Alaska’s Institute of Technology

2017-2018
PROGRAM CATALOG
www.avtec.edu
Welcome to AVTEC!

Welcome to AVTEC-Alaska’s Institute of Technology, the first step to a great career! Located in Seward, AVTEC is Alaska’s oldest and largest training center providing career and technical education, and training in a wide variety of industrial and technological fields, including some of the fastest growing industries in our state. With a job placement rate for AVTEC graduates above 90 percent, we are accomplishing that mission for Alaska.

As a division of the Alaska Department of Labor and Workforce Development, we proudly support the department’s mission to train Alaskans for work in Alaska’s jobs by offering training for careers in the mining, construction, welding, heavy equipment, IT, business, culinary, and maritime industries.

An AVTEC student can choose from comprehensive programs in over 20 different fields of training, each with industry-approved certifications and/or licenses. In addition, students have access to job placement assistance, including counseling with job placement specialists. Students participate in a Job Search class to help refine career goals, develop a resume, locate job openings, and complete job applications.

AVTEC students come from rural, urban and suburban communities throughout Alaska and represent various ages, ethnicities, and cultures. This diversity affords students an opportunity to expand their understanding of the vast differences in Alaska’s people and cultures.

AVTEC provides dormitory living for students, apartments for those with families, and a cafeteria that serves meals seven days a week. Students can enjoy basketball, volleyball, rock climbing, and roller skating in our full-size gymnasium. A racquetball court and weight-lifting and cardio-vascular equipment are also available. Additionally, after a workout or study session students can hit the sauna to relax.

Dormitory game rooms and lounge areas provide TV, pool, ping pong, and video games. The scenic Seward area offers outdoor activities such as hiking, cross country skiing, mountain climbing, fishing, kayaking, and boating with equipment available for those who do not have their own.

With the best in technical training and job placement support, AVTEC is the first step on the path to a great career. We are committed to student success. Through small class sizes, hands-on instruction, one-on-one guidance, and placement assistance you will have the opportunity to gain the skills and training required to get a great job!

We look forward to putting you on the path to a good-paying job in Alaska!
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**AVTEC’s Mission**

AVTEC is a postsecondary vocational and technical training center.

Our mission is to train a diverse and effective workforce that supports the economic growth and stability of our state.

**OBJECTIVES**

- Students who enter AVTEC’s programs will have the ability to benefit.
- AVTEC students will be able to demonstrate that they have basic skills and workplace competencies to meet employer needs.
- AVTEC students will graduate with a certificate documenting attainment of competencies within each program.
- AVTEC graduates will, within one year following graduation, be employed or pursuing further education or other career choices.

AVTEC is accredited by the **Commission of the Council on Occupational Education** located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350.

AVTEC, as an employer and service provider, complies with Alaska Human Rights Law and federal civil rights laws. Individuals with disabilities who require reasonable accommodations are welcome to contact AVTEC at admissions@avtec.edu or (907) 224-3322 or for individuals with hearing impairments via Alaska Relay at 711 or (800) 770-8973.
### Training Costs

Training costs are subject to change without notice  
**Effective July 1, 2017**

<table>
<thead>
<tr>
<th>TRAINING PROGRAM</th>
<th>Tuition²</th>
<th>Technology Fee³</th>
<th>Student Service Fee⁴</th>
<th>Room &amp; Board</th>
<th>Books (provided by AVTEC)⁵ &amp;⁶</th>
<th>Supplies (provided by AVTEC)³</th>
<th>Items NOT provided by AVTEC³</th>
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<tbody>
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<td><strong>Business &amp; Office Technology:</strong></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>➢ Office Assistant</td>
<td>$1,910</td>
<td>$230</td>
<td>$85</td>
<td>$4,515</td>
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<td>$872</td>
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<td>$85</td>
<td>$9,030</td>
<td>$196</td>
<td>$1,130</td>
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<td>$13,846</td>
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<td></td>
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<td>$1,300</td>
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<td>$85</td>
<td>$2,540</td>
<td>$168</td>
<td>$194</td>
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<td><strong>Plumbing &amp; Heating</strong></td>
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<td>$1,525</td>
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<td>$85</td>
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<td>$500</td>
<td>$4,580</td>
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<tr>
<td></td>
<td>$3,175</td>
<td>$230</td>
<td>$85</td>
<td>$9,030</td>
<td>$853</td>
<td>$3,159</td>
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<td>$16,532</td>
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<tr>
<td><strong>QMED Oiler</strong></td>
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</tr>
<tr>
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<td>$1,910</td>
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<tr>
<td><strong>Refrigeration</strong></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>$2,540</td>
<td>$230</td>
<td>$85</td>
<td>$4,515</td>
<td>$396</td>
<td>$880</td>
<td>$1,600</td>
<td>$10,246</td>
</tr>
</tbody>
</table>

1 The Technology Fee, Student Service Fee, Dormitory Fees, Books/Supplies are nonrefundable.  
2 This cost is estimated and subject to change, please call for current prices.  
3 This cost is estimated. These items are not sold by AVTEC or provided by AVTEC. These items are the responsibility of the student.  
For a list of required items, contact AVTEC Admissions.

For information on purchasing meals for students living in family housing or off campus, please contact Admissions.

**PAYMENT INFORMATION:**

- A **$35 nonrefundable Application Fee** (not listed above) is due with each training application.
- **All long-term programs** (more than six weeks): the student pays Student Service Fee, Technology Fee and ½ of the Tuition no later than 30 days prior to the start of training.

Written proof of funding may be submitted in lieu of payment. If payment or documented proof of funding is not received 30 days prior to start of training, you will lose your training position. Books/Supplies cost will be due on the first day of training and Room & Board fee will be due at the beginning of each term in the dorms.

- **All short-term programs** (less than six weeks): the student is required to pay in full to reserve a training position; this includes Application Fee, Tuition, Books/Supplies, Room & Board fee.
# Training Dates

Training dates are subject to change without notice. Class sizes are limited. Applicants are scheduled for enrollment as space is available. AVTEC reserves the right to cancel classes with low enrollment.

<table>
<thead>
<tr>
<th>TRAINING PROGRAM</th>
<th>LENGTH</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business &amp; Office Technology</td>
<td>178 training days</td>
<td><strong>08-21-17</strong> to <strong>05-16-18</strong> 01-08-18 to 12-21-18</td>
</tr>
<tr>
<td><strong>Combination Welding</strong> <em>(includes Structural and Pipe)</em></td>
<td>177 training days</td>
<td><strong>08-21-17</strong> to <strong>05-11-18</strong> 01-29-18 to 12-14-18</td>
</tr>
<tr>
<td>Pipe Welding</td>
<td>75 training days</td>
<td><strong>08-28-17</strong> to <strong>12-08-17</strong> 01-29-18 to 05-11-18</td>
</tr>
<tr>
<td>Construction Technology</td>
<td>98 training days</td>
<td><strong>01-08-18</strong> to <strong>05-25-18</strong></td>
</tr>
<tr>
<td><strong>Diesel/Heavy Equipment Technologies</strong></td>
<td>204 training days</td>
<td><strong>08-21-17</strong> to <strong>06-22-18</strong> 01-29-18 to 01-25-19</td>
</tr>
<tr>
<td>Industrial Electricity</td>
<td>202 training days</td>
<td><strong>08-21-17</strong> to <strong>06-20-18</strong></td>
</tr>
<tr>
<td>Information Technology</td>
<td>209 training days</td>
<td><strong>08-21-17</strong> to <strong>06-29-18</strong></td>
</tr>
<tr>
<td>Master Not More Than 200 Tons</td>
<td>45 training days</td>
<td><strong>01-08-18</strong> to <strong>03-09-18</strong></td>
</tr>
<tr>
<td>Plumbing &amp; Heating</td>
<td>87 training days</td>
<td><strong>08-21-17</strong> to <strong>12-22-17</strong></td>
</tr>
<tr>
<td>Power Plant Operation</td>
<td>40 training days</td>
<td><strong>TBA</strong></td>
</tr>
<tr>
<td>Professional Cooking &amp; Baking</td>
<td>193 training days</td>
<td><strong>08-21-17</strong> to <strong>06-07-18</strong></td>
</tr>
<tr>
<td>QMED Oiler</td>
<td>60 training days</td>
<td><strong>01-15-18</strong> to <strong>04-06-18</strong></td>
</tr>
<tr>
<td>Refrigeration</td>
<td>98 training days</td>
<td><strong>01-08-18</strong> to <strong>05-25-18</strong></td>
</tr>
</tbody>
</table>

## School Breaks and Holidays

School Breaks and Holidays are subject to change. Summer Break varies by class; check with your Instructor for date.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Labor Day</strong></td>
<td>September 4, 2017</td>
</tr>
<tr>
<td><strong>Thanksgiving Break</strong></td>
<td>November 23-24, 2017</td>
</tr>
<tr>
<td><strong>Christmas Break</strong></td>
<td>December 23, 2017 - January 7, 2018</td>
</tr>
<tr>
<td><strong>Spring Break</strong></td>
<td>March 12-13, 2018</td>
</tr>
<tr>
<td><strong>Memorial Day</strong></td>
<td>May 28, 2018</td>
</tr>
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</table>
## Maritime Training Costs

### (short-term programs)

*Training costs are subject to change without notice*

**Effective July 1, 2017**

<table>
<thead>
<tr>
<th>TRAINING PROGRAM</th>
<th>Tuition</th>
<th>Books/ Supplies (provided by AVTEC)*</th>
<th>Room &amp; Board²</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able Seaman (ALAVTC-1)</td>
<td>$650</td>
<td>$83</td>
<td>$984</td>
<td>$1,717</td>
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<tr>
<td>Advanced Fire Fighting (ALAVTC-15)</td>
<td>$700</td>
<td>N/A</td>
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<tr>
<td>Advanced Fire Fighting Revalidation (ALAVTC-777)</td>
<td>$450</td>
<td>N/A</td>
<td>N/A</td>
<td>$450</td>
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<tr>
<td>Advanced Training for Polar Operations</td>
<td>$2,250</td>
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<td>$328</td>
<td>$2,578</td>
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<tr>
<td>Assistance Towing (ALAVTC-42)</td>
<td>$100</td>
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<td>N/A</td>
<td>$100</td>
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<tr>
<td>Automatic Radar Plotting Aids (ARPA) (ALAVTC-37)</td>
<td>$875</td>
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<tr>
<td>Basic Fire Fighting (ALAVTC-53)</td>
<td>$575</td>
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<td>N/A</td>
<td>$575</td>
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<tr>
<td>Basic Meteorology (ALAVTC-62)</td>
<td>$600</td>
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<tr>
<td>Basic Shipboard Culinary Training</td>
<td>$325</td>
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<td>$410</td>
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<tr>
<td>Basic Training (includes four courses below)</td>
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<td>$26</td>
<td>$410</td>
<td>$1,436</td>
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<tr>
<td>● First Aid &amp; CPR (ALAVTC-197) ● Personal Safety and Social Responsibilities (ALAVTC-359) ● Basic Fire Fighting (ALAVTC-53) ● Personal Survival Techniques (ALAVTC-363)</td>
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<tr>
<td>Basic Training Revalidation (ALAVTC-718)</td>
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<td>FCC Marine Radio Operators Examination (MROP)</td>
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<td>Global Maritime Distress &amp; Safety System (GMDSS) (ALAVTC-210)</td>
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<td>Leadership and Managerial Skills (ALAVTC-751)</td>
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<td>Marlinspike Seamanship (ALAVTC-280)</td>
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<td>Master/Mate 500 &amp; 1600 Ton NC Prep</td>
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<td>Meteorology (Operational Level) (ALAVTC-316)</td>
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<td>Methods of Instruction</td>
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<td>TRAINING PROGRAM</td>
<td>Tuition</td>
<td>Books/ Supplies (provided by AVTEC)*</td>
<td>Room &amp; Board$</td>
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<td>Officer In Charge of A Navigation Watch Assessment (BRM Assessments) (ALAVTC-328)</td>
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<td>Officer In Charge of A Navigation Watch Assessment (RADAR Assessments) (ALAVTC-693)</td>
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<td>Operator of Uninspected Passenger Vessels (OUPV) (ALAVTC-340)</td>
<td>$900</td>
<td>$159</td>
<td>$1,558</td>
<td>$2,617</td>
</tr>
<tr>
<td>Proficiency in Survival Craft (ALAVTC-372)</td>
<td>$900</td>
<td>N/A</td>
<td>$410</td>
<td>$1,310</td>
</tr>
<tr>
<td>Radar Observer (Unlimited) (ALAVTC-399)</td>
<td>$750</td>
<td>$45</td>
<td>$410</td>
<td>$1,205</td>
</tr>
<tr>
<td>Radar Observer (Unlimited) Refresher (ALAVTC-406)</td>
<td>$375</td>
<td>$45</td>
<td>$246</td>
<td>$666</td>
</tr>
<tr>
<td>Radar Observer (Unlimited) Recertification (ALAVTC-402)</td>
<td>$200</td>
<td>N/A</td>
<td>N/A</td>
<td>$200</td>
</tr>
<tr>
<td>Radar Observer (Unlimited) Recertification (ALAVTC-402) (by appt.)</td>
<td>$650</td>
<td>N/A</td>
<td>N/A</td>
<td>$650</td>
</tr>
<tr>
<td>Rating Forming Part of Navigational Watch Program (RFPNW) (ALAVTC-342)</td>
<td>$1,200</td>
<td>N/A</td>
<td>$410</td>
<td>$1,610</td>
</tr>
<tr>
<td>Rating Forming Part of Navigational Watch Assessment (ALAVTC-412)</td>
<td>$375</td>
<td>N/A</td>
<td>N/A</td>
<td>$375</td>
</tr>
<tr>
<td>Seafood Processor Orientation and Safety Course</td>
<td>$805</td>
<td>$115</td>
<td>$820</td>
<td>$1,740</td>
</tr>
<tr>
<td>Tank Ship Dangerous Liquids (ALAVTC-501)</td>
<td>$900</td>
<td>$46</td>
<td>$410</td>
<td>$1,356</td>
</tr>
<tr>
<td>Vessel Personnel with Designated Security Duties (VPDSD) (ALAVTC-747)</td>
<td>$250</td>
<td>N/A</td>
<td>N/A</td>
<td>$250</td>
</tr>
<tr>
<td>Vessel Security Officer (ALAVTC-573)</td>
<td>$800</td>
<td>N/A</td>
<td>$164</td>
<td>$964</td>
</tr>
<tr>
<td>Visual Communication/Flashing Light (Assessment only)</td>
<td>$175</td>
<td>N/A</td>
<td>N/A</td>
<td>$175</td>
</tr>
</tbody>
</table>

1 Books/Supplies fee is nonrefundable.

2 The cost of Room & Board listed above includes all meals: three meals per day on weekdays and two meals per day on weekends for the entire length of the program. Meals are nonrefundable. For information on meals available for off campus students, contact Maritime Admissions Office. The cost of Room & Board per night is $82.

**PAYMENT INFORMATION:**

- A **$35 nonrefundable Application Fee** (not listed above) is due with each training application.
- **All short-term programs** (less than six weeks) are required to be paid in full to reserve a training position; this includes the Application Fee, Tuition, and Books/Supplies fee. If applying for more than one maritime program simultaneously, only one Application Fee is applied. For additional information regarding training costs and/or training dates, contact Maritime Admissions Office at (907) 224-6196.
Admissions

The Application and Acceptance Process

Applications may be obtained and submitted anytime by:

1. **Completing an Application Online**
   You can complete a training application online at the following website: www.avtec.edu/ApplyNow.htm

2. **Downloading a paper copy of an Application**
   Applications can be downloaded, completed, and returned to the AVTEC Admissions Office. AVTEC Training Applications are available in Microsoft Word or Adobe Acrobat PDF file formats.

3. **Requesting an Application from the AVTEC Admissions Office by contacting:**
   AVTEC Admissions Office ~ P.O. Box 889, Seward, AK 99664
   (907) 224-3322 or (800) 478-5389 ~ FAX (907) 224-4400
   E-mail the AVTEC Admissions Office for additional information or to request a school catalog at admissions@avtec.edu

Completed applications must be turned in to the AVTEC Admissions Office with a $35 nonrefundable application fee, picture ID, and a copy of either: a high school diploma, transcripts, or GED.

**Note:** The application fee is required for ALL TRAINING PROGRAMS. Applications sent without the application fee will not be processed.

To attend AVTEC, you must:

- **BE AT LEAST 18 YEARS OF AGE**
  Applicants under 18 will require concurrence of a parent or guardian and approval by the Director/Deputy Director. However, minimum age to reside in AVTEC housing is 18.

- **BE AN ALASKAN RESIDENT**
  Non-resident tuition is double the amount listed for residents. Other costs (fees, tools, room and board) are the same as for Alaskan residents.

- **BE A HIGH SCHOOL GRADUATE OR HAVE A GED**
  Applicants must provide a high school diploma or GED transcript. Without a diploma or GED, you must pass an Ability to Benefit test before admission. For more information, contact the Admissions Office at 800-478-5389.

- **MEET PROGRAM PREREQUISITES**
  All AVTEC Departments have entry requirements for reading and math. The Test of Adult Basic Education (TABE) is used to assess these skills. The minimum test scores required are listed under "Prerequisites" for each program. Contact Admissions to arrange to take the TABE test. It is administered at AVTEC throughout the year. For those who are not able to visit AVTEC to complete their testing, arrangements can be made to have the test proctored locally. Students may be retested after arrival. Low test scores could result in placement in mandatory Foundations training or a counseling session will be held as soon as possible to determine if continued enrollment at AVTEC is in the best interest of the student.

  Students must meet physical requirements or request special accommodations in advance. See individual program descriptions for details. If you have challenges in any of these areas, contact the Admissions Office at the time of application to request special accommodations.

  AVTEC has additional requirements which must be met for people who are on probation, parole, incarcerated, and recommendations for people undergoing treatment or who have recently completed treatment. Please contact the Admissions Office for more information.
How Will I Know If I Have Been Accepted?

- If you meet AVTEC admissions and entrance requirements, you will be accepted on a first-come, first-served basis.
- If all positions in the program are full when you have successfully completed the application process, you will be placed on a wait list for up to one year. You will be notified of your standing on the wait list and contacted as soon as the position becomes available to you.
- If space is available in the training program, you will be sent an acceptance packet.

Securing a Training Position

Students will be required to pay for the student service fee, technology fee, and half of the tuition, no later than 30 days prior to the first day of training. Written proof of approved funding may be submitted in lieu of payment. Failure to make this payment (or provide written proof of approved funding) will result in loss of a training position.

Note: AVTEC reserves the right to cancel any class due to the lack of applicants. If a class is canceled, all deposits and fees will be refunded.

