safe techniques for installing and testing gas and oil systems. Troubleshooting and repairing fixtures is covered. Uses NCCER instructional modules. **(Prerequisites: Complete CTT 101, PMB 101, and PMB 111; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher.)**

| Plumbing II, Skill Lab | | |
|------------------------|--------------------|----------|
| PMB 211 | As demand warrants | 1 Credit |

This lab provides the required hands on proficiency development and improvement for skills learned in Plumbing, Level II, PMB 201. **(Prerequisites: Complete CTT 101, PMB 101, 111; or permission of instructor.) See fee schedule for material fees.**

| Plumbing, Level III | | |
|---------------------|--------------------|-----------|
| PMB 202 | As demand warrants | 5 Credits |

Students will practice sizing water supply piping systems, drain – waste – venting system. Different types of venting techniques will be discussed as well as storm systems. Potable water treatment and backflow preventers as well as sewage pumps and sump pumps will be discussed. Corrosive-resistant waste piping and compressed air systems will be reviewed. **(Prerequisites: Complete CTT 101, PMB**

101, 111, 201, 211, MTHP A & B; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.) See fee schedule for material fees.

| Plumbing III, Skill Lab | | |
|-------------------------|--------------------|----------|
| PMB 212 | As demand warrants | 1 Credit |

This lab provides the required hands on proficiency development and improvement for skills learned in Plumbing, Level III, PMB 202. **(Prerequisites: Complete CTT 101, PMB 101, 111, 201, 211 or permission of instructor.) See fee schedule for material fees.**

| Plumbing, Level IV | | |
|--------------------|--------------------|-----------|
| PMB 203 | As demand warrants | 5 Credits |

Students will be introduced to business principles and skills for crew leaders. Hydronic and solar heating systems, private water and waste disposal systems will be discussed. Booster, recirculation, swimming pools and hot tubs will also be introduced to the students. The plumbing code will be discussed and students will learn how it is implemented. **(Prerequisites: Complete CTT 101, PMB 101, 111, 201, 211, 202, 212; MTHP A & B; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.) See fee schedule for materials fee.**

| Pipefitting, Level I | | |
|----------------------|--------------------|-----------|
| PMB 103 | As demand warrants | 3 Credits |

This course introduces the student to the Pipefitting Industry; work performed by, responsibilities of, and the career opportunities in the pipefitting trade. Covers the safe use of hand tools and power tools used in the trade. Explains the safe use of oxyfuel cutting equipment and provides instruction on use of the equipment. Students will be introduced to straight line, piercing, beveling, washing and gouging cutting. Students will learn the safe use of ladders and scaffolds, and the safe use, maintenance and operation of motorized equipment on the job site. Uses NCCER instructional modules. **(Prerequisites: Complete CTT 101; pass a drug test and ACCUPLACER Arithmetic score of 250 or higher.) See fee schedule for material fees.**

POLITICAL SCIENCE

Political Economy (Cross-listed ECON 100)

| | | |
|--------|--------|-----------|
| PS 100 | Spring | 3 Credits |
|--------|--------|-----------|

A survey of the evolution and operation of the American political economy at home and around the world. Reviews major issues in political economy such as inflation, poverty, globalization and budget deficits. Explores linkages between American and global systems and the effects of the American economy on Native peoples including the Iñupiaq of the North Slope. (**Prerequisites:** ENGL 111 or concurrent enrollment in ENG 111.)

PSYCHOLOGY

Introduction to Psychology

| | | |
|---------|------|-----------|
| PSY 101 | Fall | 3 Credits |
|---------|------|-----------|

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

Positive Psychology and Wellbeing

| | | |
|---------|--------------------|-----------|
| PSY 121 | As demand warrants | 3 Credits |
|---------|--------------------|-----------|

Explores Positive Psychology at the introductory level by applying concepts and skills to develop overall wellbeing. Topics include: science of positive psychology, process of adaptation, adjustment to challenges of life, coping with stress and transitions, improving character and self-esteem. Applying concepts to the self will develop skills for helping others.

Lifespan Development

| | | |
|---------|--------------------|-----------|
| PSY 150 | Spring (odd years) | 3 Credits |
|---------|--------------------|-----------|

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

Developmental Psychology in Cross-Cultural Perspective

| | | |
|---------|---------------------|-----------|
| PSY 240 | Spring (even years) | 3 Credits |
|---------|---------------------|-----------|

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

SOCIAL SCIENCES

Topics in the Social Sciences

| | | |
|---------|--------------------|-------------|
| SSC 118 | As demand warrants | 1-3 Credits |
|---------|--------------------|-------------|

Exploration of various topics in the social sciences, including specific issues in anthropology, political science and history. Course may be repeated for credit when content varies. Specific topics to be announced in College Semester Schedules. Planned Courses include "Alaska Native Claims Settlement Act," "Deviant Behavior," and "Local History Project." No prerequisite or placement required.