Acceptance of Transfer Credits and Credit for Prior Work Experience

AVTEC programs are competency based. Competency-based programs are designed to build upon a student’s knowledge and/or work experience. Students with prior experience and training, including military veterans, may obtain a program occupational skill-level sooner than the scheduled completion date or may choose to continue in the program to obtain a more advanced skill-level or gain additional knowledge and hands-on proficiency. Unless a program publishes acceptance of general education courses or industry certification, transfer credit is not applicable. Applicants may request a review of prior credit.
Distance Education Students

To attend distance education courses offered by AVTEC, students must access AVTEC’s Learning Content Management System (LCMS) using a secure user name and password. The user name and password provide secure login credentials and are assigned to the student by the LCMS System Administrator as part of the student registration process.

As part of the admissions process, distance education students must provide a valid photo identification, GED, high school and/or college transcripts, a current phone number, and an email address for admissions’ use in contacting the student.

Asynchronous

Students attending asynchronous distance education classes typically work at their own pace with limited interaction with an instructor. Asynchronous classes typically provide supplemental information that in of itself would not result in receiving college credit or industry certification. For those asynchronous courses that would be eligible for college credit or industry certification student authentication would be accomplished through proctoring.

Proctor

Where required AVTEC provides proctors and secure facilities to administer tests and ensure student authentication.

Synchronous

Students attending synchronous AVTEC distance education classes meet using a virtual classroom or through the use of video / webcam teleconferencing where the student and instructor interact in real time. The instructor is able to authenticate the student taking the class is the student performing the work through interaction with the student during class, review of the quality of work submitted by the student and through the use of multiple assessments.

Enrollment and Orientation

Each training program at AVTEC has a separate enrollment date, and the lengths of the programs vary from a few days to 42 weeks. Students enrolling in classes six weeks or longer begin their training by attending orientation sessions. During this time students receive information on school procedures and services, obtain their program schedule, and meet with a school counselor. Counseling meetings include career goals, personal challenges, and other issues pertinent to the student’s success at AVTEC. Staff will review entry test results with the student and make recommendations for study. An evening tutor program is available for students who need instruction in reading and English. Math classes required for graduation are scheduled during the training day.

All training programs at AVTEC have established recommended basic skill levels listed under prerequisites for each individual training program. Students may be tested upon their arrival. If they fail to meet the required skill level for the program, Foundations class attendance will be recommended or a counseling session will be held as soon as possible to determine if continued enrollment at AVTEC is in the best interest of the student.

Family Education Rights and Privacy Act

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The purpose of FERPA and this statement is to set out requirements for the protection of privacy of students who have attended AVTEC, access to educational records directly related to them, AND to protect the information contained within those files from unauthorized persons.

FERPA affords students certain rights with respect to their education records. These rights are:
1. The right to inspect and review the student’s education records within 45 days of the day AVTEC receives a request for access. Students should submit to the Student Records Clerk written requests that identify the record(s) they wish to inspect. The Student Records Clerk will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask AVTEC to amend a record that they believe is inaccurate or misleading. They should write to the Student Records Clerk responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The Student Records Clerk will forward a copy of the student’s statement to the party that submitted the information, and a copy to the Deputy Director. If AVTEC decides not to amend the record as requested by the student, the Student Records Clerk, at the advisement of the Deputy Director and/or party that submitted the information, will notify the student of the decision and advise the student of his or 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.

3. 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 (see Directory of Disclosed Information below). One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by AVTEC in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom AVTEC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Advisory Boards; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, AVTEC discloses education records without consent by the student to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by AVTEC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office, U.S. Department of Education
   400 Maryland Avenue, S.W., Washington, DC 20202-4605

Disclosure of AVTEC records means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy. It includes and is limited to:

- student's name, student's current mailing address and telephone number
- training program(s) attended
- dates of attendance
- certificates received

Disclosure of the above information may be given to anyone who inquires WITHOUT the consent of the student unless the institution has written notice, from the student, to withhold said information.

Disclosure means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic means.

Students may withhold Directory Information by completing the “Request for Nondisclosure of Directory Information” to the Student Records Clerk. This form may be obtained from the Student Records Clerk. Requests to withhold Directory Information are in effect until rescinded in writing by the student.
Financial Aid, Tuition, and Fees

Financial Aid

Have Your Funding In Order Before Training Begins

AVTEC accepts funding from most funding sources that provide a written Billing Authorization detailing what will be funded by the organization. The written Billing Authorization is a commitment by the organization to pay what they have agreed to. For more information on this, contact the Admissions or Financial Aid departments.

Students should contact the Workforce Investment Opportunity Act (WIOA) offices within their regions to see if they may qualify for WIOA funds. Check with the State of Alaska Job Center for more information.

AVTEC’s Institutional Code: 031603

Federal Pell Grants, Federal Direct Loan (Subsidized and Unsubsidized Loans), and Alaska Supplemental Education Loan are available to qualified students. Applicants must submit a FAFSA (Free Application for Federal Student Aid), via the web at www.fafsa.ed.gov.

Funding for Federal Pell Grants is based on financial need exhibited by the student, based on their prior prior years’ tax return information. Applicants may be required to provide a Tax Return Transcript for the prior prior years’ tax return. The Tax Return Transcript can be obtain from the Internal Revenue Service (IRS).

Alaska Family Education Loans may be applied for at www.akadvantage.alaska.gov.

The Federal Direct Loan and Parent PLUS Loans are also accepted by AVTEC, and may be applied for at www.studentloans.gov.

All funds awarded are subject to Federal and State regulations and AVTEC policy. These funds are disbursed in two disbursements, one at the beginning of training, and the second when half of the training is completed.

Payments

Dormitory

Dormitory residents must pay their dormitory fees for the entire term at the beginning of each term. Fall term is from the start of the student’s training program until the Christmas break. Spring term is from the end of Christmas break until the student’s graduation date, or summer break, whichever comes first.
If a student moves from the dormitory at any time during the contract period, either by choice, eviction, withdrawal, or termination, the student forfeits all payments for the current term. Students who graduate early will be charged up to the date they move out of the dorms.

**FAMILY HOUSING**
AVTEC has one bedroom, two bedroom and four bedroom furnished apartments for students with families. If accepted for family housing, the applicant must pay half of the security deposit and sign a family housing contract to reserve an apartment. Family housing residents must pay the remaining half of their security deposit and first month’s rent when they move into their apartment. Meals are NOT included for family housing residents.

**MEAL TICKETS**
Meal tickets may be purchased at the Business Office, 8 a.m. to 5 p.m. Monday through Friday. Meal tickets are non-refundable.

**PAYMENT FOR LONG TERM TRAINING PROGRAMS (more than six weeks)**
Student Service Fee, Technology fee and half of the tuition will be paid no later than 30 days prior to the start of training (Written proof of funding may be submitted in lieu of payment). Books, Supplies and current term Room and Board must be paid on the first day of training. The remaining balance on your account must be paid by the mid-point of your training program. Students with a balance due after the mid-point date will be charged a $200.00 late fee and will face dismissal from their training program.

**PAYMENT FOR SHORT TERM TRAINING PROGRAMS (less than six weeks)**
Tuition, books and Room and Board for short term programs (less than six weeks) are required to be paid in full to reserve a training position. If staying in the dorms, payment must be received for dorms by 4 p.m. the Friday before training.

**STUDENT SERVICES FEE AND TECHNOLOGY FEE**
A non-refundable student service fee, a non-refundable technology fee and half of tuition, must be paid no later than 30 days prior to the start of training. Written proof of funding may be submitted in lieu of payment.

**RETURNED CHECK POLICY**
AVTEC accepts payment by personal check and reserves the right to withdraw that privilege at any time from anyone. The person receiving the benefit from the returned check is responsible for repayment if the check is returned to AVTEC unpaid. A $25 returned check charge, plus the amount of the check, will be charged to the party responsible for the check. The fee will be assessed for any checks returned to AVTEC regardless of the reason.

**TRANSFERRING FROM ONE PROGRAM TO ANOTHER**
Students are able to transfer from one training program to another by completing a Training Program Transfer Request form. Approval from the department head of both training programs, the student’s counselor, AVTEC’s Deputy Director, and when applicable, a designee for the student’s funding source is required. The student must meet with AVTEC’s Financial Aid Officer to go over the changes in costs that will occur as a result of the transfer and notify the Admissions Office. The transfer form can be obtained from the student’s counselor and must be filled out completely, signed, and given to the Student Records Office prior to the transfer taking effect.

**WITHDRAWAL, REFUND, AND REPAYMENT POLICIES**
AVTEC is required to have a fair and equitable refund policy. Using the appropriate refund policy for the student’s financing and program length, a refund is calculated if a student withdraws, drops out, is terminated, or otherwise fails to complete the student’s contracted training program on or after the first day of training. The school’s policy is considered fair and equitable if the policy provides for a refund of the larger of the calculations required for the type of financing the student is receiving.

**CUSTOM TRAINING**
Specialized industry specific contract training is available. Training can be offered at AVTEC in Seward or at a location of mutual agreement. Costs for such training are negotiated with AVTEC based on requirements and location. Standard rates for contract training, including curriculum development, are set in regulation and available upon request.
Policies Affecting All Students or Potential Students

**REFUND FOR CLASSES CANCELED BY THE INSTITUTION**
- If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.
- The institution makes these refunds within 30 days of the planned start date.

**WITHDRAWAL/CANCELLATION AFTER CLASSES BEGIN**
To officially withdraw from school, a student must submit a written, signed and dated statement of withdrawal, or contact an authorized AVTEC staff member indicating the reason and effective date of the withdrawal. Withdrawals will be acknowledged in writing.

If a student fails to withdraw, AVTEC will dismiss the student from training after three (3) days of no call now show.

Refund calculations are based on the last date of recorded attendance. Refunds will be made no later than thirty (30) days of the student's official withdrawal date. If the student does not officially withdraw, refunds will be made no later than 30 days from the date the school terminates the student or determines the student has withdrawn.

The following is the priority of the distribution of refunds, as mandated by Federal and State regulations:

1) Unsubsidized Federal Direct Loans
2) Subsidized Federal Direct Loans
3) Federal Pell Grants
4) Alaska Supplemental Education Loan
5) Other federal, state, private, or institutional sources of aid
6) The student and/or student’s family.

**AVTEC REFUND POLICY**
Refunds will be made as follows:

- 100% Refund. Prior to the fourth day of training.
- 90% Refund. From the fourth day up to 10% of the allotted program training for that period.
- 80% Refund. For the period of time after 10% but no more than 20% of the allotted program training.
- 55% Refund. For the period of time after 20% but not more than 25% of the allotted program training.
- 30% Refund. For the period of time after 25% but not more than 50% of the allotted program training.
- After 50% of the allotted program training for that period no further refunds will be allowed.
- Room and board/rent will be charged consistent with the agreement signed for housing. Any funds paid in excess of the current charges will be refunded.
- Refunds to eligible veterans will be made on a prorated basis.

**REPAYMENTS – TITLE IV FEDERAL POLICY**
Students receiving any Federal Title IV aid, such as Federal Pell Grants, Federal Direct Loans, and Federal Parent PLUS loans are subject to the regulations of that program as written by the Federal Government under the Higher Education Act of 1965 (as amended).

Students who withdraw from class, are terminated by the institution, or otherwise do not complete their contracted class prior to completing more than 60 percent of the payment period will have their eligibility for aid recalculated based on the percent of the term that has elapsed and that the student has completed. For example, when a student withdraws and has only completed 30 percent of their first term of training, it will be determined they have only “earned” 30 percent of the Federal Title IV aid that
has been disbursed or could have been disbursed for that term. The other 70 percent of the funds must be returned by the student/school, as those funds are considered “unearned” funds.

If the amount of aid that is considered “unearned” and must be returned by AVTEC is more than the amount that the student has on their account at AVTEC, the student must repay AVTEC. The student will not be able to attend AVTEC until that debt is repaid. The funds will be returned to the appropriate Title IV programs in this order: Unsubsidized Federal Direct Loans, Subsidized Federal Direct Loans, Federal Parent PLUS Loans, Federal Pell Grants.

Once the school returns the portion of aid they are required to return and there is still an amount considered “unearned” and due, the student is responsible for repaying that debt to the US Department of Education. This information will be referred to the US Department of Education by AVTEC. Failure to repay these funds may result in the inability to receive Federal Title IV aid, tax refund garnishment, and other consequences.

When it is determined that a withdrawing student has more aid earned than has actually been disbursed as of the withdrawal date, AVTEC may apply “post-withdrawal disbursements” to any current year charge owed AVTEC without the specific permission of the student, providing the student would have been otherwise eligible for the aid as of the withdrawal date. Should any of the “post-withdrawal disbursement” aid remain after paying amounts owed to AVTEC, withdrawing students (or their respective PLUS borrower) will be offered, in writing, post-withdrawal disbursements of the funds within 30 days of the withdrawal/termination date. The withdrawing student must accept the balance of the “post-withdrawal disbursement” within 14 days, and AVTEC must provide the funds to the withdrawn student within 90 days of the withdrawal date. If the student (or parent for Parent PLUS loans) does not respond within the 14-day window, AVTEC is not required to make the disbursement, but may do so at its discretion.

The fees, procedures and policies listed above supersede those previously published and are subject to change.

**SECURITY DEPOSIT – FAMILY HOUSING**

Depending on the amount of the charges incurred by the student, there may be full, partial, or no refund. Refunds will be processed within 30 days of the date of graduation, termination, or withdrawal date.
Student Services

AVTEC strives to provide a safe, convenient and comfortable living and learning environment for students. Members of AVTEC staff are available to help students make a smooth transition to our well apportioned Residence Life Campus and to assist them in being successful during their training. All AVTEC campuses are non-smoking, drug and alcohol free facilities.

RESIDENCE LIFE SERVICES

DORMITORIES
Student dormitories are available on-campus, located next to the cafeteria and the Student Service Center. Students who choose to live in one of the dormitories will have a room reserved for the entire length of their training program.

Both dormitories are located at the Residence Life Campus, and are monitored 24/7 by Dormitory Attendants as well as audio and video surveillance.

All long-term dormitory rooms are single-status. Rooms are furnished with a standard twin-size bed, desk, dresser and closet. There are no coed rooms and non-residents are not permitted to stay in the dormitories overnight. Room assignments are made at the discretion of the Residence Life Staff, but students are encouraged to list housing preferences on their housing application.

Students are responsible for providing their own bedding and towels. Laundry facilities are provided for students living on campus. Pets, weapons, and cooking devices (hot plates, slow cookers, microwaves, etc.) are not permitted in the dormitories. Shared microwave ovens are provided for resident use in common areas in both dormitories. Quiet hours are from 10 p.m. until 7 a.m. and are strictly enforced.

Reasonable accommodations for residents with special needs will be made upon request.

Applicants for the dormitory must complete a Dormitory Application and Contract. Minimum age to reside in the AVTEC housing is 18. An application is available from the Admissions Office or on the AVTEC website.

FAMILY HOUSING
AVTEC has 17 furnished apartments available on the Residence Life Campus for students bringing families with them while in training. Family housing residents are responsible for providing their own bedding, towels, utensils, dishes and personal items.

To be eligible for family housing, students must be enrolled in classes which are at least six weeks long, have children who will be living with them while in training, and the children must be under eighteen years of age. Applicants for family housing must complete a Family Housing Application. An application is available from the Admissions Office or on the AVTEC website.

CAFETERIA
Three meals are served each weekday and two meals are served each weekend day and school holidays. Dormitory residents’ meals are covered by their Room & Board fees. Off-campus and family housing residents can purchase meals for a fee at the Business Office, 8:00 a.m. to 5:00 p.m., Monday through Friday. Meals are non-refundable.
**Parking**

Parking areas for students are provided at the Residence Life Campus. Residents must obtain a free parking permit from the Dorm Office and park their vehicles at their own risk. Vehicles must be in working order and students may not perform maintenance on vehicles while on AVTEC property. Only one vehicle per student is permitted.

**Items to Bring**

Here are some helpful items to bring with you to training:

- Personal items such as laundry and bar soap, shampoo, and toothpaste
- Twin size bedding, towels, extra blankets, and pillows
- Alarm clock (do not rely on your cell-phone)
- Rain gear, waterproof boots, ice grippers for shoes
- Sport shoes, workout clothing, outdoor sports gear
- Medical information such as proof of eligibility for Medicaid, Indian Health Services, and/or private insurance benefits
- Social Security Card (needed to complete job applications or apply for campus jobs).

**What Happens When I First Arrive at AVTEC?**

On enrollment day at 8:30 a.m., you will report to the Student Service Center at 519 Fourth Avenue (unless otherwise advised). If you are enrolled in a long-term program, you will spend the first few days in orientation. During the orientation students will:

- Meet with Admissions, Student Records, Student Accounts, and Student Financial Aid
- Receive information on school procedures and services
- Obtain your AVTEC ID
- Meet with a school counselor

**Student/Guest Wireless Internet Access**

AVTEC provides shared wireless internet access (Wi-Fi) to all of its attending students and guests free of charge. If students want private service, the dorm rooms are equipped with a cable or telephone connection operated through local utilities.

**Messages**

Telephone messages may be left for residents 24 hours a day at 224-6100.

**Student Mail**

AVTEC has no capacity to receive or deliver personal mail for students. Students should NOT arrange to have personal mail sent to them via AVTEC. Personal student mail received at the Business Office will be returned to sender.

Seward does not have home delivery mail service. All residents of Seward receive mail at the Seward Post Office. Students desiring to receive personal mail while attending training in Seward must go to the Seward Post Office one block from the Residence Life Campus to rent a Post Office Box.

Post Office business hours are Monday through Friday 9:00 a.m. to 4:30 p.m. and Saturday 10:00 a.m. to 2:00 p.m.

Dormitory residents desiring routine mail delivery are required to rent a mail box. There is a box rental fee and a refundable key deposit to acquire a box. Students can share a box if desired. If students will only require an occasional or one-time mail delivery, they can have mail sent to them via General Delivery, Seward, AK 99664.

AVTEC family housing residents and off-campus students may receive a free post office box if their housing location is within the Seward City limits. Family housing residents must obtain a letter from the Dorm Office with your AVTEC apartment address prior to going to the Post Office to get a box. Off-campus students can take a copy of their rental agreement or a utility bill with their address to the Post Office to qualify for a free mail box.
JACK WERNER MEMORIAL LIBRARY
Students have access to a wide range of technical information and resource materials at AVTEC’s library. Over 4,000 titles in the library’s collection are devoted to training related materials to support students in their vocational studies.

Students can find recreational reading with novels, magazines, and keep current on news with the collection of newspapers from all over the state. Our multimedia, DVD, video and fiction collections are growing every year.

MULTIMEDIA COMPUTER LAB
Students can stay in touch with family and friends as well as initiate the search for a job and learn basic computer skills in the library’s multimedia computer lab. Access to the Internet and up-to-date word processing / database / spreadsheet software is available to all students.

RECREATION
AVTEC’s Student Service Center offers several recreational options for students. In the full size gymnasium, students enjoy rock wall climbing, basketball, volleyball, and roller skating. Students also have access to a racquetball court, weight room, fitness center, ceramic craft room, lounge, and snack bar. The game room in Marathon Hall is equipped with pool, foos-ball, and ping pong tables. Video games and cable TVs are available in multiple locations around campus. Movies and special sports events are shown regularly on a large screen in the auditorium.

Barbecues, pool tournaments, and field trips to local points of interest are organized for students regularly. Transportation to the high school swimming pool and sports events is also available.

The Seward area offers students a variety of outdoor recreational activities such as hiking, cross country skiing, mountain climbing, fishing, kayaking, and boating. Churches, stores, hairdressers, hotels, restaurants, library, and video rental are available in the community. Qutekcak, the local Native tribe, welcomes participation of AVTEC students in many of its activities, regardless of their heritage.

HEALTH AND WELLNESS
AVTEC staff members encourage healthy lifestyles both in and out of the workplace. Health information and wellness programs are available to all students. Students are encouraged to participate in the annual community Health Fair and Residence Life Staff will provide transportation for residents needing help accessing medical or dental facilities around Seward.
**Student Accident Insurance**

Students in long-term courses are covered by accident insurance. This insurance covers only those accidents that have occurred on-campus and in off-campus school sanctioned activities and training. Liability cannot exceed $2,500. If an accident occurs, an AVTEC staff member must be notified immediately, and an incident report filled out.

**Transportation**

Bus shuttle is provided for students attending classes in the Applied Technologies Department and Energy and Building Technology Department. Bus transportation is provided to and from the Residence Life Campus before and after training, as well as during the lunch hour.

**Travel to Seward**

Seward is located 120 miles south of Anchorage via the Seward Highway. Bus schedules are limited so make your travel arrangements early.

**Seward Bus Line**

Seward Bus Line offers the only year-round scheduled transportation between Seward and Anchorage. Call (907) 224-3608. Service on Sundays is limited during winter.

**Counseling/Job Placement Services**

**Mission:** To assist students in reaching their career goals, and recognizing their full potential. This may include assisting the student to overcome barriers in his/her personal life. Services involve classroom instruction, individual counseling, and job placement assistance.

**Job Search Class** is designed to help students refine career goals, find job openings, complete job applications, and develop resumes and cover letters.

**Job Interview Training** class covers every aspect of interviews from first impression to mock job interviews conducted by local employers when possible. The interviews may be videotaped and reviewed to improve interview skills.

**Workplace Communications Skills Training** helps students to communicate more effectively in a workplace environment. Employers often note that employability skills and effective communication are among the most valuable skills for them. With this in mind, students in this course cover topics such as communication styles, non-verbal communication, listening skills, attitude in the workplace, the role of technology in communication, and conflict resolution. Students explore their own communication patterns, and they begin to recognize and incorporate more effective communication strategies in their day-to-day work activities.

**Counseling**

AVTEC’s counselors assist students in adjusting to their training programs and meeting their goals of graduation, employment, and / or personal growth.

**Job Placement**

AVTEC’s history of training Alaskans has resulted in active and positive relationships with employers throughout the state. The Job Placement Specialist assists students on a group and individual basis with their job search. By maintaining contacts with businesses and the industry, the Job Placement Specialist and Instructors are able to provide assistance to students in contacting potential employers. A Job Fair is held on campus each spring allowing students to network with different employers from around the state.
CHILD CARE
Commercial Child care is extremely limited in Seward. Please make arrangements for child care prior to arriving in Seward. This could mean bringing someone with you to provide child care. For a list of licensed child care facilities and providers, or for child care assistance information, contact The Alaska Department of Health and Social Services at [http://dhss.alaska.gov](http://dhss.alaska.gov) or The LeeShore Center at (907) 283-4707 or 1-877-855-2227 (toll free).

Important: Seward’s Child Care Centers are not within walking distance from AVTEC’s Residence Life Campus, so you will need transportation if you choose to use one of them. Child Care Assistance can take up to 30 days to get approved and cannot be approved for prior time, so if you are going to apply, you need to do so prior to arriving in Seward. A list of registered child care facilities is available from the Admissions Office.

SEWARD SCHOOLS
Information regarding the Seward High, Middle, or Elementary Schools, visit:
- the Kenai Peninsula Borough School District (KPBSD) website (A comprehensive listing of KPBSD information) [www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)
- the Community and Parents section (school registration, school calendar, lunch menus, health services, and more...) [www.kpbsd.k12.ak.us/students_parents.aspx](http://www.kpbsd.k12.ak.us/students_parents.aspx)

| Seward Elementary School | 606 Seal Lion Dr.  
|--------------------------|--------------------
|                          | (PO Box 247)       
|                          | Seward, AK 99664  
|                          | Phone: 224-3356    |

| Seward Middle School     | 304 Sea Lion Ave. 
|--------------------------|-------------------
|                          | (PO Box 1149)     
|                          | Seward, AK 99664  
|                          | Phone: 224-9000   |

| Seward High School       | 2100 Swetman Dr.  
|--------------------------|-------------------
|                          | (PO Box 227)      
|                          | Seward, AK 99664  
|                          | Phone: 224-3351   |
Training Policies

Measurement of Student Progress and Performance
As stated in each course Training Summary, students are rated on their ability to perform specific training-related competencies. Instructors formally evaluate each student's performance at the end of every month on an in-progress report evaluation form. The instructor and student review each in-progress report. Copies of the in-progress reports are kept by the instructor and originals are kept in the student's file at the Student Records Office. Students will be provided copies of their in-progress reports upon request. At the end of the student's training, the instructor summarizes the student's skill levels in a training summary based on the in-progress reports.

A Level of Achievement is given for each training objective. This is indicated on the student's training summary by the instructor. The levels carry the following meanings:

- **Level 4 Skilled**
  Performed task independently; requires minimal supervision.

- **Level 3 Moderately Skilled**
  Performed independently in a learning situation; may require initial supervision.

- **Level 2 Limited Skill**
  Performed job during training program; additional training is required.

- **Level 1 Demonstration Only**
  No practice provided; further training required.

The typical requirement is a rating of level 3 or 4 in 85 percent of the unit competencies required for the certificate level. Students must continually make satisfactory progress towards the completion of a certificate to be considered in "good standing".

Previous Training and Work Experience
Previous training and work experience will be evaluated through student performance on course objectives. Students who demonstrate proficiency in a particular skill will be advanced to successive skill levels. Persons such as veterans with significant previous training or experience may be able to complete all objectives in less than the prescribed time.

Students may challenge course competencies by making arrangements with the program instructor or department head.

Certificate Levels
All students who successfully complete their program requirements will receive a Program Certificate of Completion, and will be issued an industry-recognized occupational level based on the competencies completed by the student. In addition to meeting program minimum competencies, some programs require the student to obtain industry certifications to be eligible for a program certification.

In most AVTEC programs, a student may train for one of several occupational levels with each progressive level representing greater achievement. The student's motivation, abilities, and performance determine the final certificate level.

Some AVTEC programs are designed so that the student may earn college credit. AVTEC may have articulation agreements with the University of Alaska. Check with the program instructor or the AVTEC Admissions Office for more details. Unless specific guarantees are stated for a particular program, AVTEC does not guarantee that credits earned through completion of its courses will be transferable to other institutions.
Technical Training Policies

**Tech Prep and Articulation Agreements**

AVTEC’s mission is to train a diverse and effective workforce that supports the economic growth and stability of our state. Students enter AVTEC training programs with a wide variety and degree of previous knowledge and technical skill in their chosen career program; some with no previous training and others with years of experience or previous training. AVTEC’s training philosophy is to adapt to the skills and knowledge the student brings with them and build upon their knowledge and skills to achieve the highest levels of certification and preparation for employment.

AVTEC also recognizes that we work together with many partners to achieve our mission. These include secondary schools, communities, industry employers, and other postsecondary institutions.

We have established and continue to seek articulation and tech prep agreements that recognize and provide transfer credit for training where appropriate. AVTEC programs may have articulation agreements with other postsecondary institutions where AVTEC graduates can receive credit toward applicable associate degree programs.

Before articulation agreements are approved, a detailed review of comparable programs and courses is completed to ensure that competencies completed in the AVTEC program are commensurate with the level and rigor of the program granting credit. The same review process is required when AVTEC partners with a secondary school or program for a tech prep agreement; a comprehensive review of content to ensure competencies receiving credit is of the same level and rigor.

Where articulation and/or tech prep agreements are approved, these, along with the number of credits, will be identified in the specific program description in the AVTEC catalog.

**Satisfactory Academic Progress**

To make satisfactory academic progress toward successful completion of a training program and the completion of a certificate, and to receive some forms of financial aid—including but not limited to Alaska Supplemental Education Loans and any Federal Title IV funds (Federal Pell Grants, Stafford Loans, PLUS Loans)—students must remain in good standing by meeting the following requirements:

- Total absences, unexcused and excused combined, cannot exceed 15 percent of the total available training time to date;
- Must be progressing satisfactorily on monthly in-progress reports; AND
- May not be on attendance or academic probation.

Please contact the Student Records Office for more information.

**Attendance Policy**

AVTEC is a competency based training center. Attendance is required in all programs each day as in a typical work environment. Specific Attendance Policies are explained in the Student Handbook available on campus.

**Disciplinary Policy**

(Warning, Probation, Termination, Appeal, and Re-Enrollment)

Students unable or unwilling to meet appropriate standards of behavior, attendance, or progress during training will receive a warning and/or be placed on probation by the department head or instructor.

During the probationary period the student must maintain acceptable behavior, attendance, and progress. Failure to meet the conditions of probation will lead to dismissal. Students violating housing policies will be warned and/or be placed on probation or removed from housing facilities at the discretion of the Student Services Coordinator.

Persons who pose a threat to themselves or others may be dismissed from campus housing and/or from training. Verbal or physical assault upon another person or willful destruction of school property will result in immediate dismissal. Students who are caught cheating by copying or plagiarizing the work of others may also be terminated from training.

AVTEC reserves the right to discipline students who are arrested and convicted on a charge of law violation which occurs off campus.

A student may choose to appeal for reconsideration within three business days of dismissal for any reason. The appeal is considered by a representative of administration.
If the dismissal decision is upheld, a student may be considered for re-enrollment six months after termination. The department chairperson and counselor will review the application. Their decision will be based on evidence that the original cause for termination is no longer a hindrance to training.

**Security Policy**
AVTEC makes every attempt to provide safe and secure living conditions for students. Students are encouraged to make proper, responsible use of all security provisions, such as room keys. AVTEC is not responsible for lost or stolen personal belongings. Storage of personal belongings during vacations and school closure is at the student’s own risk. Firearms or weapons are not allowed in any AVTEC facility.

**Freedom from Discrimination and Harassment Policy**
AVTEC, as an employer and service provider, complies with Alaska Human Rights Law and federal civil rights laws. AVTEC does not discriminate due to race, color, national origin, age, sex, political affiliation, religious beliefs, disability, marital status, creed, changes in marital status, pregnancy, parenthood, military service, family medical history, genetic information, sexual orientation, and economic status.

In addition to being illegal, discrimination is contrary to AVTEC’s commitment to teach by example and offer leadership in sensitivity to diversity. We provide safe and secure learning and working environments. Harassing behavior or harassment of students, for any reason; is unlawful. AVTEC does not tolerate any harassment of students.

It is the practice of AVTEC that all contact between students, teachers, and other employees of AVTEC be in keeping with respect for the individual, be of a nature which does not make a person feel uncomfortable, and be conducive to creating a stable learning environment. This includes speech, clothing, or carrying personal items in public that contain obscene, profane, or offensive language, gestures, pictures, or symbols.

Each training program has established essential requirements which are listed as prerequisites for admission to that particular program.

Program adjustments are made for qualifying students with a documented disability who make a reasonable request for accommodations by contacting AVTEC’s ADA Coordinator.

Adjustments are made in a collaborative manner involving the student, instructor, Department Head, and ADA coordinator to best meet the needs of the student while still preparing the individual for employment in his/her chosen field of training.

Please contact AVTEC’s ADA Coordinator prior to the beginning of training, so adjustments can be established and in place.

Reports of discrimination and/or harassment will be investigated.

Anyone found to be in violation will be subject to disciplinary action. For more information, contact the AVTEC Equal Rights Compliance Officer.

**Alcohol and Drug Policy**
The abuse of alcohol and drugs impair the ability of students to learn and work. Individuals who abuse or are under the influence of alcohol or drugs are not allowed to participate in training or in AVTEC sponsored activities.

It is imperative that persons with alcohol or drug problems obtain professional counseling before coming to AVTEC.

We recommend six months of sobriety before attending a training program.

Various support services are available at AVTEC and in the Seward community to assist a student who is actively working to overcome a substance abuse problem.

In compliance with the federal Drug-Free Schools and Communities Act, AVTEC requires that its campus be free of alcohol and drugs (including marijuana).

Persons found in possession of, or under the influence of alcohol or other drugs on campus will be subject to disciplinary action up to and including eviction from campus housing and/or termination from school.

AVTEC reserves the right to test students while on campus if suspected of being under the influence of alcohol or illegal substances.
Typically, the suspicion is based on the direct observations of an instructor or staff member when the student exhibits physical signs of being under the influence and/or demonstrates a pattern of erratic or unsafe behavior. In such a case, the student is required to submit to a breathalyzer or saliva-based drug test upon request of a staff member.

A positive test result or refusal to submit to the appropriate test will result in disciplinary action which may include probation, eviction from campus housing, or dismissal from training.

**Smoking Policy**

Smoking is prohibited in all AVTEC facilities.
**GRIEVANCE PROCEDURES FOR STUDENTS**

Students with discrimination complaints or with other grievances have the right to forego the order below of filing a grievance and go directly to the top. Grievance complaints are maintained in a secured file cabinet in the AVTEC administration office suite. We suggest that students start their grievance procedure to the individuals listed in the order that follows:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student's Instructor</td>
<td>Counselor or Department Head</td>
<td>AVTEC's Equal Rights Compliance Officer</td>
<td>AVTEC's Director</td>
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<tr>
<td></td>
<td></td>
<td>Patti Price</td>
<td>Cathy LeCompte</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PO Box 889</td>
<td>PO Box 889</td>
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<tr>
<td></td>
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<td>Seward, AK 99664</td>
<td>Seward, AK 99664</td>
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<td></td>
<td></td>
<td>(907) 224-6170</td>
<td>(907) 224-6150</td>
</tr>
</tbody>
</table>

If the above steps have been exhausted without satisfaction or if you choose to go directly to the top, and if you think that you have been subjected to discrimination under Section 504, Title II, Title IX, or a WIOA Title I financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with:

**Commissioner Heidi Drygas, DOLWD**
P.O. Box 111149
Juneau, AK 99811
Voice: (907) 465-2700
E-mail: commissioner.labor@alaska.gov

Or,

**Camille Brill**
State of Alaska, DOP
EEO Program Manager
550 W. 7th Ave., Suite 1960
Anchorage, AK 99501
Main: (907) 375-7705
Fax: (907) 375-7719
E-mail: camille.brille@alaska.gov

Or,

**State of Alaska, ADA Coordinator**
801 West 10th Street, Suite A
Juneau, AK 99801-1984
Voice/TTY (907) 465-6929
Main: (907) 465-2814
Alaska Relay: (800) 770-8973

Or,

**Alaska State Commission for Human Rights**
800 A Street, Suite 204
Anchorage, AK 99501-3669
Voice: (907) 274-4692
Alaska Relay: (800) 478-4692
TTY/TDD: Toll-Free Complaint Hot Line (in state only) - (800) 478-3177

Or,

**Director, Civil Rights Center**
U. S. Department of Labor
200 Constitution Ave. NW, Room N-4123
Washington, DC 20210
Voice: (202) 219-7026
TTY: (800) 326-2577
Fax: (202) 219-5658
E-mail: CRC-WIA@dol.gov

Or,

**U.S. Department of Education**
Office for Civil Rights
400 Maryland Avenue, S.W.
Washington, D.C. 20202-1100
(202) 245-6800; (800) 421-3481
FAX: (202) 245-6840; TDD: (877) 521-2172
E-mail: OCR@ed.gov

Or,

**Council on Occupational Education**
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898 or (800) 917-2081
Web: [http://www.council.org](http://www.council.org)

Or,

**EO Officer, Grants and Contracts (WIA)**
1016 W. 6th Avenue, Suite 405
Anchorage, AK 99501
Voice: (907) 269-7487
Alaska Relay: (800) 770-8973
AVTEC Statewide Advisory Board

These members of the AVTEC Statewide Advisory Board are appointed business and industry experts external to AVTEC who are knowledgeable of the occupational education and employment needs of our State. Its purpose is to advise and guide AVTEC in workforce development, through regularly scheduled and documented meetings, providing consultative assistance to administration that ensures AVTEC continually evolves and adapts its training programs and curriculum to meet the needs of the State’s ever changing workforce.

**Chair - John V. Crews**  
Holland America-Princess Tours

**Shawn Aspelund**  
Deployment Lead  
Discipline Capability, B.P.

**Louis Bencardino**  
Alaska Railroad

**Martin Cary**  
Vice President/General Manager  
Broadband Services, GCI

**Willard Dunham**  
City of Seward Representative

**LaVon Gall**  
HR Generalist  
Environmental & Healthcare  
Strategic Business Unit  
Chenega Corporation

**Millie Johnson**  
V.P. of Shareholder Development  
Chugach Alaska Corporation

**Arden Miller**  
General Parts Manager/Alaska

**Dennis Murray**  
Senior Program Officer  
Alaska State Hospital and Nursing Home Association

**Brenda Pacarro**  
Workforce and Shareholder Development Supervisor  
Calista Corporation

**Robert Stinson**  
Senior Vice President  
Price Gregory International Inc.

**Tom Tougas**  
President  
Four Seasons Marine Services

**Captain Bob Winter**  
State of Alaska Marine Pilot  
Retired US Coast Guard Officer

**Carol Wren**  
Shareholder Development Manager  
Bristol Bay Native Corporation
The mission of the Professional Cooking and Baking program is to provide training in the job-related social and technical skills needed for building a successful career in the Alaska Hospitality Industry.

- Please be advised that students in the Professional Cooking and Baking program, in order to meet the required competencies, must handle and prepare a wide variety of product including but not limited to seafood, nuts, spices, grains, vegetables, fowl, meats, dairy, and eggs. This program cannot provide an allergen-free environment. Those with any food allergies and/or food/cooking fume sensitivities should consider this carefully before applying.
- Exposed jewelry, including body piercings, are not allowed in the kitchen in accordance with industry sanitation recommendations. Students will be required to remove all exposed jewelry while in class.
- Basic computer skills are essential. Testing, grading and most projects are done electronically.
- Laptops are highly recommended because computer lab resources are limited.
• Students are required to have professional knife sets, uniforms, hand tools, & textbooks. These are included in the supplies. What is NOT included, students must provide for themselves: black leather non-slip shoes, notebooks, pens, highlighters.