Topics in the Social Sciences

| | | |
|---------|--------------------|-------------|
| SSC 218 | As demand warrants | 1-3 Credits |
|---------|--------------------|-------------|

Exploration of various topics in the social sciences, including specific issues in anthropology, political science and history. Course may be repeated for credit when content varies. Specific topics to be announced in College Semester Schedules. Planned Courses include "Alaska Native Claims Settlement Act," "Deviant Behavior," and "Local History Project." Research paper required. Prerequisites: ENGL 111 or concurrent enrollment in ENGL 111. **This course meets the initial teacher certification requirements of AS 14.20.20(h) and 4 AAC 12.075(b) of the Alaska Department of Education and Early Development, Office of Teacher Education and Certification, Approved Courses (for specific certification requirements, please see <http://www.eed.state.ak.us/TeacherCertification/>).**

SOCIAL WORK

Social Work in Human Services

| | | |
|---------|--------------------|-----------|
| SWK 103 | As demand warrants | 3 Credits |
|---------|--------------------|-----------|

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

STATISTICS

Elementary Probability and Statistics

| | | |
|----------|--------------------|-----------|
| STAT 200 | As demand warrants | 3 Credits |
|----------|--------------------|-----------|

This course is an introduction to statistics and probability. It covers descriptive statistics, frequency distributions, sampling distributions, elementary probability, estimation of population parameters, hypothesis testing (one and two sample problems), correlation, simple linear regression, one-way analysis of variance and parametric methods. (**Prerequisites:** *Math 107 or permission of instructor.*)

TRIBAL HEALING

Traditional Healing Orientation

| | | |
|--------|--------------------|----------|
| TH 100 | As Demand Warrants | 1 Credit |
|--------|--------------------|----------|

An introduction to basic practices and techniques used in Alaska Native Traditional Healing. This course explores the ways traditional healing is integrated with western medicine through Alaska Native values, beliefs, and practices for the benefit of Alaska Native and American Indian people. Coursework includes theory of energies of the body, gentle touch therapy, and techniques for proper hygiene and draping for customer health and safety.

Introduction to Traditional Healing

| | | |
|--------|--------------------|-----------|
| TH 101 | As Demand Warrants | 3 Credits |
|--------|--------------------|-----------|

This course is designed to increase the depth of knowledge and competency of students in skills and

concepts learned in Traditional Healing Orientation. Students will practice methods for hands-on touch therapy and traditional counseling. Additionally, students will apply concepts and skills to develop overall well-being and develop cultural and traditional knowledge. Students will observe and practice a series of methods shown helpful with a wide range of serious health-related problems.

Mind, Body, Health in Traditional Healing

| | | |
|--------|--------------------|-----------|
| TH 102 | As demand warrants | 4 Credits |
|--------|--------------------|-----------|

This course is designed to increase the depth of knowledge and competency of students in skills and concepts learned in Introduction to Traditional Healing regarding hands-on touch therapy and traditional counseling, as well as develop cultural and traditional knowledge. Students will learn fundamental skills for developing customer-owner-focused treatment plans through observation. Additionally, students will apply concepts and skills to develop overall well-being and develop cultural and traditional knowledge. Students will apply a series of methods shown to be helpful with a wide range of serious health-related problems through gentle touch therapy and/or traditional counseling. (**Prerequisite:** *Introduction to Traditional Healing*).

Care and Wellness through Traditional Healing

| | | |
|--------|--------------------|-----------|
| TH 103 | As demand warrants | 4 Credits |
|--------|--------------------|-----------|

This course is designed to increase the depth of knowledge and competency of students in skills and concepts learned in Mind, Body and Health in Traditional Healing with hands-on touch therapy and traditional counseling practice. Students will apply concepts and skills to develop overall well-being and develop cultural and traditional knowledge by supporting cultural activities. (**Co-requisite:** *HLTH 204*)

Energies & Body Systems in Healing Practice

| | | |
|--------|--------------------|-----------|
| TH 104 | As demand warrants | 4 Credits |
|--------|--------------------|-----------|

This course is designed to increase the depth of knowledge and competency of students' hands-on touch therapy and traditional counseling through observed practice. Students will develop customer-owner-focused treatment plans with Tribal Doctors. Students will apply a series of methods shown helpful with a wide range of serious health-related problems through gentle touch therapy and/or traditional counseling. Students will apply concepts and skills by teaching others cultural and traditional knowledge through designated activities.