• Physical requirements for hospitality occupations are to be able to lift and carry at least 50 pounds, be steady on feet for long periods of time, work nights and early morning shifts.

• Individual courses may be taken as professional upgrades. Prerequisites vary based on what portion of training a student wants to attend. For further information on prerequisites, please contact the Alaska Culinary Academy Department Head, Elizabeth Johnston.

Alaska Culinary Academy

The Alaska Culinary Academy at AVTEC has a long-standing reputation for providing skilled, creative cooks and bakers for the hospitality industry. The demand for trained, qualified professionals far exceeds supply, and job prospects for graduates are excellent.

The Culinary Academy is proudly accredited by the American Culinary Federation Accrediting Commission (ACF). This guarantees prospective students that AVTEC’s program has met the highest standards for program, staff and facilities—the same standards met by top programs all over the United States.

Our program is designed for more than just getting a job but to give our graduates the skills they need to advance into kitchen, bakery, and restaurant management. Yes, cooking is creative and people oriented, but it is also a business. You need expertise in budgeting, purchasing, personnel management and menu planning to be successful.
The Alaska Culinary Academy's program is equal to the top programs in the nation. The Alaska Culinary Academy's program has met or exceeded the program standards for the American Culinary Federation. AVTEC's Alaska Culinary Academy program is loaded with options.

Start on your way to professional certifications through the American Culinary Federation – AVTEC graduates can certify as a Cook/Culinarian or Culinary Baker by documenting school and work experience. This is the first step to becoming a Chef or Pastry Chef.

- Busy industry professionals can sign up for individual courses for professional upgrades and certifications in ServSafe®, Food Protection Manager. Courses in menu management and supervision are assets for forward planning professionals.
- AVTEC graduates can return to complete newly added courses, obtain additional certifications or obtain a new graduation level. Our program is accredited for both cooking and baking.
- AVTEC is also an American Culinary Federation (ACF) approved certification testing site.

The American Culinary Federation (ACF) does not endorse any one program as being better than another. It does ensure prospective students that the minimum standards have been met or exceeded by the programs it has accredited. The ACF offers program graduates that are student members of the ACF special consideration. Certification from the ACF as a Culinarian may be obtained by documenting graduation and combined school and work experience totaling two years.

Industry Certifications

The Commission of the American Culinary Federation accredits the Alaska Culinary Academy. This is a nationally recognized accreditation of the training program and recognition of the students who graduate at the Cook/Culinarian or Culinary Baker certification level.

The individual certifications offered by the American Culinary Federation are in addition to those offered by the Academy. Students interested in receiving American Culinary Federation, nationally recognized certification, will need to be a member of the American Culinary Federation at the time of graduation, graduate at the Cook/Culinarian or Culinary Baker certification level and show documentation at the required level of work and duration to qualify.

Qualified students have the option to be tested to graduate at the higher certification levels offered by the American Culinary Federation.

Program Requirements

The department offers two areas of certification: Cook/Culinarian and Culinary Baker. The two areas of certification share a lot of similarities, but differ in focus during the second half of the program. Students have the opportunity to choose between the advanced baking classes (Advanced Pastry Arts and Restaurant Practicum) or the advanced cooking classes (Advanced Culinary Arts and Restaurant Practicum). Each program has written and practical finals.

The students may also return after successful completion of one certificate for a professional upgrade to train for another certificate.

To qualify for this training you must meet the following requirements:

✓ Must have successfully completed the Cook/Culinarian or Culinary Baker program.

-OR-

✓ Provide documentation showing work experience in the industry within the past 12 months.

-AND-

✓ Receive instructor's approval.
The Alaska Culinary Academy presents a competency-based training program. The majority of the training will utilize a ‘hands-on’ food production approach, with the students working individually or in small groups. Additionally, to provide the basic groundwork, a great deal of time will be spent in a classroom setting and in independent study.

The training program is set up in a progressive training format. Each area of focus starts with the culinary basics class. Each subsequent food production class develops more advanced techniques and provides for more in-depth student evaluation. Two levels of certification are offered in each area of focus. Certification levels reflect skill standards defined by the State of Alaska and certifications offered through the American Culinary Federation. The certificates and their required courses are:

### Cook/Culinary Baker

<table>
<thead>
<tr>
<th><strong>Cook/Culinary Baker</strong></th>
<th><strong>Baker’s Helper</strong></th>
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<tbody>
<tr>
<td><strong>Cook’s Helper/Prep Cook</strong></td>
<td><strong>Introduction into Professional Cooking I and II</strong></td>
</tr>
<tr>
<td>Introduction into Professional Cooking I and II</td>
<td>Culinary Math</td>
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<tr>
<td>Culinary Math</td>
<td>ServSafe, Food Protection Manager</td>
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<tr>
<td>ServSafe, Food Protection Manager</td>
<td>Nutrition for Culinary Professionals</td>
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<tr>
<td>Nutrition for Culinary Professionals</td>
<td>A la Carte Breakfast</td>
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<tr>
<td>A la Carte Breakfast</td>
<td>Volume Food Production</td>
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<tr>
<td>Volume Food Production</td>
<td>First Aid</td>
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<tr>
<td>First Aid</td>
<td>Culinary Baking</td>
</tr>
<tr>
<td>Culinary Baking</td>
<td><strong>Cook/Culinary Baker</strong></td>
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<tr>
<td>(In addition to the Cook’s Helper/Prep Cook requirements)</td>
<td><strong>Culinary Baker</strong></td>
</tr>
<tr>
<td>Purchasing and Inventory</td>
<td>(In addition to the Baker’s Helper requirements)</td>
</tr>
<tr>
<td>Advanced Culinary Arts</td>
<td>Purchasing and Inventory</td>
</tr>
<tr>
<td>Restaurant Management</td>
<td>Advanced Pastry Arts</td>
</tr>
<tr>
<td>Resume Skills</td>
<td>Restaurant Management</td>
</tr>
<tr>
<td>Interview Training</td>
<td>Resume Skills</td>
</tr>
<tr>
<td>Restaurant Practicum</td>
<td>Interview Training</td>
</tr>
<tr>
<td>Dining Room Management</td>
<td>Restaurant Practicum</td>
</tr>
<tr>
<td>Beverage Service</td>
<td>Dining Room Management</td>
</tr>
<tr>
<td>Cook Certification Online exam</td>
<td>Beverage Service</td>
</tr>
<tr>
<td>Cook Certification Practical exams</td>
<td>Baker Certification Online exam</td>
</tr>
<tr>
<td></td>
<td>Baker Certification Practical exams</td>
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</tbody>
</table>

### RELATED STUDIES

**Contact Hours:** 20  
Participate in school safety orientation, complete achievement tests, obtain First Aid and CPR card, participate in resume writing and job search training, and participate in interview and communications training.

**Introduction to Professional Cooking I & II**  
**Contact Hours:** 239  
Basic cooking theory and practical application of those theories, centering on the understanding and use of standardized basic cooking methods. This course also includes safety, communication, career opportunities, professionalism, math skills, knife skills, terminology, weights and measures, identification and use of equipment, knowledge/history of the hospitality industry.

### SERVSAFE, FOOD PROTECTION MANAGEMENT

**Contact Hours:** 30  
The ServSafe class has become the industry standard in food safety and sanitation training and is accepted in almost all United States jurisdictions that require employee certification. This course has been developed using the most accurate, up-to-date information for all levels of employees in all aspects of safe food handling.

### CULINARY MATH

**Contact Hours:** 50  
The course begins with memorizing and converting between the standard kitchen system of weights and measures and a review of decimals, fractions and percents. Students then learn to cost ingredients, convert recipe sizes, and complete food cost forms. This course prepares the student for production, baking, purchasing and menu development labs.
VOLUME FOOD PRODUCTION  
Contact Hours: 105  
Designed to develop the basic cooking skills and work habits needed for preparing and serving food in quantity. The training emphasis will first be on variations of the basic cooking methods and skills, which will then be applied to food preparations for 50 people or more. The styles of production will focus on skills used in banquets, catering, as well as the cafeteria-style set-ups. Also stressed are organizational skills, timing, sanitation, safety, and presentation.

NUTRITION FOR THE CULINARY PROFESSIONAL  
Contact Hours: 30  
Provides the most accurate, up-to-date information for culinary students and professionals who need to use nutritional principles to evaluate and modify menus and respond to the customers’ needs; covers characteristics of the major nutrients, how to maximize nutrient retention in food preparation and apply the principle of nutrient needs throughout the life cycle to menu planning and preparation.

A LA CARTE BREAKFAST  
Contact Hours: 34  
This progressive class begins instruction with how to flip eggs in a pan and ends with the operation of a full breakfast kitchen. During the first week, each day builds upon the next, covering such skills as omelet production, griddle work, breakfast cold foods and banquet style entrees. The second week consists of students rotating through stations preparing a full breakfast menu to order.

RESTAURANT PRACTICUM  
Contact Hours: 395  
This course is designed to develop the skills needed to be able to work as a “line cook” in preparing menu items to order. This type of cooking skill is used primarily when working in restaurants, resorts, and hotels. Students rotate through various cooking stations depending on the methods utilized for a la carte. Along with cooking methods, instruction will focus upon mise en place, organization, and timing, sanitation, safety, and plate presentation. This course is also designed to develop the skills needed to be able to work as a Baker/Pastry Chef primarily in restaurants, resorts, and hotels. Students will be responsible for developing recipes and menu items, breads, pastries and desserts featured in the Academy Café. Along with production skills, instruction will focus on mise en place, organization, timing, team work, and sanitation, safety and plate presentation.

DINING ROOM MANAGEMENT  
Contact Hours: 35  
This course offers culinary students an introduction to customer service, types of table service, and the skills necessary to achieve quality service goals. During the course students will examine the qualities of a professional server and how to exceed customer needs and create successful mise en place. A survey of industry segments and equipment is also covered and concludes with the nuts and bolts of table service and the role of managers in service.

BEVERAGE SERVICE  
Contact Hours: 35  
This course introduces students to the basics of beverage management and how to profitably manage a beverage operation. Study involves a survey of wine, beer, distilled spirits, and non-alcoholic beverages including coffee and tea. Instruction is provided in Techniques of Alcohol Professionals (TAPS) to insure that students are aware of the law and procedures relating to responsible alcohol service.

CULINARY BAKING  
Contact Hours: 130  
Cooks, especially in small operations and remote locations, are often required to produce a variety of baked goods, from breads to finished desserts. This course develops the basic baking skills commonly used in most kitchens. Skills in baking basics give the student a more balanced and marketable skill level.

PURCHASING AND INVENTORY  
Contact Hours: 20  
Basic principles of inventory, purchasing and receiving food, beverage equipment, contract services and supplies; apply knowledge of quality standards and food product regulations to the purchasing function; primary focus is on inventory, product identification, supplier selection, and the subsequent ordering, receiving, storing, and issuing process.

ADVANCED CULINARY ARTS  
Contact Hours: 193  
Focuses on developing the skills used in the garde manger kitchen in the production and presentation of buffet and catered events, pate and sausage preparation, canapé’ and hors d’oeuvres preparation, carved centerpieces, menu planning, organizational technique, and sanitation.
RESTAURANT MANAGEMENT
Contact Hours: 35
Focuses on the development of various styles of food service menus, layout and design, basic menu planning; consideration of relationships between menu, nutrition, sales, purchasing, food and labor cost controls and facility; develop skills needed to work into management (chef) position within food service operation; smaller, remote operations may require the cook to plan the menu. Prepares the successful student to progress from employee to supervisor; Develops skills in human relations, personal management, and evaluates styles of leadership. Addresses the nuts and bolts of management: interviewing, communication, job descriptions, training methods, evaluations, conflict resolution, stress, time and organizational techniques.

ADVANCED PASTRY ARTS
Contact Hours: 193
Focuses on advanced baking skills used in restaurants, hotels, resorts and specialty bakeries, which feature signature desserts and breads; develop skills in chocolate artistry, basic sugar work, European hearth and bread production, frozen confections, dessert presentation, cold soufflés, advanced cake decorating, fresh pastas, and marzipan.
Alaska Maritime Training Center

The mission of the Alaska Maritime Training Center is to build a domestic maritime workforce focused on Alaskan industry needs and Alaska’s challenging operational environment including the Arctic Region, and to provide Alaskans the skills and technical knowledge that will enable them to thrive in Alaska’s challenging and ever evolving maritime working environment.

INDUSTRY CERTIFICATIONS:
Most of AVTEC’s maritime license and certificate programs are U.S. Coast Guard (USCG) approved. Many meet the STCW criteria of the International Maritime Organization. Completion of some classes counts toward sea service for a license.
Alaska Maritime Training Center

The goal of the Alaska Maritime Training Center is to promote safe and profitable marine operations by effectively preparing captains and crewmembers for employment in the Alaska maritime industry. From a world-class full mission bridge simulator, students learn by doing, directed by staff that has extensive background in the maritime field.

Maritime Course Listing

BASIC AND ADVANCED INTERNATIONAL MARITIME ORGANIZATION (IMO) STCW POLAR CODE COURSES:

BASIC TRAINING FOR POLAR OPERATIONS
Contact Hours: 33
Prerequisite: Students must possess a Mate or Master’s License.

This class is designed to provide a basic background for those mariners involved in working on vessels in polar waters. It meets the proposed standards of Table A-V/4-1 of the STCW Code as currently proposed. It has been reviewed by the Coast Guard and has been determined to meet the basic training guidance provided in MSC 95/22/Add.2 Annex 9. When U. S. regulations are issued regarding training for ships operating in polar waters, we have been directed by the Coast Guard to resubmit this course for formal approval. The Coast Guard in its letter to AVTEC on March 7, 2017 stated that persons who have completed this course “are deemed to have fulfilled the STCW requirements and can work on vessels certified in accordance with the Polar Code”.

ADVANCED TRAINING FOR POLAR OPERATIONS
Contact Hours: 25
Prerequisite: Basic Training for Polar Operations

This class meets the proposed guidelines for the STCW requirements for the Polar Code. This class is designed to provide an advanced training for those mariners involved in working on vessels in polar waters. It meets the proposed standards of Table A-V/4-2 of the STCW Code as currently proposed. It has been reviewed by the Coast Guard and has been determined to meet the standards of competencies for the Advanced Training for Ships Operating in Polar Waters provided in CG-OES Policy Letter No. 01-16, Enclosure (3). When U. S. regulations are issued regarding training for ships operating in polar waters, we have been directed by the Coast Guard to resubmit this course for formal approval. The Coast Guard in its letter to AVTEC on March 7, 2017 stated that persons who have completed this course “are deemed to have fulfilled the STCW requirements and can work on vessels certified in accordance with the Polar Code”.

ABLE SEAMAN (ALAVTC-1)
U.S. Coast Guard Approved Class
Contact Hours: 60

This course prepares students for the Able Seaman’s examination. A minimum of 180 days of qualifying sea service required to qualify for an entry level Able Seaman Endorsement (AB OSV). Applicants successfully completing this course will satisfy the written examination requirements of 46CFR 12.05-9 for any Able Seaman endorsement.

Able Seaman (AB) is a deck rating that requires qualifying sea service experience and training. The AB rating that you receive will be based on your qualifying sea service experience. All AB ratings require the mariner to complete an approved Life Boatman (Proficiency in Survival Craft) Course and one or more elements of an approved Basic Training (BT) course.

- **AB Unlimited** requires 1080 days of qualifying sea service experience on the deck of vessels operating on ocean waters.
- **AB Limited** requires 540 days of qualifying sea service experience on the deck of vessels greater than 100 gross tons operating on ocean waters.
- **AB Special** requires 360 days of qualifying sea service experience on vessels operating on the federally navigable inland waters of the US or on ocean waters.
- **AB Fishing** requires 180 days of qualifying sea service experience on the deck of vessels operating on ocean waters or the federally navigable inland waters of the US.
- **AB OSV (Offshore Supply Vessel)** requires 180 days of qualifying sea service experience on the deck of vessels operating on ocean waters or on the federally navigable inland waters of the US.
- **AB Sail** requires 180 days of qualifying sea service experience on the deck of sailing vessels operating on ocean waters or on the federally navigable inland waters of the US.

**Note:** AB endorsements also require additional Basic Training, Proficiency in Survival Craft, and Rating Forming Part of a Navigational Watch training depending upon the level of certification required.
ADVANCED FIRE FIGHTING (ALAVTC-15)
U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 32

This course is designed to give the student training and experience in controlling fire operations and organizing training fire parties as well as inspection and servicing of fire equipment. Anyone completing this course will satisfy the Advanced Fire Fighting training requirements of Section A-VI/3 and Table A-VI/3 of the STCW Code and 46 CFR 11.202(b)(2); and the Advanced Fire Fighting training requirements of 46 CFR 11.205(d) and 11.401(g)(1) for a license.

ADVANCED FIRE FIGHTING REVALIDATION (ALAVTC-777)
U.S. Coast Guard and STCW Approved Class
Contact Hours: 9

An applicant who has successfully completed your Advanced Fire Fighting Revalidation (ALAVTC-777) course will satisfy the Advanced Fire Fighting Revalidation training requirements of STCW Code Section A-VI/3 and 46 CFR 11.201(h)(1), and 11.303(d), provided that the mariner has at least 1 year of sea service within the last 5 years; AND Tasks 1.3.A, 1.5..A, 2.1.A, 2.1.B, 3.1.A,3.1.B, 4.1.A, 4.1.B and 4.1.C from NVIC 09-14, Advanced Fire Fighting.

ASSISTANCE TOWING (ALAVTC-42)
U.S. Coast Guard Approved Class
Contact Hours: 7

Any applicant who successfully completes this course and presents the Certificate of Training within one year of the completion of training, will satisfy the requirements of 46 CFR 11.482(b) for Assistance Towing endorsement to any license up to Master Not More than 200 Gross Tons.

AUTOMATIC RADAR PLOTTING AIDS (ARPA) (ALAVTC-37)
U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 30

Prerequisite: Radar Observer (Unlimited) (ALAVTC-399)

This STCW 95 required course is to train mariners in the proper use of automatic radar plotting aids (ARPA). Hands-on simulation is conducted using Kongsberg-simulated ARPA's. The successful completion of the course entitles attendees to earn a STCW 95 approved ARPA certificate and serves as a radar observer (Unlimited) endorsement renewal.