TRIBAL MANAGEMENT

Introduction to Tribal Management

| | | |
|--------|--------------------|-------------|
| TM 101 | As demand warrants | 1-3 Credits |
|--------|--------------------|-------------|

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

Tribal Law and Government

| | | |
|--------|--------------------|-------------|
| TM 102 | As demand warrants | 1-3 Credits |
|--------|--------------------|-------------|

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

Introduction to Tribal Finance

| | | |
|--------|--------------------|-------------|
| TM 105 | As demand warrants | 1-3 Credits |
|--------|--------------------|-------------|

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

Introduction to Tribal Finance

| | | |
|--------|--------------------|-------------|
| TM 105 | As demand warrants | 1-3 Credits |
|--------|--------------------|-------------|

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

WELDING MATERIALS TECHNOLOGY

Welding, Level I (Modules A-I)

| | | |
|---------|--------------------|-------------|
| WMT 101 | As demand warrants | 1-9 Credits |
|---------|--------------------|-------------|

This course will cover the NCCER Welding, Level 1, curriculum that consists of twelve (12) topics that are taught in nine (9) modules. See fee schedule for

course fees. (**Prerequisites:** *NCCER Core math, ACCUPLACER Arithmetic score of 250 or higher; or permission of instructor.*)

| | |
|-----------------------|--|
| Module A (1cr) | Welding and Cutting (NCCER Modules 29101, 29102, 29103, 29104) |
| Module B (1cr) | Base Metal Preparation, Weld Quality, SMAW Equipment & Setup, Shield Metal Arc Electrodes (NCCER Modules 29105, 29106, 29107, 29108) |
| Module C (1cr) | Small Beads & Fillet Welds (NCCER Module 29109, Sect. 1-5) |
| Module D (1cr) | Small Beads & Fillet Welds (NCCER Module 29109, Sect. 6) |
| Module E (1cr) | Small Beads & Fillet Welds (NCCER Module 29109, Sect. 7 1-5) |
| Module F (1cr) | Small Beads & Fillet Welds (NCCER Module, Sect. 8), Joint Fit-Up/Alignment (NCCER Module 29110) |
| Module G (1cr) | Small Groove Welds w/Backing (NCCER Module 20111) |
| Module H (1cr) | Open V-Groove Welds, E6010 (NCCER Module 29112) |
| Module I (1cr) | Open V-Groove Welds, E7818 (NCCER Module 20112) |

WORKFORCE DEVELOPMENT

Asbestos for Supervisors and Contractors 40-Hr

| | | |
|---------|--------------------|----------|
| WFD 103 | As demand warrants | 1 Credit |
|---------|--------------------|----------|

This 40 hour seminar meets the requirements of the State of Alaska DOL 8 AAC 61.600-790, Federal OSHA, 29 CFR 1910, 1915 and 1926 and the Environmental Protection Agency 40 CFR Part 763 Subpart E. It covers the basics of asbestos abatement work through lectures, films, and hands-on workshops. This certification is required for all workers, contractors and supervisors, and recommended for health and safety professionals, maintenance and custodial personnel, school administrators, engineers and project managers in the asbestos field.

Asbestos for Supervisors and Contractors 8-Hour

| | | |
|---------|--------------------|---------|
| WFD 104 | As demand warrants | 0.8 CEU |
|---------|--------------------|---------|

This 8-hour seminar meets the requirements of the State of Alaska, Department of Labor (DOL), Occupational Safety and Health (OSH) and

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EPA/AHERA. It satisfies the requirements of the yearly AHERA refresher and the DOL OSH one year renewal. This seminar is designed to review the material covered in the 40-Hour Asbestos certification course; cover new rules/regulations passed in the last year; discuss problems encountered in the field, new abatement techniques, and safety and health issues. This class is open to anyone currently holding a 40-hour Asbestos Abatement Certification.

| NCCER Applications in the Classroom | | |
|-------------------------------------|--------------------|---------|
| WFDA 011 | As demand warrants | 0.8 CEU |

This is an extension of the NCCER Instructor Certification Training Program (ICTP) class. Successful participants will gain experience in proctoring knowledge exams and evaluation performance profiles.

| Time Management | | |
|-----------------|--------------------|-------------|
| WFDB 004 | As demand warrants | 0.3-0.6 CEU |

Participants are introduced to the basic concepts of time management to include planning and prioritizing, setting boundaries, setting realistic goals, understanding priorities, and eliminating time wasters. All concepts are explored in the context of Inupiaq and Western cultures.

| Customer Service and Beyond | | |
|-----------------------------|--------------------|------------|
| WFDB 005 | As demand warrants | 0.3-.0 CEU |

Participants learn about the importance of customer service to organizational success. Effective strategies, such as active listening, creatively resolving conflict, overcoming negativity, and developing emotional intelligence, prepare learners to confidently deal with customers in many everyday settings. Activities include case studies and role play for hands-on practice to different scenarios.

| Business Grammar and Writing | | |
|------------------------------|--------------------|-------------|
| WFDB 006 | As demand warrants | 0.3-1.0 CEU |

This seminar familiarizes participants with the general principles of typical communications with a focus on appropriate format, language, style, structure, and mechanics. Types of communications covered include: email, fax, memos, and business letters. The workshop is very interactive, and participants have many opportunities to practice writing business correspondence.

| MS Word | | |
|----------|--------------------|-------------|
| WFDB 009 | As demand warrants | 0.1-0.5 CEU |

MS Word will cover a spectrum of topics and exercises from beginner to more advanced. Topics include formatting, keyboard shortcuts, tables, forms, mail merge, macro's and others. Upon completion, participants will be better equipped and more efficient in navigating Word 2010. Can be taken at a beginner, intermediate, or advanced level.

| Conflict Resolution | | |
|---------------------|--------------------|-------------|
| WFDB 011 | As demand warrants | 0.3-1.0 CEU |

This workshop teaches essential strategies for establishing and maintaining productive work relationships in a professional environment. Topics include cultural views of conflict, role of perception of goals, resources and interference, and destructive and constructive approaches to conflict resolution.

| MS Excel | | |
|----------|--------------------|-------------|
| WFDB 010 | As demand warrants | 0.3-1.0 CEU |

This course will give participants an overview of Microsoft Office Excel 2007. Topics may include navigating documents, formatting cells, formulas, charts, pivot tables, analysis tools, and macros. Participants will be more efficient and comfortable in excel upon completion. Can be taken at a beginner, intermediate, or advanced level.

| MS PowerPoint | | |
|---------------|--------------------|-------------|
| WFDB 012 | As demand warrants | 0.3-1.0 CEU |

Students will learn how to navigate PowerPoint and learn tip & tricks to save time and make great looking presentation.

| Office Skills Development Series | | |
|----------------------------------|--------------------|-------------|
| WFDB 031 | As demand warrants | 0.3-4.2 CEU |

This series is intended to teach the student skills and techniques that will make them a more valuable employee. A total of six days include one-day sessions each on Microsoft Word, Excel and Power Point. Other subjects covered include customer service, recognizing your talents, time management, resume building, applications and interviewing, office machines and many more basic office skills. Students can take any or all segments of the series.

| Workshop Preparing Effective Resumes | | |
|--------------------------------------|--------------------|-------------|
| WFDB 043 | As demand warrants | 0.1-0.7 CEU |

Students will bring a rough draft of their resume with them to the workshop. The outcome from the workshop will be a revamped, effective, attention-getting resume to assist with obtaining desirable employment.

| Professionalism in the Office | | |
|-------------------------------|--------------------|-------------|
| WFDB 048 | As demand warrants | 0.1-4.0 CEU |

Students will learn to anticipate problems and prevent obstacles. They will be able to plan better for the future and take timely, effective action. They will also improve their time management, increase their productivity at work and develop positive relationships with customers and coworkers.

| Project Management | | |
|--------------------|--------------------|-------------|
| WFDB 061 | As demand warrants | 0.3-4.0 CEU |

Step by step guide to project management including Outline, Managing people, time, resources, and schedules, Budget-Costs and profits, goals, Communications, risk management.

| Workplace Expectations | | |
|------------------------|--------------------|-------------|
| WFDB 065 | As demand warrants | 0.1-1.0 CEU |

This class teaches basic information on business etiquette in terms of proper communication, e-mail, telephone skills, attire, language, and punctuality.

| Robert's Rules of Order | | |
|-------------------------|--------------------|-------------|
| WFDB 074 | As demand warrants | 0.3-2.1 CEU |

Robert's Rules of Order will teach how to run a meeting correctly using the widely used processes outlined in the book Robert's Rules of Order.

| Project Management Tools: PERT/CPM | | |
|------------------------------------|--------------------|-------------|
| WFDB 082 | As demand warrants | 0.2-0.7 CEU |

A project is a short term endeavor based on specifications and requirements that are driven by functional, budgetary, customer and time constraints. This class provides an overview of Program Evaluation and Review Technique and Critical Path

Method (PERT/CPM). PERT/CPM helps managers to plan the timing of projects involving sequential activities. Charts are created to identify the time required to complete activities in a project, and the order of the steps. In this course, students will learn to create and utilize PERT/CPM charts.

| Assertiveness Skills | | |
|----------------------|--------------------|-------------|
| WFDB 089 | As demand warrants | 0.1-3.0 CEU |

Learn how to more effectively communicate with authority and impact. Strengthen your ability to stand up for yourself and others in a calm and positive way, without being either aggressive or passively accepting of something "wrong". Learn skills to be a stronger and more confident communicator.

| Emotional Intelligence | | |
|------------------------|--------------------|-------------|
| WFDB 090 | As demand warrants | 0.1-4.0 CEU |

Students will learn how to better understand, express and manage their emotions at work. The course will help students develop better relationship with their teammates and improve problem-solving skills.

| Interpersonal Skills | | |
|----------------------|--------------------|-------------|
| WFDB 093 | As demand warrants | 0.1-4.0 CEU |

Students will learn how to communicate more effectively. The class will cover tips for being a better listener, have better relationships and develop problem-solving skills.

| Building Self-Esteem | | |
|----------------------|--------------------|-------------|
| WFDB 094 | As demand warrants | 0.1-4.0 CEU |

Students will discuss the importance of higher self-esteem, simple and effective ways to boost their self-confidence and how to communicate more effectively.

| Job Search Skills | | |
|-------------------|--------------------|---------|
| WFDB 106 | As demand warrants | 0.3 CEU |

Students will learn about local job opportunities, and how to apply at various local entities. At the end of the training students will be confident in how to find a job posting and apply for it.