BASIC METEOROLOGY (ALAVTC-62)
U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 20

Any applicant who successfully completes the Basic Meteorology (ALAVTC-62) course will satisfy the Meteorology knowledge, understanding, and proficiency requirements of Table A-II/1 of the STCW Code, as amended 2010; and the approved training requirements of 46 CFR 11.309(a)(4)(xiii) for certification as an Officer in Charge of a Navigational Watch on vessels of 500 gross tons (ITC) or more. The following practical assessments performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 12-14 Guidelines On Qualifications For STCW Endorsements as Officer in Charge of a Navigational Watch on Vessels of 500 GT or More: 1.9.A, 1.9.B, 1.10.A, 1.10.B, 1.10.C, 1.10.D, 1.10.E, 1.10.F, and 1.10.G. Applicants who have successfully completed this course need not present completed Task Control Sheets for these assessments in application for STCW certification.

BASIC SHIPBOARD CULINARY TRAINING
Contact Hours: 30

This culinary course is geared towards individuals that want to acquire the basic safe food preparation skills for alternative cooking environments other than a commercial kitchen. Its focus is on cooking techniques used in ship's galleys or in other remote areas without compromising good sanitation practices and nutritional cooking. The list of topics include:

- Food Safety and Sanitation (Introduction)
- Identifying Common Galley Tools and Equipment
- Identify Safe Work Habits that Prevent Injury in the Workplace
- Basic Knife Skills
- Basic Cooking Methods (Theory & Practical)
- Basic Cooking Math and Recipe Comprehension
- Cooking Foods to the Correct Doneness
- Basic Galley Production Management

BASIC TRAINING (FORMERLY BST)
U.S. Coast Guard and STCW 95 Approved Class
Prerequisite: Clean shaven for Basic Fire Fighting and must be able to swim for pool session.

This course combines all of the renewable components of the STCW Code Basic Safety requirements into one five day program. The course modules consist of Personal Survival, Basic Fire Fighting, First Aid & CPR, and Personal Safety & Social Responsibility. These components may be taken separately (Please contact AVTEC Admissions for costs of individual classes).

- FIRST AID & CPR (ALAVTC-197)
  Contact Hours: 8

This course covers immediate care to be given in life threatening situations involving sudden illness or injury at sea, including techniques for adult CPR. This component fulfills USCG requirements for first aid training per 46 CFR 10.205(h)(1)(ii) and the requirements of STCW Section A-VI, Table A-VI/1-3.
- **PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES (ALAVTC-359)**
  Contact Hours: 4
  This course is designed to familiarize mariners with requirements for emergency procedures, pollution prevention, safe work practices, effective communications, and interpersonal relationships. This component fulfills the requirements of STCW Section A-VII/1, Tables A-VII/1-3, &1-4.

- **BASIC FIRE FIGHTING (ALAVTC-53)**
  Contact Hours: 16
  This course trains mariners in preventing, fighting and extinguishing fires aboard vessels. This component fulfills the USCG requirements for Basic Fire Fighting endorsement of certain licenses and documents and the requirements of STCW Section A-VI/1, Table A-VI/1-2.

- **PERSONAL SURVIVAL TECHNIQUES (ALAVTC-363)**
  Contact Hours: 12
  This course provides mariners with an overview of basic sea survival skills including the actual use of survival equipment in the water. This component fulfills the requirements of STCW Section A-VI/1, Table A-VI/1-1.

**BASIC TRAINING REVALIDATION**
U. S. Coast Guard and STCW Approved Course
Contact Hours: 8
(Parts of this course may be taught in the evening.)
Prerequisite: Previous completion of a 5-day BST or BT course AND one year of sea service within the past 5 years.

This course is designed to satisfy the minimum standards of competence in personal survival techniques and fire prevention and firefighting of Table A-VII/1-1 and Table A-VII/1-2 of the STCW Code, as amended.

**BRIDGE RESOURCE MANAGEMENT (ALAVTC-75)**
U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 35
Prerequisite: AB, Radar Unlimited Endorsement
Any applicant who has successfully completed this course will satisfy:
- The bridge resource management requirements of 46 CFR 11.309(a)(4)(vii); 46 CFR11.319(a)(4)(vii); and Section A-II/1, Table A-II/1 of the STCW Code, as amended 2010; AND
- The leadership and team working skills requirements of 46 CFR 11.309(a)(1); 46 CFR 319(b)(1); and Section A-II/1, Table A-II/1 of the STCW Code, as amended 2010; AND
- The leadership and managerial skills training requirements of 46 CFR 11.305(a)(1)(iv) and (b)(1); 46 CFR 307(a)(3)(iv) and (b)(1); 46 CFR 11.311(a)(3)(iv) and (b)(1); 46 CFR 11.313(a)(3)(iv) and (b)(1); 46 CFR 11.315(a)(3)(iii) and (b)(1); 46 CFR 11.317(a)(3)(iv) and (b)(1); and the use of leadership and managerial skills Section A-II/2, Table A-II/2 of the STCW Code, as amended 2010; AND
- The following practical assessments performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks as documented in NVIC 12-14 Tasks for Officer in Charge of a Navigational Watch on Vessels of 500 GT or More: 2.4, 2.7.A, 2.7.B, 2.7.C, 2.7.E, 2.7.F, and 2.7.G. Applicants who have successfully completed your course need not present completed “Control Sheets” for these assessments in application for STCW certification.

**CROWD MANAGEMENT (ALAVTC-142)**
U.S. Coast Guard and STCW Approved Class
Contact Hours: 3
This course will satisfy the training requirements for persons as required by Paragraphs 1 and 2 of Section A-V/2 of the STCW Code for Crowd Management and Safety Training.

**ELECTRONIC CHART DISPLAY INFORMATION SYSTEM (ECDIS) (ALAVTC-179)**
U. S. Coast Guard and STCW approved class
Contact Hours: 30

**FCC MARINE RADIO OPERATORS PERMIT EXAMINATION AND OTHER FCC LICENSE EXAMS**
Contact Hours: 6
There is no instruction provided. This is an exam only.

**GLOBAL MARITIME DISTRESS & SAFETY SYSTEM (GMDSS) (ALAVTC-210)**
U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 70
Prerequisite: Must have Marine Radio Operators Permit.
This course satisfies the STCW95 requirements for GMDSS training; this class focuses on the theory of GMDSS and the practical operation of shipboard equipment, using an interactive Capella simulator for laboratory sessions. Students in this class must test for the FCC GMDSS Operator License. There is an additional fee for this license.

**8 HOUR HAZWOPER REFRESHER**
OSHA Approved Class
Contact Hours: 8
Students with 24- or 40-hour OSHA HAZWOPER certification are required by OSHA to refresh their certification every year.
The OSHA 8 Hour HAZWOPER Refresher course meets the requirements to refresh these certifications.

The objectives for this course are to meet the Federal OSHA HAZWOPER training requirements of 29 CFR 1910.120(e)(8), CFR 1910.120(p)(7)(i), or 29 CFR 1910.120(q)(8) for General Industry, and 29 CFR 1926.65(e)(8), 29 CFR 1926.65(p)(7)(i), or 29 CFR 1926.65(q)(8) for Construction. This course is also intended to meet any HAZWOPER training requirements for EPA and State OSHA regulations.

Per 29 CFR 1910.120(e)(8) and 29 CFR 1926.65(e)(8) Employees specified in paragraph (e)(1) of this section, and managers and supervisors specified in paragraph (e)(4) of this section, shall receive eight hours of refresher training annually on the items specified in paragraph (e)(2) and/or (e)(4) of this section, any critique of incidents that have occurred in the past year that can serve as training examples of related work, and other relevant topics.

Per 29 CFR 1910.120(p)(7)(i) and 29 CFR 1926.65(p)(7)(i) The employer shall develop and implement a training program which is part of the employer's safety and health program, for employees exposed to health hazards or hazardous substances at TSD operations to enable the employees to perform their assigned duties and functions in a safe and healthful manner so as not to endanger themselves or other employees. The initial training shall be for 24 hours and refresher training shall be for eight hours annually. Employees who have received the initial training required by this paragraph shall be given a written certificate attesting that they have successfully completed the necessary training.

Per 29 CFR 1910.120(q)(8) and 29 CFR 1926.65(q)(8) Those employees who are trained in accordance with paragraph (q)(6) of this section shall receive annual refresher training of sufficient content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly.

**24 HOUR HAZWOPER**
OSHA Approved Class  
Contact Hours: 24

Workers who are only occasionally or unlikely to come into contact with hazardous materials, who do not require OSHA 40 Hour HAZWOPER certification, but are still required to take HAZWOPER training, are best served by taking OSHA 24 Hour HAZWOPER training.

The objectives of this course are to meet the Federal OSHA HAZWOPER training requirements of 29 CFR 1910.120(e)(3)(ii) or 29 CFR 1910.120(e)(3)(iii) for General Industry, and 1926.65(e)(3)(ii) or 1926.65(e)(3)(iii) for Construction. This course is also intended to meet any HAZWOPER training requirements for EPA and State OSHA regulations.

Per 29 CFR 1910.120(e)(3)(ii) and 1926.65(e)(3)(ii) Workers on site only occasionally for a specific limited task (such as, but not limited to, ground water monitoring, land surveying, or geophysical surveying) and who are unlikely to be exposed over permissible exposure limits and published exposure limits shall receive a minimum of 24 hours of instruction off the site, and the minimum of one day actual field experience under the direct supervision of a trained, experienced supervisor.

Per 29 CFR 1920.120(e)(3)(iii) and 1926.65(e)(3)(iii) Workers regularly on site who work in areas which have been monitored and fully characterized indicating that exposures are under permissible exposure limits and published exposure limits where respirators are not necessary, and the characterization indicates that there are no health hazards or the possibility of an emergency developing, shall receive a minimum of 24 hours of instruction off the site, and the minimum of one day actual field experience under the direct supervision of a trained, experienced supervisor.

**ICE NAVIGATION (ALAVTC-738)**
U.S. Coast Guard and STCW Approved Class  
Contact Hours: 75

This course was designed for licensed deck officers needing Ice Navigation training. Any mariner completing this course will satisfy the knowledge, understanding, and proficiency for voyage planning and navigation: ice*” requirement of Section A-II/2 and Table A-11/2 and Section A-11/3, Table A-11/3 of the STCW Code, as amended 2010, and tasks 1.1.A.4 of NVIC 10-14 and 1.1.A.3 of NVIC 11-14. Much time will be spent in a full mission bridge simulator practicing ice navigation techniques.

**LEADERSHIP AND MANAGERIAL SKILLS (ALAVTC-751)**
U.S. Coast Guard and STCW Approved Class  
Contact Hours: 35

Students will be able to demonstrate sufficient knowledge, understanding, and proficiency of leadership and managerial skills to competently carry out the duties of Master or Chief Mate on vessels of 3,000 GT or more, or Chief Engineer Officer or Second Engineer Officer. The knowledge, understanding and proficiency will include those listed in 18.1.A and 18.2.A in NVIC 10-14 for Deck Officers and 14.1.A of NVIC 15-14 for Engineer Officers. This course is intended to provide a person with the level of competency and knowledge, understanding, and proficiency specified in Tables A-II/2 and A-III/2 of the STCW Code.

**LEADERSHIP AND TEAMWORKING SKILLS (ALAVTC-768)**
U.S. Coast Guard and STCW Approved Class  
Contact Hours: 8

Students will be able to demonstrate sufficient understanding and knowledge of leadership and teamwork and have the relevant skills to competently carry out the duties of officer in
charge of a navigational watch on ships of 500 gross tonnage or more, or officer in charge of an engineering watch in a manned engine-room or designated duty engineer in a periodically unmanned engine-room.

The knowledge, understanding and proficiency will include those listed in Column 2 of tables A-II/1, A-III/1 and A-III/6 of the STCW Code.

**Marlinspike Seamanship (ALAVTC-280)**
U.S. Coast Guard Approved Class
Contact Hours: 2

Any applicant who successfully completes this course and presents the Certificate of Training within one year of the completion of training, will satisfy the knot-tying demonstration requirements of 46 CFR 12.405(c) for any national rating endorsement as Able Seaman.

**Master Not More Than 200 Tons**
U.S. Coast Guard Approved Class
Contact Hours: 270

Any applicant successfully completing this program and presenting a Certificate of Training within one year of the completion of training, will: satisfy the examination requirements for original issuance, for renewal, and for reissuance of any license up to Master of Steam or Motor Vessels of Not More than 100 Gross Tons upon Near Coastal, or Great Lakes & Inland, or Inland waters, OR; satisfy the examination requirements of 46 CFR 11.205(f) for original issuance, 46 CFR 10.227(d)(8)(i)(C) for renewal, and 46 CFR 10.227(g) for reissuance of any license up to Master of Steam or Motor Vessels of Not More Than 200 Gross tons upon Near Coastal, or Great Lakes & Inland, or Inland waters, AND: satisfy the written examination requirements of 46 CFR 12.05-9 for the “Deck & Navigation General / Deck Safety” and “Deck General & Safety / Rules of the Road” exam modules for any Able Seaman endorsement; AND the written “Survival Craft” examination requirements of 46 CFR 12.05-9 for any endorsement as Able Seaman restricted to vessels without lifeboats (exam module 441xx) AND the practical (knot-tying) examination requirements of 46 CFR 12.05-9(c) for any Able Seaman endorsement; AND; receive 29 days sea service credit towards any deck endorsement to a merchant mariner’s credential up to Master Not More Than 200 Gross Tons. This sea service credit may not be used to satisfy any recency requirements.

**Master/Mate 500 and 1600 Ton NC Prep Class**
Contact Hours: 60

The 500/1600 Ton Master/Mate License Preparation Course is perfectly suited for 100 Ton Masters and/or Able Seaman with qualifying sea service on appropriate tonnage vessels to take the next step in his or her maritime career. For many mariners it is easier to acquire a 500/1600 Master than it is to acquire 200 Master. Many of the classes offered in this package program are required by the USCG and STCW 95 before an applicant will be approved for testing. Once a mariner has successfully completed all the required course work it would be appropriate to submit their application to the USCG and enroll in a license prep class.

This is a two week intensive license prep course that focuses on topics directly related to 500/1600 ton master near coastal and above. These students should already have a basic maritime foundation and USCG testing skills. This stage is appropriate to limited licenses, and would help those acquiring unlimited licenses as well.

**Medical Care Provider (ALAVTC-310)**
U.S. Coast Guard and STCW Approved Class
Contact Hours: 24

This course designed to train students to care for injuries and medical conditions encountered aboard ship. Students successfully completing this class will be able to direct the initial response and provide basic care required for an injured individual. They will be able to assist in the continuing treatment of the patient under the direction of medical advice. This will satisfy the Medical First Aid training requirement of Section A-VI/4 and Table A-VI/4-1 of the STCW Code and 46 CFR 12.13-1.

**Meteorology (Operational Level) (ALAVTC-316)**
U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 30

Any applicant who has successfully completed the Meteorology (Operational Level) course will satisfy the Meteorology training requirements for certification as Officer in Charge of Navigational Watch on vessels of 500 or more
Alaska Maritime Training Center

40 gross tonnage (ITC). The practical assessments conducted in this course will be accepted as equivalent of OICNW-1-7A; OICNW-1-7B; and OICNW-1-7C from the National Assessment Guidelines for Table A-II/1 of the STCW Code. Applicants who have successfully completed this course need not present completed “control sheets” for these assessments in application for STCW certification.

**METHODS OF INSTRUCTION**

**Contact Hours: 45**

This course meets the USCG requirements to become a USCG approved instructor. This course introduces students to teaching and learning concepts and the application of a variety of methods of instruction, classroom presentation, and classroom management. The course presents learning theories that can be applied effectively in the classroom and laboratory environments to enhance the students learning experience. The course covers an introduction to “Instructional System Design”, development of teaching objectives, test and measurement, and the development of lesson plans. Students will learn to manage the classroom to provide effective instruction in a non-threatening environment. Students will perform lecture-discussion and demonstration-performance presentations using lesson plans they develop. Upon successful completion of the course students will be able to develop lesson plans and units of instruction based on learning objectives and will understand the process of validating their training to ensure course outcomes meet the stated objectives their lesson plans are built upon.

**Officer in Charge of a Navigational Watch Assessment (BRM Assessment Only)**

U.S. Coast Guard and STCW Approved Class

**Contact Hours: 6**

This course satisfies the USCG and STCW requirements for the BRM portion of the OICNW Assessments and includes completion of the following assessments: OICNW-1-2A; OICNW-1-2C; OICNW-3-1A; OICNW-3-1B; OICNW-3-1C; OICNW-3-1D; OICNW-3-1E; OICNW-3-1F; OICNW-3-1G; OICNW-3-1H; OICNW-3-1I; OICNW-3-1J; and OICNW-3-1L.

This course is an assessment only and includes no training. Students must come prepared to carry out the above listed assessments without prompting or guidance.

**Officer in Charge of a Navigational Watch Assessment (Radar Assessment Only)**

U.S. Coast Guard and STCW Approved Class

**Contact Hours: 6**

This course satisfies the USCG and STCW requirements for the RADAR portion of the OICNW Assessment and includes completion of the following assessments: OICNW-1-2B; OICNW-1-2C; OICNW-3-1A; OICNW-3-1B; OICNW-3-1C; OICNW-3-1D; OICNW-3-1E; OICNW-3-1F; OICNW-3-1G; OICNW-3-1H; OICNW-3-1I; OICNW-3-1J; and OICNW-3-1L.

This course is an assessment only and includes no training. Students must come prepared to carry out the above listed assessments without prompting or guidance.

**Operator of Uninspected Passenger Vessels (OUPV) (ALAVTC-340)**

U.S. Coast Guard Approved Class

**Contact Hours: 90**

Any applicant who has successfully completed the OUPV course and presenting the Certificate of Training at a Regional Exam Center within one year of the completion of training will satisfy the requirements of 46 CFR 10.205(i) for original issuance, 46 CFR 10.209 (c) (iii) for renewal, and 46 CFR 10.209(f) for reissuance of a license as Operator of Uninspected Passenger Vessels (Near Coastal).

**Proficiency in Survival Craft (ALAVTC-372)**

U.S. Coast Guard and STCW 95 Approved Class

**Contact Hours: 30**

**Prerequisite: Basic Training course.**

Designed for students involved with lifeboats and inflatable life rafts, this course prepares them to launch and operate survival craft found on a variety of large and small vessels. Students successfully completing this five day course will:

1) Satisfy STCW regulation VI/1 (1) and Table A-VI/2-1 of the STCW Code; AND

2) Satisfy the training requirements of 46CFR 12:10-3(a)(6) and the examination requirements of 46CFR 12:10-5.