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| Effective Teamwork | | |
|--------------------|--------------------|---------|
| WFDB 107 | As demand warrants | 0.3 CEU |

Students will learn what makes a team effective, assess opportunities for improving teamwork and tips for promoting teamwork in their group.

| Problem Solving Techniques | | |
|----------------------------|--------------------|---------|
| WFDB 108 | As demand warrants | 0.3 CEU |

As part of the Project Management Track, students will be introduced to 15 tools used by project managers to define problems, collect data, determine causes of the problem, generate ideas and take action. Tools the students will learn include Ishikawa's cause-and-effect diagram, the 5 whys method, drill down techniques, Pareto charts, overcoming mental blocks, brainstorming, SCAMPER, multi-voting, mind mapping, flow charting, quality circles, sequential questioning, paired comparisons, and action planning.

| Analyzing and Summarizing Data in Excel | | |
|---|--------------------|-------------|
| WFDB 199 | As demand warrants | 0.2-0.7 CEU |

This intermediate workshop will provide students hands-on experience using Excel functions and tools to summarize and analyze data. Topics include sorting, filtering and grouping data, subtotals, data validation, what-if scenarios, tables and charts, and conditional formatting.

| Mental Health First Aid | | |
|-------------------------|--------------------|---------|
| WFDH 011 | As demand warrants | 0.8 CEU |

Mental Health First Aid is an 8-hour training course designed to give members of the public key skills to help someone who is developing a mental health problem or experiencing a mental health crisis. Just as CPR training helps a layperson without medical training assist an individual experiencing a heart attack, Mental Health First Aid training helps a layperson assist someone experiencing a mental health crisis.

| MANDT | | |
|----------|--------------------|---------|
| WFDH 017 | As demand warrants | 2.4 CEU |

The MANDT System is a comprehensive integrated approach preventing, de-escalating, and if necessary, intervening when the behavior of an individual poses a threat of harm. The focus of the MANDT System is

on building healthy relationships with all the stakeholders within an organization.

| Small Engine Repair | | |
|---------------------|--------------------|-------------|
| WFDI 101 | As demand warrants | 1-2 Credits |

This workshop offers students a hands-on class in the basics of diagnostics and repair. Participants learn common problems associated with engine failure, how to diagnose a problem and recognize the different parts of a small engine, looking at the inner workings of an actual small engine. The second half of the workshop will focus on replacing any necessary parts, fluids or belts and finish up on how to properly care for small engines.

| Sealed Combustion Room Heater Repair Basics (Toyo, Monitor, Rinnai) | | |
|--|--------------------|-------------|
| WFDI 105 | As demand warrants | 1.5-3.0 CEU |

This class teaches skills for the preventative maintenance, troubleshooting and repair of oil-fired Toyo, Monitors, and gas-fi Rinnai heaters (where appropriate). Training will be off on-site in the villages and will provide both classroom and hands-on learning opportunities.

| Appliance Repair and Refrigeration | | |
|------------------------------------|--------------------|---------|
| WFDI 111 | As demand warrants | 3.5 CEU |

This program trains students in residential appliance and refrigeration repair. Laboratory activities involve hands-on exercises. Students may elect to earn refrigerant recovery certification through an EPA required certification exam. The purpose of this program is to prepare students for employment as electric home appliance and certificated refrigeration technicians or appliance service representatives.

| OSHA Approved Disaster – Site Worker w/ ICS 100, 200 & 300 | | |
|---|--------------------|----------|
| WFDI 117 | As demand warrants | 1 Credit |

The goal of this course is to provide Disaster Site Workers awareness of the safety and health hazards they may encounter as well as of the importance of respiratory and other personal protective equipment and proper decontamination procedures that may be used to mitigate the hazards. Participants will support the use of an Incident Command System (ICS) through the safe performance of their job responsibilities. They'll be able to show awareness of effects of traumatic incident stress that can result from

working conditions and measures to reduce this stress.

| Roustabout | | |
|------------|--------------------|-----------|
| WFDI 123 | Spring (odd years) | 3 Credits |

This course was specifically created for the oil field worker in Alaska and covers safety procedures, load securement of pipe, hoisting and lifting operations with slings, ropes and forklifts, cribbing and blocking, hazardous materials awareness, emergency response, off shore survival and fire suppression. Individual industry specific certificates will be issued for certain sections of this course.

| Basic Electricity for the Non-Electrician | | |
|---|--------------------|-------------|
| WFDI 160 | As demand warrants | 0.3-4.0 CEU |

This course provides students with basic understanding of electricity, what it is and how it works, and how to work safely with it. It is designed for students/worker who are not planning on becoming electricians, but have a need to work with and understand it in the home/workplace. Topics include electrical safety, theory, standard maintenance skills, Nation Electric Code, test equipment and real world examples.

| HVAC – Troubleshooting and Maintenance | | |
|--|--------------------|-------------|
| WFDI 184 | Spring (odd years) | 3.0-4.0 CEU |

Learn mechanical diagnostics and repairs including air handling units, ventilation systems balancing, supply and return air systems, heat transfer concepts (hydronic and air) combustion basics, gun burners and components, combustion analysis and adjustment, controls systems characteristics and components, circulating pumps, and troubleshooting from the boiler through the facility.

| Basic Safe Boating | | |
|--------------------|--------------------|---------|
| WFDM 091 | As demand warrants | 1.2 CEU |

This 12-hour course uses the Seven Steps to Survival as a framework to teach basic safe boating topics. It covers preparation for boat trips, float plans, navigation rules, cold water survival skills, personal flotation devices (PFDs), signals, compasses and charts, and GPS. It includes pool or cold water practice of cold water survival skills.

| Cold Water Safety and Survival | | |
|--------------------------------|--------------------|---------|
| WFDM 092 | As demand warrants | 2.4 CEU |

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

| Basic Maritime Safety | | |
|-----------------------|--------------------|------------|
| WFDM 102 | As demand warrants | 0.5 Credit |

The course consists of two parts: (1) Alaska Water Wise - A Course for Alaskan Boaters is an entry level boating course that presents a variety of boating topics that foster safe operation of boats in compliance with Alaska's boating laws. The course is taught by State-registered boating safety instructors. This course is designed in a modular format that can be taught as a continuous course or taught in parts over several days. (2) Includes overview of USCG licensing; vessel licensing and other legal requirements; chart navigation; vessel stability; emergency procedures; mapping out a course of action and one-on-one interviews in preparation for a maritime career.

| HVAC – Troubleshooting and Maintenance | | |
|--|--------------------|-------------|
| WFDI 184 | Spring (odd years) | 3.0-4.0 CEU |

Learn mechanical diagnostics and repairs including air handling units, ventilation systems balancing, supply and return air systems, heat transfer concepts (hydronic and air) combustion basics, gun burners and components, combustion analysis and adjustment, controls systems characteristics and components, circulating pumps, and troubleshooting from the boiler through the facility.

| Emergency Procedures and Onboard Drills | | |
|---|--------------------|------------|
| WFDM 103 | As demand warrants | 0.5 Credit |

AMSEA's course is U.S. Coast Guard accepted, required for commercial fishing vessels, and recommended for captains and crew serving on any commercial or personal vessel. This course helps mariners prepare for some of the most common at-sea

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emergencies such as onboard fire, unintentional flooding, person overboard, and abandon ship. Students practice with emergency equipment such as immersion suits, life rafts, signaling devices, (maydays, EPIRBs, pyrotechnics, etc.), flooding control kits, firefighting gear, and more. Students also become familiar with practices such as crew duties during emergencies, helicopter rescue, dewatering pumps, cold water survival skills, and more. It provides practical information on the survival equipment found on most commercial vessels and on conducting emergency onboard drills. Skills are learned in a hands-on format using the equipment. It meets the USCG training requirements for conducting emergency drills on commercial fishing vessels. Upon successful course completion students earn drill conductor certification cards.

| Operator, Uninspected Passenger Vessel up to 100 ton (with Master's when applicable) | | |
|--|--------------------|-------------|
| WFDM 200 | As demand warrants | 3-4 Credits |

This is a U.S. Coast Guard (USCG) approved course for those with boating experience wanting to earn a U.S.C.G. license. Topics include navigation, seamanship, safety, rules of the road, and will prepare students to pass the requisite USCG exams. Depending on sea service and other USCG requirements, a person passing this course is eligible to apply for an Operator of Uninspected Passenger Vessel license to 100 tons (6-pack) Students should plan to spend significant time studying on their own in addition to the 60 – 88 hours of classroom instruction and lab exercises. After successful completion, students have one year to fulfill USCG requirements including obtaining a First Aid/ CPR certification, documenting sea service, USCG/ DOT physical exam, drug test, character references and a Transportation Worker Identification Credential (TWIC).