**QMED Oiler**

U.S. Coast Guard Approved Class

**Contact Hours: 360**

This course is designed for entry level engine room mariners. Any applicant successfully completing the QMED Program and presenting a Certificate of Training at a Regional Exam Center within one year of the completion of training, will satisfy the examination requirements of 46 CFR 12.15-9 for an endorsement as Qualified Member of the Engine Department –Oilier, (QMED-Oiler) and will receive 90 days sea service credit that can be applied to the sea service requirements for
In order to fulfill all of the QMED requirements, the applicant must also present documentation showing at least 180 days engine room sea time, and the training requirements of 46 CFR 12.15-3 (e) and Section A-111/4 and Table A-111/4 of the STCW Code.

Note: It is recommended that students also complete the one week Basic Training class.

**RATING FORMING PART OF A NAVIGATIONAL WATCH PROGRAM (ALAVTC-415)**
U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 30

Any applicant successfully completing the Rating Forming Part of a Navigational Watch Program, including all practical assessments will satisfy the service, training, and assessment requirements of 46 CFR 12.05-3(c) and Table A-II/4 of the STCW Code, Specification of Minimum Standard of Competence for the Rating Forming Part of a Navigational Watch (RFPNW).

Applicants for RFPNW STCW certification must provide evidence of either:

a. Six months of approved, seagoing service that includes training and experience associated with navigational watch keeping functions and involves duties carried out under the direct supervision of the master, Officer in Charge of a Navigational Watch (OICNW), or qualified ratings; OR

b. Satisfactory completion of AVTEC's RFPNW course plus a minimum of two months approved seagoing service (completed within 12 months of the class): performing bridge watch keeping duties under the supervision of the master or OICNW. NMC Policy letter 14-02 contains additional guidance on this topic. The AVTEC RFPNW course completion certificate will not be issued until satisfactory evidence of the approved seagoing service has been submitted to AVTEC.

**RATING FORMING PART OF A NAVIGATIONAL WATCH ASSESSMENTS**
U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 6

Any applicant successfully completing the Rating Forming Part of a Navigational Watch Assessments course, including all practical assessments will satisfy the requirements of 46 CFR 12.05-3(c) and Section A-II/4, paragraph 3 and Table A-II/4 of the STCW Code.

**RADAR OBSERVER (UNLIMITED) (ALAVTC-399)**
U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 30

Designed for licensed deck officers requiring a Radar Observer endorsement, this course provides hands-on collision avoidance and radar navigation practice on radar simulators to meet requirements of: 46 CFR Section 10.480 and radar applicable portions of STCW Code. Students are encouraged to bring their plotting tools.

**RADAR OBSERVER (UNLIMITED) (ALAVTC-399), REFRESHER**
U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 18

**Prerequisite:** Radar Observer (Unlimited) (ALAVTC-399)

Designed for licensed deck officers needing to renew their Radar Observer endorsement, this course provides review and radar simulator practice prior to theory examination and transfer plot practical. This three day course satisfies the requirements of 46 CFR 10.480 for renewal of an endorsement as Radar Observer Unlimited. Successful completion of AVTEC's ARPA course also meets this requirement.

**RADAR OBSERVER (UNLIMITED) (ALAVTC-399), RECERTIFICATION**
U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 6

**Prerequisite:** Radar Observer (Unlimited) (ALAVTC-399)

An applicant completing this course satisfies the requirements of 46CFR 10.480 for renewal of an endorsement as Radar Observer Unlimited. Successful completion of AVTEC's ARPA course also meets this requirement. Candidates for this course must be proficient in transfer plotting and have a good understanding of Radar theory as described in Radar Observer Manual. Students are encouraged to bring their plotting tools.

**TANK SHIP DANGEROUS LIQUIDS (ALAVTC-501)**
U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 40

This course is designed to provide mariners with the knowledge, skills and practical abilities to safely conduct marine petroleum operations consistent with the Tankerman (PIC) Endorsement and will satisfy the familiarization training requirements of 46 CFR 13.401 and may be issued endorsements as Tankerman-Assistant DL, and the STCW, as amended, the Basic Oil and Chemical TankerCargo Operations A-V/1-1-1; and the cargo training course requirements of 46 CFR 13.201, 13.301, and 13.501 towards any endorsement as Tankerman-PIC, Tankerman PIC (Barge) or Tankerman Engineer Dangerous Liquids; and the requirements of 46 CFR 13.603(a)(2), 46 CFR 13.603(b)(2), 46 CFR 13.603(c)(2) and STCW Code Table A-V/1-1-2 towards an STCW endorsement for Advanced Oil Tanker Cargo Operations; and the requirements of 46 CFR 13.605(a)(2), 46 CFR 13.605(b)(2), 46 CFR 13.605(c)(2) and STCW Code Table A-V/1-1-3 towards an STCW endorsement for Advanced Chemical Tanker Cargo Operations; and the training requirements of 46 CFR 13.120(a)(2) for renewal of a merchant mariner credential endorsed as Tankerman-PIC Dangerous Liquids.
VESSEL PERSONNEL WITH DESIGNATED SECURITY DUTIES (VPDSD) (ALAVTC-747)
U.S. Coast Guard and STCW Approved Class
Contact Hours: 8
This course prepares students for assignment to designated Security Duties on a vessel. Successful completion of this course satisfies the requirements for security-related training, Paragraphs 6-8 of Section A-VI/6 and Table A-VI/6-2 of the STCW Code, as amended; and will satisfy the training requirements of 33 CFR 104.220.

VESSEL SECURITY OFFICER (ALAVTC-573)
U.S. Coast Guard and STCW Approved Class
Contact Hours: 16
This course is intended to provide the knowledge required for personnel who are assigned responsibilities as Vessel Security Officer (VSO) to perform their duties in accordance with the requirements of the Maritime Transportation Security Act of 2002, Chapter XI-2 of SOLAS 74 as amended, the IMO ISPS Code, and U.S. Coast Guard regulations contained in 33 CFR Section 104. The course aim is also to meet the mandatory minimum requirements for knowledge, understanding and proficiency in Table A-VI/5 of the STCW Code and the mandatory training requirements in 33 CFR Part 104.

VISUAL COMMUNICATIONS / FLASHING LIGHT (ASSESSMENTS ONLY)
U.S. Coast Guard and STCW 95 Approved Class
Contact Hours: 6
An applicant completing this course satisfies the practical signaling examination requirements of 46 (FLASHING LIGHT) CFR 11.401 (h) if presented within one year of completion of training; AND will be considered to have successfully demonstrated the equivalent of assessment OICNW-4-1A from the National Assessment Guidelines for Table A-II/1 of the STCW Code. Applicants who have successfully completed this course need not present a completed Control Sheet* for this assessment in application for STCW certification.

SEAFOOD PROCESSOR ORIENTATION AND SAFETY COURSE
Contact Hours: 48
Students are given an overview of life and safe working practices aboard factory trawlers working in Alaska waters. Topics include chain of command, vessel lay-out, terminology, quality assurance, processing techniques and equipment, first aid and CPR, firefighting, and the use of survival equipment. This course is a prerequisite for employment by certain seafood companies.

MARITIME ONLINE TRAINING OPPORTUNITY
AVTEC Maritime has entered into a partnership with the Mariners Learning System to provide online learning opportunities for some Coast Guard approved courses. For more details, visit:
https://avtec.edu/department/alaska-maritime-training-center

THE YOUNG MARINER’S TRAINING PROGRAM
INTRODUCTION TO NAUTICAL SKILLS
Contact Hours: 1 per week over 12 weeks
This class is for high school juniors and seniors. It is taught by licensed captains from AVTEC’s Alaska Maritime Training Center and is designed to introduce students to the maritime industry, providing them with a basic understanding of the maritime industry, the occupations with in it and what it takes to become a professional mariner. Subjects covered in this course include vessel terminology, safety of life at sea, communications at sea, chart navigation, time/distance/speed problems, knot tying and marlin spike, employment on a ship, and much more. (If you have questions on course content, please call Captain Terry Federer at 224-6195).

Live class sessions are held once a week via Video Teleconference (VTC). Other formats may be available. Students will need another two - four hours a week at school with access to a computer in order to complete the online assignments. Each student needs an on-site mentor who will oversee the equipment and assist the student as necessary. Students are also required to have a materials kit which will be used to participate in the live class and to do their homework.

YOUNG FISHERMAN’S TRAINING PROGRAM
Contact Hours: 70
The Young Mariners Program is designed to improve on the skills introduced in the Nautical Skills course and better prepare the students for a career in the maritime/fishing industry. The course includes 70 hours of instruction (either on site or at the AVTEC campus in Seward) focusing on the skills and responsibilities entry level mariners need to know to safely work in the maritime industry. Students will be exposed to a more in depth study of Navigation, Vessel Operations/Communication and Voyage Planning. The course culminates with students conducting a voyage on a Transas based vessel simulator through Prince William Sound.

Completion of the two programs, along with adequate sea service, may qualify the students for USCG Merchant Mariner Credentials. This program is approved for Perkins funding, additional tuition assistance may be available. Please contact us now for additional Information and registration.
Combination Welding

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LENGTH OF COURSE: 1,120 clock hours (includes 45 h for Math), (670 in Structural Section and 450 Pipe Section), 177 training days

ENROLLMENT: August and January

TRAINING HOURS: 8:30 AM to 3:30 PM, Monday through Friday

OCCUPATIONAL LEVELS:
- Certified Combination Welder*
- Combination Entry Level Welder*
- Structural Welder*
- Structural Welder SMAW
- Structural Welder Helper

Levels marked with an (*) require one or both of the industry certifications listed below:

INDUSTRY CERTIFICATIONS:
National certifications are required to move through the complete combination program. They are available through an independent agency - Alaska Industrial X-Ray. This testing is an additional cost to the student and is performed in Anchorage. It is the student's responsibility to make transportation arrangements to the testing site. Contact the instructor for exact costs.

To earn the AVTEC Combination Welding Program certificate, students must prepare for and earn the following industry certifications:
- Structural Certification to AWS Unlimited Thickness
- Pipe Certification to ASME section IX, 6G Pipe

PREREQUISITES:
TABE tests scores for this program must be at least:
Reading 555
Combined Math 552
• Physical requirements of the occupation are the ability to lift 100 pounds, carry 50 pounds, stoop, kneel, crawl, walk, and stand continuously. The student must have the ability to manipulate various types of welding equipment and welding processes, which require the ability to feed filler metal and manipulate the torch head for temperature or arc-length. Have the ability to manipulate welding fixtures, place material in fixtures above your head and weld in various positions for extended periods. Welding requires good hand-eye coordination and eyesight corrected to 20/20 with excellent depth perception. We strongly recommend an eye examination prior to enrollment so that corrective lenses or glasses may be obtained prior to the start of class.

**Combination Welding**

The future for welding careers looks bright. Certified, skilled welders continue to be in demand in the construction industry and in all petroleum-related and heavy equipment industries. Graduates of AVTEC's Combination Welding Program hold good jobs in a wide variety of working settings. In short, Alaskan employers are always looking for highly trained welders–especially for those who are willing to work under occasionally adverse conditions.

Certified pipe welders continue to be in demand in the petroleum industry. Pipes are used to transport commodities in Alaska and they are also used to build structures. The different applications of pipe afford pipe welders the opportunity to apply their skills in a variety of work settings. With the Alaska Gas Pipeline on the horizon, trained welders will be in even greater demand.

The Combination Welding Program emphasizes steel welding; however, all students are expected to become proficient welders on nonferrous materials such as aluminum. Primary focus is on stick electrode welding; students train on S.M.A.W. (stick electrode), G.M.A.W. and F.C.A.W. (wire feed processes), G.T.A.W. (TIG), plasma arc and air arc cutting, oxyacetylene welding, and cutting machines. Destructive tests are performed on groove welds in both the stick and wire feed processes. An introduction to Non-Destructive testing is an integral part of the program.

The AVTEC Welding shops are equipped with state-of-the-art cutting and welding equipment, including computerized plasma cutting machines for plate and pipe.

AVTEC has had articulation agreements (subject to change without notice) in place for many years with the University of Alaska, whereby our completers can earn credits for degree completion work. Students are advised to check with the University of Alaska before making a decision to attend AVTEC if it is based in any way on articulation to one of their programs.

**Structural Welding Requirements**

Occupational levels of Structural Welder, Structural Welder SMAW, and Structural Welder Helper will be assigned upon successful completion of this section of the program. To advance to the Pipe section of the program students must earn the Structural Welder certificate level.

To achieve a Structural Welding certificate, students must complete the following requirements:

**RELATED STUDIES**

**Contact Hours:** 75
- Participate in school safety orientation, complete achievement tests, obtain First Aid & CPR card, complete Welders Math, participate in resume writing and job search training, and in interview and communications training.

**O.A.W. – OXYACETYLENE WELDING**

**Contact Hours:** 40
- Show knowledge of safety and operation of oxyacetylene welding and cutting equipment; describe and identify physical and mechanical properties as they relate to the weldability of metals; identify, demonstrate proper care of, and correctly use common and specific tools used in the welding trades; identify and describe various AWS weld symbols.
S.M.A.W. – Stick Electrode
Contact Hours: 385
Demonstrate proficiency in stick electrode welding to the American Welding Society Unlimited Thickness standard, describe and demonstrate air carbon arc cutting and gouging, identify hard surfacing electrodes and produce acceptable welds in three positions using proper technique.

F.C.A.W. – Flux Core
Contact Hours: 40
Demonstrate basic skills in flux cored arc welding technique.

G.T.A.W. - TIG
Contact Hours: 50
Demonstrate basic skills in TIG welding technique.

G.M.A.W. – MIG
Contact Hours: 40
Demonstrate basic skills in MIG welding technique.

INTRODUCTION TO NDT
Contact Hours: 40
Develop an understanding of the various processes used in the field of non-destructive testing. Identify, apply and evaluate NDT results from the following testing methods: Visual and Optical, Penetrant, Magnetic Particle, Radiography, Ultrasonic, Acoustic Emission and Leak testing.

Pipe Welding Requirements

Occupational level of Certified Combination Welder will be assigned upon successful completion of this section of the program. If all of the Pipe Welding Section requirements are not completed, then a Combination Entry Level Welder Certificate will be earned. Emphasis is on making X-ray quality welds. Pipe welding students spend 90 percent of the day in welding lab and 10 percent in classroom instruction.

NOTE: This section of the program may be taken by certified welders looking to enhance their skills for entry into the Pipe Welding field. Entry requires certification, work experience and instructor approval.

To achieve a Pipe Welding certificate, students must complete the following requirements:

O.A.W. – As Pertains to Pipe
Contact Hours: 25
Use oxyacetylene cutting equipment to prepare pipe for welding.

S.M.A.W. – Pipe Welding
Contact Hours: 425
Perform open root plate welding in the 3G and 4G positions with sufficient quality to pass the AWS guided bend test. Perform open root pipe welding in the 2G, 5G, and 6G positions with sufficient quality to pass the ASME guided bend test. Perform downhill pipe welding in the 2G, 5G, and 6G position with sufficient quality to pass the API 1104 guided bend test. Prepare, tack weld and weld pipe in the 6G position using a backing ring; demonstrate basic skills in pipe layout and pipefitting fabrication; fabricate fittings from pipe; demonstrate basic pipe welding skills using the Gas Tungsten Arc welding process. Also, includes exposure to Flux core welding and blueprint reading.
Pipe Welding

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LENGTH OF COURSE: 450 clock hours, 75 training days
ENROLLMENT: September and January
TRAINING HOURS: 8:30 AM to 3:30 PM, Monday through Friday

OCCUPATIONAL LEVELS:
- Certified Pipe Welder
- Pipe Welder Entry Level
- Pipe Welder Helper

INDUSTRY CERTIFICATIONS:
Nationally recognized certification is available through Alaska Industrial X-Ray an independent weld testing agency. This testing is an additional cost, and is performed in Anchorage. It is the student's responsibility to make transportation arrangements to the testing site. Contact the instructor or admissions for exact costs. The ASME section IX ’6G - Pipe certification’ is required to graduate with the AVTEC Certified Pipe Welder certificate.

PREREQUISITES:
TABE tests scores for this program must be at least:
Reading 555
Combined Math 552
Students must also meet the following:

✓ Be an AVTEC graduate as a “Structural Welder.”
   -OR-

✓ Have 2 or more years of structural welding field experience.
   -AND-

✓ Be certified to the AWS D1.1 unlimited thickness structural steel code; within the last 2 years.

Documentation that you have worked in the welding field shall be provided by the applicant. The welding instructor will review your certification and experience for approval.

The mission of the Pipe Welding program is to allow students with previous welding skills and knowledge to successfully pass the ASME 6G Pipe Welding Certification Test.
• Physical requirements of the occupation are the ability to lift 100 pounds, carry 50 pounds, stoop, kneel, crawl, walk, and stand continuously. The student must have the ability to manipulate various types of welding equipment and welding processes, which require the ability to feed filler metal and manipulate the torch head for temperature or arc length. Have the ability to manipulate welding fixtures, place material in fixtures above your head and weld in various positions for extended periods. Welding requires good hand-eye coordination and eyesight corrected to 20/20 with excellent depth perception. We strongly recommend an eye examination prior to enrollment, so that corrective lenses or glasses may be obtained prior to the start of class.

As part of the pipe welding curriculum, AVTEC pipe welding students will first be required to pass an open root, all position plate test using the SMAW process before advancing into pipe welding procedures.

Proficient pipe welders must be willing to work hard and spend time at their trade. Good physical condition, eyesight, and mechanical aptitude are also required.

**Pipe Welding**

Certified pipe welders continue to be in demand in the petroleum industry. Pipes not only transport commodities in Alaska, they are also used to build structures, affording pipe welders the opportunity to apply their skills in a variety of work settings.

AVTEC has had articulation agreements (subject to change without notice) in place for many years with the University of Alaska, whereby our completers can earn credits for degree completion work. Students are advised to check with the University of Alaska before making a decision to attend AVTEC if it is based in any way on articulation to one of their programs.

**Program Requirements**

Emphasis is on making X-ray quality welds. Pipe welding students spend 90 percent of the day in welding lab and 10 percent in classroom instruction.

To achieve a Pipe Welding certificate, students must complete all required competencies and related processes. This is a total of 450 contact hours.

**O.A.W. – OXYACETYLENE WELDING**

Contact Hours: 23
Use oxyacetylene cutting equipment to prepare pipe for welding.

**RELATED STUDIES**

Contact Hours: 60
Obtain First Aid & CPR card, complete Welders Math, participate in resume writing and job search training, and in interview and communications training.

**S.M.A.W. – STICK ELECTRODE**

Contact Hours: 367
Perform open root pipe welding in the 2G, 5G and 6G positions with sufficient quality to pass the ASME guided bend test. Perform downhill pipe welding in the 2G and 5G position with sufficient quality to pass the API 1104 guided bend test. Prepare, tack weld and weld pipe in the 6G position using a backing ring; demonstrate basic skills in pipe layout and pipefitting fabrication; fabricate fittings from pipe; demonstrate basic pipe welding skills using Gas Tungsten Arc welding process. Also includes introduction and exposure to Flux core welding and blueprint reading.
Diesel/Heavy Equipment Technologies

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LENGTH OF COURSE: 1,346 clock hours, 204 training days
ENROLLMENT: August and January
TRAINING HOURS: 8:30 AM to 3:30 PM, Monday through Friday

OCCUPATIONAL LEVELS:
- Diesel/Heavy Equipment Technician Level 3/Entry Level Technician
- Diesel/Heavy Equipment Technician Level 2/Assistant
- Diesel/Heavy Equipment Technician Level 1/Oiler

PROGRAM ACCREDITATIONS:
AVTEC’s Diesel/Heavy Equipment Technologies program is accredited by the Associated Equipment Distributors (AED) Foundation.

The mission of the Diesel/Heavy Equipment Technologies program is to teach students the skills and competencies of servicing, maintaining and repairing heavy trucks, construction machinery and diesel engines.

- Physical requirements of the occupation are the ability to lift 100 pounds, carry 50 pounds, stoop, kneel, crawl, walk, and stand continuously. The work also requires good finger dexterity.
- Students will need to provide their own tools, safety equipment and work clothing.

INDUSTRY CERTIFICATIONS:
In addition to the Diesel/Heavy Equipment Technologies certificate, students can also prepare to take the ASE certification tests.

PREREQUISITES:
Good math and reading skills are important.

TABE tests scores for this program must be at least:
Reading 555
Combined Math 552
Diesel/Heavy Equipment Technologies

Normally, half the investment of a mining, construction, highway transportation or logging business is in equipment. Good preventive maintenance is a priority and contributes to the success of the business.

The hands-on approach to AVTEC’s Diesel/Heavy Equipment Technologies program helps students learn how to service, maintain, and repair equipment ranging from semi-trucks to bulldozers. As most equipment is powered by diesel engines, students will disassemble, measure, and reassemble engines to factory specifications. The technology changes in the past few years have led to the use of laptop and dedicated scan tools for diagnosis of electronically controlled engines and systems. Because of the complexity of this equipment, students should have good mechanical aptitude, and strong reading and mathematics skills, and should also possess a desire to succeed.

Approximately 60 percent of the course is shop work and 40 percent is classroom instruction. Instruction is individualized so that students may progress at their own rate. Good reading and math skills are essential.

The nature of the training requires that students sometimes work outdoors. Warm clothing, rain gear, and proper safety boots are required. Construction equipment such as dump trucks, road graders, front-end loaders, back hoes, bulldozers, and a large transport truck are utilized by students developing mechanical skills.

AVTEC has had articulation agreements (subject to change without notice) in place for many years with the University of Alaska, whereby our completers can earn credits for degree completion work. Students are advised to check with the University of Alaska before making a decision to attend AVTEC if it is based in any way on articulation to one of their programs.

Program Requirements

Occupational levels of Technician Level 3, Technician Level 2, or Technician Level 1 will be assigned upon successful completion of the training program based on the student’s proficiency of the program’s competencies.

To achieve a Diesel/Heavy Equipment Technologies certificate, students must complete the following requirements:

**RELATED STUDIES**

Contact Hours: 76
Participate in school safety orientation, complete achievement tests, obtain First Aid & CPR card, complete applied math class and computer skills practice, participate in resume writing and job search training, and participate in interview and communications training.

**GENERAL SHOP OPERATIONS**

Contact Hours: 65
Identify, use, and maintain basic shop tools, demonstrate the proper use of hand tools and basic power tools, define and apply mechanic terminology, identify common fasteners, read tap and thread chart and perform basic tapping and threading, identify and use precision measuring tools.

**HYDRAULIC SYSTEMS**

Contact Hours: 90
Identify hydraulic components, understand basic pumps, explain hydraulic principles, demonstrate industrial applications and troubleshoot hydraulic systems.

**BRAKES**

Contact Hours: 115
Describe the design and operation of air and hydraulic brake systems, describe air and hydraulic supply system and service, truck rear axle brake application system and service, trailer brake application and service, tractor steering axle brake application system and service; service hydraulic and air brakes on truck or loader.

**TIRE REPAIR**

Contact Hours: 30
State safety issues and demonstrate proficiency in the repair of tires, service and repair a large truck and loader tire; Service light truck, truck, and heavy equipment tires.

**INTRODUCTION TO COMMERCIAL TRANSPORTATION**

Contact hours 30
Federal regulations, record keeping, shop management and the role of the mechanic, tools, fasteners and general shop operations with an introduction to trucks, buses and motor coaches.
**CHASSIS COMPONENTS**
Contact Hours: 115
Remove and replace vehicle clutch, repack and adjust wheel bearings, disassemble and reassemble 3- and 4-speed transmissions, disassemble, reassemble and adjust differential assembly, diagnose and repair chassis and suspension components including air suspension systems.

**ELECTRICAL**
Contact Hours: 60
Service batteries, troubleshoot and repair vehicle wiring and lighting systems, service ignition systems, including tune-up, timing and repair, explain the basic theory of ignition system operations, service starters; including bench testing rebuilt units, explain theory of starting system operations and generator/regulator system operations, service alternators; including bench testing rebuilt units, explain theory of alternator system operation. Use scan tools and scopes to diagnose system operation and malfunction. Includes electronic fuel systems and advance drivability diagnosis.

**TRANSMISSIONS**
Contact Hours: 65
Describe the construction, operation, inspection and maintenance of the standard transmission, describe service procedures for standard transmissions, describe the construction, operation, inspection and maintenance of the automatic transmission, and service a standard and an automatic transmission.

**ENGINES**
Contact Hours: 395
Identify different diesel engines, explain the basics of diesel engine functions, demonstrate basic repair practices, disassemble engines, clean and inspect all part, inspect and measure all parts for wear using manufacturers' specifications, grind valves and seats, explain camshaft functions, measure, knurl or replace valve guides, replace engine bearings and measure clearance, install cylinder liners, fit pistons to connecting rods, correctly install piston rings, assemble engine and all associated parts, test run and adjust engine to specifications, troubleshoot various engine problems.

**FUEL SYSTEMS**
Contact Hours: 45
Inspect fuel systems, identify fuel system components, understand fuel system flow, demonstrate fuel filter replacement, demonstrate fuel system bleeding procedure, troubleshoot fuel system problems, install and time fuel injection pumps, remove and install fuel injectors, clean and adjust fuel injectors, basic understanding of computer controlled injection pumps and fuel injectors.

**ENGINE COOLING AND LUBRICATION**
Contact Hours: 30
Explain Automated Precision, Inc. oil classification system, working knowledge of oil filters and filtration systems, working knowledge of oil pumps and oil supply, understand oil coolers. Correctly identify all parts of cooling system, understand functions of a water pump and pump development, understand workings of a thermostat, inspect and test heat exchangers, correct use of antifreeze.

**INTAKE AND EXHAUST SYSTEMS**
Contact Hours: 20
Understand intake manifolds, air filters and air filtration system, inspect and service air intake systems. Identify exhaust system components, diagnose leaks and repair. Understand and service Tier 4 DPF Urea systems and filters. Understand the function of and service the turbo charger and EGR systems.

**UNDERCARRIAGE**
Contact Hours: 50
Remove and replace track on crawler tractor, disassemble and reassemble final drive on crawler tractor, remove, repair and install swing frames on a crawler tractor, replace cutting edges on blade, use torch, porta-power, and/or hydraulic press to straighten parts on equipment, jack up and install blocking or jack stands on heavy equipment.

**EDUCATION/TECHNICAL KNOWLEDGE**
Contact Hours: 50
Write up and research parts list, carry out instructions furnished in written, oral or diagrammatic form, read manuals and apply to work situation, apply mechanics math as required.

**ARC AND GAS WELDING**
Contact Hours: 30
Perform basic welding safety, solder, and braze, oxy-acetylene cutting and welding techniques.

**GOVERNORS**
Contact Hours: 35
Identify, test, and properly maintain various governors.

**cab/Body Systems**
Contact hours: 45
Covers cab and body systems, HVAC service and diagnosis, refrigerant types and regulations.
Construction Technology

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LENGTH OF PROGRAM: 686 clock hours, 98 training days

ENROLLMENT: January

TRAINING HOURS: 8:30 AM to 3:30 PM, Monday through Friday

OCCUPATIONAL LEVELS:
- Construction Technician
- Construction Repairer
- Construction Assistant Repairer

PREREQUISITES:
Strong reading and mathematics skills are essential to achieve top graduation levels and the best paying jobs.

TABE tests scores for this program must be at least:
Reading 555
Combined Math 552

The mission of the Construction Technology program is to provide training through classroom instruction, demonstration, and practical application, methods for construction, installation, maintenance, service, repair and diagnostics to construct, maintain and repair various facility structures.

- Physical requirements of the occupation are good vision, hearing, and manual dexterity, the ability to lift and carry 50 pounds, and stoop, kneel, crawl, and walk continuously. It also requires being able to work from a ladder at heights up to 30 ft. The occupation may also require working outdoors in a variety of weather and climate conditions where physical hazards may exist.
- Students who wear prescription glasses are recommended to have prescription safety glasses.
Construction Technology

Construction technicians are in short supply throughout Alaska today, both in urban and in rural areas. As a result, graduates of AVTEC's Construction Technology program enjoy excellent job opportunities and good pay.

Construction Technicians build, install, maintain, and repair structures, working on and around a wide variety of electrical, plumbing, heating, and ventilation systems. Students in this program receive basic training in construction and maintenance of structural systems including basic carpentry, concrete, roofing, interiors and exterior finishing, and thermal and moisture protection systems – The Construction Technology program provides students with a wide variety of experience that prepares them for entry-level employment and apprenticeships in the construction and maintenance trades. The blend of classroom instruction, lab, and live work practice helps students to learn the necessary skills to become a Construction Technician. The program is fast-paced and challenging. Students should have good mechanical aptitude, strong mathematics and reading skills, and the ability to manage time productively. Typically 50% of the training is hands-on and 50% is classroom instruction. Training includes outdoor activities, so students need appropriate clothing for cold and wet working conditions.

Program Requirements

Occupational levels of Construction Technician, Construction Repairer, and Construction Assistant Repairer will be assigned upon successful completion of the training program, based on the student's proficiency in the program's competencies. There are a total of 686 contact hours.

To achieve a Construction Technology certificate, students must complete the following requirements:

**RELATED STUDIES**
Contact Hours: 30
Participate in school safety orientation, complete achievement tests, obtain First Aid & CPR card, complete basic applied mathematics, resume writing, job search, and interview training.

**INTRODUCTION TO CARPENTRY**
Contact Hours: 41
Identify major skills and opportunities in construction and maintenance careers; practice school, personal and general construction safety habits.

**MATERIALS AND EQUIPMENT**
Contact Hours: 66
Demonstrate safe and efficient operating procedures for hand tools and power tools; identify building materials; demonstrate proper use of fasteners and adhesives; practice safe and efficient materials handling.

**CONSTRUCTION PRINTS AND DRAWINGS**
Contact Hours: 42
Interpret construction drawings and specifications; demonstrate layout skills; perform construction calculations.

**DOORS AND HARDWARE**
Contact Hours: 18
Install exterior doors and door hardware.

**CONSTRUCTION TRADES BASICS**
Contact Hours: 12
Introduction to electrical, plumbing, and HVAC safety and troubleshooting

**CONCRETE FOUNDATIONS**
Contact Hours: 36
Determine the properties of concrete; understand the principles and practices of reinforcing concrete; safely handle and place concrete, construct and maintain concrete foundations and slab-on-grade structures.

**FRAMING**
Contact Hours: 132
Construct structural floor systems, wall systems, ceiling joists, and roof framing.

**ROOFING SYSTEMS**
Contact Hours: 36
Construct and maintain roofing systems.

**EXTERIOR FINISH**
Contact Hours: 52
Install windows and exterior doors.

**THERMAL AND MOISTURE PROTECTION**
Contact Hours: 30
Demonstrate knowledge of the principles of cold climate weatherization; construct the thermal and moisture protection systems appropriate for cold climates.

**STAIRS**
Contact Hours: 30
Produce common stair systems.

**INTERIOR FINISH**
Contact Hours: 161
Drywall, installation of interior doors, finish trim, mouldings, and cabinets.
Industrial Electricity

The mission of the Industrial Electricity program is to provide students with the comprehensive technical training necessary for early success in entry level positions and for rapid advancement toward senior level positions in electro-mechanical and mechatronics technical careers.

- Physical requirements of the occupation are the ability to lift and carry 50 pounds, repeatedly climb, stoop, kneel, crawl, walk, and stand continuously. The work also requires good mental and manual dexterity, the ability to write and read very fine print, and distinguish colors accurately.
Industrial Electricity

If you like working with your mind and your hands to solve challenging problems, and if you can pay close attention to detail while completing complex technical projects, then our program may be a good match for you. Industrial Electro-Mechanical Technicians are problem-solving professionals who are always in demand to work in all major industries. AVTEC’s Industrial Electricity program creates a dynamic integrated learning experience with a sequence of intensive technical courses.

Full-term graduates will be well qualified for employment as an entry level electro-mechanical technician or as an electrical construction apprentice.

Up to 1,000 classroom hours may apply toward State of Alaska requirements for the Journeyman Electrician’s License. Industrial Electricity graduates are successfully employed in many technical occupations including construction and maintenance electricians, marine engineers, instrument and electrical technicians, controls technicians, and electrical sales and service. They work in every major industry in Alaska including construction, utilities, process engineering, mining, manufacturing, oil and gas, alternative energy, seafood processing, fishing boat operations, water treatment, facilities maintenance, and transportation.

Program Requirements

An Occupational level of Industrial Controls Technician, Industrial Electrical Technician, Electrical Apprentice, or Electrical Helper will be assigned upon successful completion of the training program, based on the student’s demonstrated proficiency in the program’s competencies. There are a total of 1,414 contact hours.

To achieve an Industrial Electricity certificate, students must successfully complete the following required courses:

**INDUSTRIAL TECHNOLOGY**

Contact Hours: 210
Measurement systems and instruments, working to industrial standards, machine tools, mechanical fastening systems; electrical connections and terminations; welding (SMAW), cutting, quality control.

**DC CIRCUITS**

Contact Hours: 175
Perform basic and complex DC circuit analysis; design, build, test, and troubleshoot DC circuits and devices.

**AC CIRCUITS**

Contact Hours: 175
Perform basic and complex AC circuit analysis; design, build, test, and troubleshoot AC circuits and devices.

**NATIONAL ELECTRICAL CODE AND PROJECTS**

Contact Hours: 140
Demonstrate competency interpreting and applying the NEC to construction and maintenance projects.

**MECHATRONICS**

Contact Hours: 175
Design, build, program, and maintain automated industrial mechatronic systems using computers, microcontrollers, PLC’s, VFD’s, pneumatic, hydraulic, and electro-mechanical systems.

**RENEWABLE POWER GENERATION**

Contact Hours: 130
Theory and operation of renewable power systems; build and test wind, solar, and Hydro power systems; tower climbing.

**ELECTRICAL MACHINES**

Contact Hours: 140
Theory, operation, construction and maintenance of electrical machines used for generation, distribution, and power.

**PHYSICS FOR TECHNICIANS**

Contact Hours: 175
Apply the scientific principles and methods of technical occupations; explore concepts of energy, work, efficiency, force, and motion.

**INDUSTRIAL SAFETY AND HEALTH**

Contact Hours: 70
Introduction to Industrial Workplace Safety and Health.

**RELATED STUDIES**

Contact Hours: 24
Participate in school safety orientation, resume writing, job search, interview, and communications training; obtain First Aid & CPR card.
Plumbing and Heating

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LENGTH OF PROGRAM: 609 clock hours, 87 training days

ENROLLMENT: August

TRAINING HOURS: 8:30 AM to 3:30 PM, Monday through Friday

OCCUPATIONAL LEVELS:
- Plumbing and Heating Technician
- Plumbing and Heating Repairer
- Plumbing and Heating Assistant Repairer

PREREQUISITES:
Strong reading and mathematics skills are essential to achieve top graduation levels and the best paying jobs.

TABE tests scores for this program must be at least:
- Reading 555
- Combined Math 552

- Physical requirements of the occupation are good vision, hearing, and manual dexterity, the ability to lift and carry 50 pounds, and stoop, crawl, and walk continuously. It also requires being able to work from a ladder at heights up to 30 ft.
- The occupation may also require working outdoors in a variety of weather and climate conditions where physical hazards may exist.
- Students who wear prescription glasses are recommended to have prescription safety glasses.

The mission of the Plumbing and Heating program is to provide training through classroom instruction, demonstration, and practical application, methods for construction, installation, maintenance, service, repair, and diagnostics to construct, maintain and repair Plumbing, Heating, and Ventilation systems.
Plumbing and Heating

Plumbing and Heating Technicians are in short supply throughout Alaska today, both in urban and in rural areas. As a result, graduates of AVTEC’s Plumbing and Heating program enjoy excellent job opportunities and good pay.

Plumbing and Heating Technicians build, install, maintain, and repair plumbing, heating, and ventilation systems. Students in this program receive basic training in construction and maintenance of plumbing, heating, and ventilation systems.

The Plumbing and Heating program provides students with a wide variety of experience that prepares them for entry-level employment and apprenticeships in the plumbing and heating construction and maintenance trades.

The Plumbing and Heating program’s blend of classroom instruction, lab, and live work practice helps students to learn the necessary skills to succeed in an apprenticeship program and become a Plumbing and Heating Technician.

The program is fast-paced and challenging. Students should have good mechanical aptitude, strong mathematics and reading skills, and the ability to manage time productively.

Typically 50% of the training is hands-on and 50% is classroom instruction. Training includes outdoor activities, so students need appropriate clothing for cold and wet working conditions.

Program Requirements

Upon successful completion of the training program, the following certificate levels are assigned based on the student’s demonstrated proficiency of the program’s competencies: Plumbing and Heating Technician, Plumbing and Heating Repairer, and Plumbing and Heating Assistant Repairer. There are a total of 609 contact hours.

To achieve a Plumbing & Heating certificate, students must complete the following requirements:

**PLUMBING**
Contact Hours: 235
Identify and properly use common plumbing tools; install piping materials and fittings, valves, faucets and meters; correctly size, install and maintain hot and cold potable water systems; size, install and repair drain, waste, and vent systems; and read and sketch plumbing and heating prints and isometric drawings. Install, maintain and repair commercial and residential plumbing fixtures, high and standard efficiency water heaters, and appliances. Identify and describe cross-connections, select control measure to eliminate backflow hazard. Install, maintain and repair residential water well systems.

**HEATING**
Contact Hours: 235
Demonstrate an understanding of basic thermodynamic theory and perform heat transfer calculations; install and maintain gas burning equipment; demonstrate correct piping practices and sizing, demonstrate venting practices and sizing. Identify, install, and maintain oil heat components and electrical heating equipment. Identify, install, and oil heat components and electrical heating equipment. Identify, install and service hydronic heating boilers.