OUPV without Master – 3 credits
OUPV with Master – 4 Credits

| Eco-Tourism Internship | | |
|------------------------|--------------------|---------|
| WFDT 130 | As demand warrants | 3.5 CEU |

This course will introduce North Slope students to the lucrative field of eco-tourism, providing a hands-on opportunity in the field. Students will learn the skills required of those hoping to start careers in guiding.

| Certified Pool Operator | | |
|-------------------------|------|---------|
| WFDU 100 | Fall | 1.4 CEU |

The Certified Pool Operators (CPO) course provides the basic knowledge, techniques and skills of pool and

spa operations. Participants will gain a better understanding of the operator's role in pool care and management. The CPO certification program includes pool and spa chemistry, testing, treatment, filtration, maintenance, automatic feeding equipment and government requirements. The two-day class is taught by a National Swimming Pool Foundation Instructor and covers information from the CPO Handbook including a new section on metric calculations. The instructor will also review local and state codes. Students must pass the required open book exam to obtain their CPO certification.

| Boiler Technician | | |
|-------------------|--------------------|---------|
| WFDU 101 | As demand warrants | 3-4 CEU |

This class is a technician level class that investigates glycol systems, pumps and lead-lag boiler systems. It covers the trouble-shooting of electrical and mechanical systems, auxiliary systems and operating controls; the review and diagnosing of problems related to burners, including oil and gas controls and safety. Depending on course length, the class will cover State of Alaska safety codes, pressure vessels and burner safety. Students may opt to take the Class IV Boiler Certification Exam.

| Boiler Basics | | |
|---------------|--------------------|---------|
| WFDU 101A | As demand warrants | 3-4 CEU |

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

| Tank Farm Management and Spill Response | | |
|---|--------|----------|
| WFDU 102A | Spring | 1 Credit |

This course provides participants with the knowledge needed to safely and effectively oversee tank farm fuel transfers and to handle the initial stages of spill response. Students will become familiar with tank farm inspection and maintenance procedures. They will learn to follow best-management-practices in the transfer of fuel products. During the spill response and ICS portion of the course, students will become familiar with the emergency procedures outlined in their facility response plan. They will also learn to plan and document required response exercises that provide an opportunity to practice and improve response capabilities.

| Boiler Basics with Retrofit | | |
|-----------------------------|--------------------|-------------|
| WFDU 107 | As demand warrants | 1-2 Credits |

Students in this course will have the opportunity to modify existing hydronic heating systems and add additional heating loops to a gas fired system, work on troubleshooting techniques on various heating systems within participants' work environment in the community. The object of the course is to give students the tools to identify and solve problems within a heating system with a mixture of 'hands-on' work and class instruction while performing work on operating heating systems. Course will follow local heating resource opportunities, as they are available in the community.

| Introduction to Alaskan Small Water Systems | | |
|---|--------------------|-------------|
| WFDU 219 | As demand warrants | 1.5-3.0 CEU |

This is the ADEC-approved introductory class for water treatment and distribution system operators in Alaska. The course includes an introduction to water chemistry, microbiology, hydraulics, math, electrical principals and pumping systems. Ground and surface water source treatment technologies and basic operational practices used in Alaska are presented, along with a description of storage and distribution system equipment and O&M procedures. Sampling, monitoring and other regulatory requirements are presented. Students who complete the course can take the ADEC Provisional Level 1 Water Treatment and Water Distribution System Operator certification exams at the end of the course. (**Prerequisites: High School Diploma or GED, or three months of operating experience to qualify for the Provisional Level 1 exams.**) If the student successfully passes an ADEC Provisional Level 1 exam, they can submit proof of 1,950 hours of operating experience to ADEC to upgrade the Provisional Level 1 license to a full Level 1 Certificate.

| Water Treatment and Distribution Certification Exam Review | | |
|--|--------------------|-------------|
| WFDU 220 | As demand warrants | 1.6-3.2 CEU |

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

| Introduction to Alaskan Small Wastewater Systems | | |
|--|--------------------|-------------|
| WFDU 229 | As demand warrants | 1.5-3.0 CEU |

This is the ADEC-approved introductory class for wastewater collection and treatment system operators in Alaska. The course includes an introduction to water chemistry, microbiology, hydraulics, math, electrical principals and pumping systems. Preliminary, primary and secondary treatment technologies and basic operational practices used in Alaska are presented, along with a description of wastewater collection system equipment and O&M procedures. Sampling, monitoring and other regulatory requirements are presented. Students who complete the course can take the ADEC Provisional Level 1 Wastewater Collection and Wastewater Treatment System Operator certification exams at the end of the course. (**Prerequisites: High School Diploma or GED, or three months of operating experience to qualify for the Provisional Level 1 exams. If the student successfully passes an ADEC Provisional Level 1 exam, they can submit proof of 1,950 hours of operating experience to ADEC to upgrade the Provisional Level 1 license to a full Level 1 Certificate.**)

| Wastewater Collection and Treatment Certification Exam Review | | |
|---|--------------------|-------------|
| WFDU 230 | As demand warrants | 1.6-3.2 CEU |

A review class for operators preparing to take Level 1 – 4 ADEC wastewater treatment or collection certification exams. Practice exams in the style of the Association of Boards of Certification exams used by ADEC will be presented and reviewed in class. Remember application deadline information. See <http://www.dec.alaska.gov/water/opcert/trainingcalendar.htm>.

| Introduction to Membrane Water Treatment | | |
|--|--------------------|-------------|
| WFDU 239 | As demand warrants | 0.8-1.6 CEU |

The program provides an introduction to membrane technology, description of the principles of membrane elements including basic theory, membrane terminology and membrane structure. Illustration of the membrane system design process and overview of systems operation will be discussed. It includes practical information about performance and operating conditions of reverse osmosis and nanofiltration technology for brackish and seawater desalting. A section of the seminar is dedicated to the modern microfiltration and ultrafiltration technology applied for treatment of potable water and as a pretreatment of

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feed water for RO systems. Course material also includes information on process and equipment applied in membrane bioreactor (MBR) systems including operation and maintenance considerations. An overview of commercial MF and UF membrane products will be provided. Description of system configurations will be reviewed.

| Alaskan Water Treatment Systems – Intermediate Operator Training | | |
|--|--------------------|---------|
| WFDU 289 | As demand warrants | 3.0 CEU |

This is the intermediate level water treatment operator training course developed for the ADEC for operators advancing their licensing to a Level 2 through 4. The course provides a thorough overview of state of the art in Alaskan water treatment technology including water sources, pretreatment, coagulation, flocculation, sedimentation, filtration, disinfection, membrane separation, softening, fluoridation, iron and manganese treatment, corrosion control, and an update on current ADEC and EPA drinking water regulations. Students completing the 4-day course will receive 3.0 CEUs toward operator certification in the State of Alaska. Students who have at least a Level 1 ADEC Water Treatment License can take the next level higher Water Treatment License exam the day following completion of the course.

GLOSSARY



| Term | Definition |
|---------------------------|--|
| Academic Petition | The process of requesting to substitute a course for one that is a program requirement. A petition must be approved by the advisor and Dean of Instruction. |
| Academic Year | An academic year is the combination of the fall and spring semesters. |
| Certificate | A certificate is a series of courses with emphasis in a particular discipline (i.e. Office Management) that typically requires completion of 15 credits (Certificate, Level I) or 30 credits (Certificate, Level II). All credits earned for a certificate will also count toward the degree in that same discipline. |
| Co-Requisite | A course that has to be taken concurrently with another course. |
| Degree | A degree is series of courses with emphasis in a particular discipline (i.e. Education) that typically requires completion of 60-63 credits. |
| Empower | Empower is the Student Information System, the central database that houses all student information. Students can access Empower to register for courses, view their statements, schedules, transcripts, documents, etc. by logging in through the college website. |
| Endorsement | An endorsement is a series of courses with emphasis in a particular discipline (i.e. Construction Technology) that typically requires completion of 12 or fewer credits. All credits earned for an endorsement will also count toward the certificates and degree in that same discipline. |
| Grade Point Average (GPA) | The GPA, is a number that indicates how well or how high a student scored in his/her courses on average. Each grade received, corresponds to a quality point. An "A" equals 4 quality points while an "F" equals 0 quality points. The GPA is used to determine financial aid eligibility and status, admission into programs, and academic standing. The link below is an online GPA calculator https://gpacalculator.net/college-gpa-calculator/ Note: A student's transcript will show the semester GPA (grade average for a particular semester) and the cumulative GPA (grade average for all semesters). |
| Incomplete | Instructors may issue an 'incomplete' ("I") as a temporary grade, if the student has completed most of the course work, but was unable to finish because of unforeseen circumstances, such as illness, family emergency, unexpected change in job requirements. An 'incomplete' may extend to no longer than 90 days. |
| Pre-Requisite | Usually a specific course which has to be taken or another requirement that has to be met prior to a student being permitted to register for a class. Not all courses have prerequisites, but if they do, they are list at the end of each course description. |
| Syllabus | A syllabus is a document that includes information about a specific course, such as content, goals, assignments, grades, attendance and late work. It is a guide for students to the kind of teaching and learning they can anticipate in the class by clearly outlining expectations and responsibilities. |
| Transcript | A transcript is a document issued by the college shows the student's academic progress. It lists grades, classes, credit hours, majors, GPA, and other academic information. Students can download their unofficial transcript from CAMS or obtain an official transcript through the college website: https://www.ilisagvik.edu/current-students/request-transcript/ |
| Tuition | The amount of money the College charges for instruction per credit. Note: tuition does not include fees, such as registration fee, student services, or course fees. For a complete listing, refer to the "Tuition and Fees" section in this catalog. |

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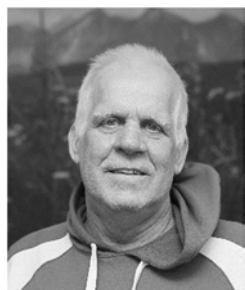
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