**ELECTRICITY**
Contact Hours: 84
Demonstrate an understanding of basic electrical theory and proper use of test instruments; build and test motor control circuits; perform electrical tests; analyze basic series, parallel and combination resistive AC and DC circuits; sketch wiring diagram symbols; maintain and replace solenoids, pressure switches, thermostats and relays; install, select, install and maintain common electrical control devices; demonstrate circuit construction workmanship, techniques and practices; identify, install and maintain common motors.

**RELATED STUDIES**
Contact Hours: 55
Participate in projects, school safety orientation, complete achievement tests, obtain First Aid & CPR card, complete basic applied mathematics, participate in resume writing and job search training, and participate in interview and communications training. Complete OSHA 10 hour certification.

Install, test and maintain air humidifying and filtration systems and air distribution systems. Understand ground-source heat pump operation and installation.

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Power Plant Operation

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LENGTH OF PROGRAM: 280 clock hours, 40 training days
ENROLLMENT: January, February, October, November
TRAINING HOURS: 8:30 AM to 3:30 PM, Monday through Friday

OCCUPATIONAL LEVELS:
• Diesel Power Plant Operator
• Assistant Diesel Power Plant Operator

PREREQUISITES:
Students train in a functioning power plant. The 50-200 kW generator sets represent the types of units used throughout Alaska. Students learn basic generator set operational skills up to troubleshooting the exciter/alternator sections of the generator. Engine and auxiliary system maintenance and troubleshooting are covered. Waste management skills are also presented. Skills that lead to proficiency in operating the power plant, to optimize its efficiency and decrease operational costs, are stressed.

TABE tests scores for this program must be at least:
Reading 555
Combined Math 552

• Physical requirements of the occupation are the ability to lift 100 lbs., carry 50 pounds, and stoop, kneel, crawl, walk, and stand continuously. The work also requires good finger dexterity and the ability to distinguish colors accurately.

The mission of the Power Plant Operation program is to provide graduates with the skills and knowledge necessary to reliably and efficiently operate and maintain rural power plants.

Power Plant Operation

Electrical power in Alaska is commonly generated by diesel generator sets. To keep these units properly maintained and operating, skilled operators are essential, especially in rural settings where diesel generator sets may be the only source of a community’s power.

Power Plant students train in a fully functional power plant. Using a combination of hands-on and classroom instruction, students learn to operate, perform routine maintenance and make common repairs on diesel generator sets and related equipment.

The Power Plant Operation I class provides the basic introduction into the construction, operation and routine maintenance of diesel engines, diesel engine lubrication systems, diesel engine cooling systems, diesel engine fuel systems as well as the day to day routines necessary to properly operate and maintain a diesel power house.

The Power Plant Operation II class provides a more advanced exploration into diesel fuel injection systems, the electronics associated with diesel powered generator sets, switchgear operation, and servicing of three phase AC generators.
Power Plant Operation
Program Requirements

Occupational levels including either Diesel Power Plant Operator or Assistant Diesel Power Plant Operator will be assigned upon successful completion of the training program, based on the student’s proficiency of the program’s competencies in both Power Plant Operation I & Power Plant Operation II classes.

Students spend 60 percent of the course operating and maintaining diesel generator sets representative of installations in rural Alaska. The remainder of the course is spent in classroom instruction.

To achieve a Power Plant Operator certificate, students must successfully complete both the Power Plant Operation I and Power Plant Operation II classes.

Power Plant Operator I
(140 clock hours; 20 training days)

SAFETY AND ORIENTATION
Contact Hours: 10
Follow safety procedures in normal and emergency power-plant operation situations.

ROUTINES
Contact Hours: 10
Perform daily power-plant routines.

TOOLS OF THE TRADE
Contact Hours: 10
Use required hand and measuring tools, meters, and fasteners to perform power-plant maintenance.

ELECTRICAL THEORY AND GENERATORS
Contact Hours: 30
Explain electrical theory fundamentals; apply to servicing and troubleshooting generator set DC electrical systems; describe the operating principles of AC generator sets; diagnose and repair common AC generator set component failures; operate single and parallel generator sets under load conditions.

LUBRICATION
Contact Hours: 10
Explain the operation of engine lubrication systems; perform normal lubrication system service.

COOLING
Contact Hours: 10
Explain the operation of engine cooling systems; perform normal cooling system service.

DIESEL FUEL SYSTEM
Contact Hours: 20
Explain the operation of diesel fuel systems; perform normal fuel system service; troubleshoot and replace defective fuel system components.

DIESEL ENGINES
Contact Hours: 40
Explain operating theory of diesel engines; perform basic maintenance and troubleshooting procedures.

Power Plant Operator II
(140 clock hours; 20 training days)

SAFETY AND ORIENTATION
Contact Hours: 15
Follow safety procedures in normal and emergency power-plant operation situations.

ROUTINES
Contact Hours: 10
Perform daily power-plant routines.

TOOLS OF THE TRADE
Contact Hours: 10
Use required hand and measuring tools, meters, and fasteners to perform power-plant maintenance.

DIESEL FUEL SYSTEM
Contact Hours: 25
Perform fuel injection system services; troubleshoot and replace defective fuel system components.

ELECTRICAL THEORY AND GENERATORS
Contact Hours: 80
Explain both AC and DC electrical theory fundamentals; apply this knowledge to servicing and troubleshooting generator set DC electrical systems; describe the operating principles of AC generator sets; diagnose and repair common AC generator set component failures; operate single and parallel generator sets under loaded conditions.
Refrigeration

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Eric Clock, Instructor
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LENGTH OF PROGRAM: 686 clock hours, 98 training days

ENROLLMENT: January

TRAINING HOURS: 8:30 AM to 4:30 PM, Monday through Friday

OCCUPATIONAL LEVELS:
- Refrigeration Technician
- Refrigeration Repairer
- Refrigeration Assistant Repairer

INDUSTRY CERTIFICATIONS:
During the program, students receive training and testing for the following industry certifications:
- 10-hour OSHA Construction Safety Certification
- EPA 608 Refrigeration Technician
- Industry Competency Exam (ICE)
- Industrial First Aid and CPR

PREREQUISITES:
Strong reading and mathematics skills are essential to achieve top graduation levels and the best paying jobs.

TABE tests scores for this program must be at least:
Reading 555
Combined Math 552

The mission of the Refrigeration program is to provide training through classroom instruction, demonstration, and practical application, methods for installation, maintenance, service, repair, and diagnostics of refrigeration and heat pump systems.

- Physical requirements of the occupation are the ability to lift and carry 50 lbs., and stoop, kneel, crawl, and walk continuously. It also requires being able to work from a ladder at heights up to 30 ft. The occupation may also require working outdoors in a variety of weather and climate conditions where physical hazards may exist.

- Students who wear prescription glasses are recommended to have prescription safety glasses.
Refrigeration

Refrigeration Technicians install, maintain, and repair Freon and Ammonia air conditioning and refrigeration systems and troubleshoot and repair electrical controls. Their knowledge and skills are in demand throughout Alaska in homes, office buildings, restaurants, public buildings, seafood processing and manufacturing plants and shipping industries.

The Refrigeration program offers a blend of classroom instruction, lab, and live work practice to ensure students learn the necessary skills to become good Refrigeration Technicians. The program is fast-paced and challenging. Students should have good mechanical aptitude, strong mathematics and reading skills, and the ability to manage time productively. Students train on a variety of domestic and commercial refrigeration systems. Students practice installing, troubleshooting and repairing refrigeration, heat pump, and air conditioning systems, compressors, evaporators, condensers, control devices, control valves, electrical controls and motors, and electrical wiring.

Typically 50% of the training is hands-on and 50% is classroom instruction. Training may include some outdoor activities, so students need appropriate work clothing.

Program Requirements

Upon successful completion of the training program, the following certificate levels are assigned based on the student's demonstrated proficiency of the program's competencies Refrigeration Technician, Refrigeration Repairer, and Refrigeration Assistant Repairer. There are a total of 686 contact hours.

To achieve a Refrigeration certificate, students must complete the following requirements:

**BASIC REFRIGERATION**
Contact Hours: 217
Demonstrate competency with general safety; properly utilize common tools, equipment, and materials on maintenance and installation projects; demonstrate competency in the use of propane and oxy-acetylene torches; demonstrate knowledge of the theories heat, refrigeration, matter and energy, basic thermodynamics; perform heat transfer calculations and identify refrigerant characteristics; complete EPA 608 testing.

**ELECTRICITY**
Contact Hours: 217
Demonstrate an understanding of basic electrical theory; demonstrate competency with the proper use of test instruments; identify, install, troubleshoot, repair and maintain common electrical and electro-mechanical devices and control systems.

**ADVANCED REFRIGERATION**
Contact Hours: 217
Troubleshoot and repair commercial and marine refrigeration systems; diagnose and repair domestic refrigerators and freezers; install and repair room air conditioners. Demonstrate competency in the theory, operation, selection, installation and maintenance of industrial refrigeration, air conditioning and heat pump systems.

**RELATED STUDIES**
Contact Hours: 35
Participate in school safety orientation, achievement tests, resume writing, job search and interview training. Obtain as needed First Aid & CPR card, complete basic applied mathematics. Complete OSHA 10 hour certification.
AVTEC’s Related Studies program provides services through correspondence or online to assist with federally approved apprenticeship programs conducted throughout Alaska. Related Studies services help the employer’s craft supervisor manage their apprenticeship program with third party test grading and record keeping. AVTEC’s Related Studies Program services meet the requirements of, and have been approved for, apprenticeship training by the U.S. Department of Labor, Office of Apprenticeship.

Graduates of apprenticeship programs earn higher wages, have more stable work records and are promoted sooner and more often than other workers. The Related Studies Program offers the following courses:

- Building Maintenance Repairer
- Carpentry
- Construction Technology
- Core Curriculum-Introductory Craft Skills
- Culinary
- Drywall
- Electrical
- Electronic Systems Technician
- HVAC/R
- Heavy Equipment Operations
- Industrial Coating & Lining Application Specialist
- Insulating
- Millwright
- Painting
- Pipefitting
- Plumbing
- Sheet Metal
- Solar Photovoltaic Installation
- Sprinkler Fitting
- Weatherization
- Wind Turbine Maintenance Technician

The mission of the Related Studies Program is to deliver needed training by correspondence or online to students throughout the State of Alaska who could not otherwise receive the apprenticeship, or upgrade training necessary to become more skilled as a worker, technician or manager.

**WHAT DOES APPRENTICESHIP HAVE TO OFFER ME?**
- The opportunity to earn as you learn
- Wages that increase along with your skills
- Increased marketability and job security
- Personal satisfaction and pride of workmanship
- Assurance that your training and certifications will meet industry standards

**WHAT DOES APPRENTICESHIP HAVE TO OFFER MY EMPLOYER?**
- High-quality applicants and employees with a strong motivation to succeed
- Employees capable of advancing to progressively responsible positions within the company
- Decreased employee turnover
- Greater customer satisfaction and increased profits through a well-trained workforce
- Affiliation with the National Apprenticeship System
Related Studies Program
Apprenticeship Correspondence/Online Courses

AVTEC's Related Studies Program (RSP) provides training materials to persons enrolled in apprenticeship programs to aid them as they progress through the various levels of a typical apprenticeship program. The mission of the Related Studies Program is to provide third party testing by correspondence or online to students, throughout the State of Alaska, who could not otherwise receive the apprenticeship or upgrade training necessary to become more skilled as a worker, technician, or manager.

WHAT IS APPRENTICESHIP?
A formal apprenticeship is a structured system of training designed to prepare individuals for employment in skilled trades and crafts. Hands-on craft training and related studies are conducted on the job by a skilled journey-level supervisor. Related studies are augmented with textbook readings and written exams proctored by the supervisor. Texts, tests, test grading and record keeping are provided through correspondence or online by AVTEC’s RSP Coordinator. Progress is reported periodically to the apprentice, employer, and the Apprenticeship Director for the State of Alaska.

Apprentices in Alaska are required to have a minimum of 144 hours of related studies in their trades each year in addition to their actual work experience. Apprentices who successfully complete the required hours of training in an apprenticeship program can become certified as skilled craft or trade workers.

AVTEC works closely with representatives of Alaskan industry as well as with apprentices and their employers. The RSP Coordinator at AVTEC oversees the admissions of the apprenticeship students, processes applications and payments, and issues verification letters. The RSP Coordinator also provides study materials for the apprentice and determines the amount of study hours, grades work assignments and tests, supplies employers with progress reports on their apprentices, and issues Certificates of Completion for apprenticeship levels satisfactorily completed.

The U.S DOL Office of Apprenticeship provides technical assistance to Alaskan industry in the development of apprenticeship training standards, curriculum for the related technical instruction (RTI), registration of apprenticeship programs and apprentices, program evaluation and quality assurance, issuance of Certificates of Completion of Apprenticeship, and development of Selection Procedures consistent with Title 29, CFR, Part 30.

Enrollment is open throughout the year. To enroll in a course, an apprentice/employer must submit an application (available upon request), and pay the application fee, the tuition, and the fee for book(s) and tests up-front. Students will have one calendar year to complete their coursework material. At a 10-month point, students will be sent a letter reminding them of the approaching completion date.

If a student cannot get all required assignments completed by the scheduled completion date, he/she may request one 6-month extension. The request for the extension, however, must be made before the scheduled completion date. The cost for the extension is $150. Students who fail to complete the required assignments or request the extension will be terminated from the program.

A student who has been terminated from the program may re-enroll at any time and receive another calendar year to complete the program. The student will have to pay the full tuition for the appropriate year and the application fee. The fee for book(s) and tests can be waived if the student/employer still has the coursework materials.

WHERE CAN I GET MORE INFORMATION ABOUT BECOMING AN APPRENTICE?

| U.S. Department of Labor, Office of Apprenticeship Training, Employment and Training Administration |
| 605 W. Fourth Ave. Room G-30 |
| Anchorage, AK 99501 |
| Telephone: (907) 271-5035 |
| John Hakala | Lymus Capehart |
| hacala.john@dol.gov | capehart.lymus@dol.gov |

| AVTEC Related Studies Program |
| Dominika Szpotanska, Program Coordinator |
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Business and Office Technology
Office Assistant

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LENGTH OF COURSE: 637 clock hours, 91 training days
ENROLLMENT: January
TRAINING HOURS: 8:30 AM to 3:30 PM, Monday through Friday

OCCUPATIONAL LEVEL:
- Office Assistant (Fast Track)

INDUSTRY CERTIFICATIONS:
The field of business and office technology covers all aspects of training workers for today's offices. AVTEC graduates are employed in private, state and federal offices, tribal organizations, and the construction and tourism industry. In addition to the Office Assistant certificate, students can also prepare for and earn the following industry certifications:
- Internet and Computing Core Certification (IC³)

PREREQUISITES:
Students need to read at a minimum 8th grade reading level.

TABE tests scores for this training must be at least:
Reading 555
Combined Math 552

Physical requirements of the occupation are good eyesight, finger coordination, and the ability to sit for one to two hours.

The mission of the Office Assistant training is to provide students with the technical office skills and professional work habits for career success in today's business and industry. The Office Assistant training is committed to producing well-qualified employees for Alaska's companies, to providing a professional learning environment, and to meeting the needs of Alaska's diverse multicultural communities.
Office Assistant

If you would like to work in an office setting but have little or no experience with computers and office applications, the AVTEC Office Assistant training is designed for you. In just 5 months you will learn the skills necessary to begin an office career. After completing this training you can go directly to work or enter an advanced training that prepares graduates as an Accounting Specialist, Administrative Assistant, or Medical Administrative Assistant.

The focus of this training is to give students skills in word processing, spreadsheets, PowerPoint presentations, email, and other important office support skills. Students will also learn basic organizational and communication skills needed as an office assisting professional.

- Earn University of Alaska credit while attending AVTEC
  Earn University of Alaska college credits (depending on coursework completed) while attending AVTEC.

- Change the course of your career and future
  With an annual placement rate consistently averaging above 90 percent, join the many successful graduates who are employed in their chosen field around the State of Alaska.

Computer operations are a major part of the Office Assistant training. Students learn to operate computers in a modern computer lab using a variety of software to become a productive user of computer hardware, software, networks, and the Internet. Training software includes Microsoft Office (Word, Excel, and PowerPoint), Microsoft Windows and Internet Explorer. Students are taught by Microsoft Office Specialist Instructors using the curriculum designed for Microsoft Office Specialist (MOS) certification. The MOS credential demonstrates to an employer that Business and Office Technology students have the skills with Microsoft's leading business desktop software.

Students may complete Internet and Computing Core Certification (IC²) testing and receive industry-recognized certifications while at AVTEC. These certification exams are separate from the regular curriculum. Students who have completed the Computer Operations and Software Applications segment of the training should be ready to complete these certification testing.

Training Requirements

NOTE: The Office Assistant Fast Track training begins in January (graduating in May). Office Assistant graduates have the option to continue with advanced training in the area of Administrative Assistant, Accounting Specialist, or Medical Administrative Assistant.

**COMPUTER OPERATIONS AND SOFTWARE APPLICATIONS**

Contact hours: 337

Computer operations and software applications include the use of Microsoft Windows commands to start applications and manage files on a stand-alone personal computer and in a networked environment. Students also develop the skills required to produce quality mailable office documents using Microsoft Word, present financial information and other numerical data using Microsoft Excel, and prepare electronic presentations using Microsoft PowerPoint. Students demonstrate the use of Internet technologies including effective Internet searching and the efficient use of electronic mail.

**KEYBOARDING AND DOCUMENT PROCESSING, PROOFREADING AND EDITING**

Contact hours: 60

Students learn and demonstrate proper “touch typing” technique. They learn proofreading skills to identify errors, make corrections, and apply standard proofreading marks. Using a word processor, students create mailable personal-business letters, business letters, interoffice memorandums, envelopes and labels, and other documents. Throughout the training students practice daily to develop acceptable speed and accuracy levels.
Office Procedures and Office Machines
Contact hours: 62
Students complete a wide variety of office procedures that include ways to contribute to office safety and productivity; selecting appropriate professional behavior in office situations; demonstrating effective telephone techniques; identifying banking services; demonstrating the ability to sort, log, and route incoming mail; preparing outgoing mail and applying appropriate services, classes, and rates; applying indexing and alphabetic, numerical, subject, and geographical filing rules and procedures; demonstrating the use, identification, and purchasing of office supplies; and schedule travel arrangements, prepare travel itineraries, and complete expense reports. Students operate common office machines including the photocopier, fax, calculator, and shredder. Throughout the training students practice daily to develop acceptable 10-key speed and accuracy levels.

Job and Interview Preparation, and/or Internship Training
Contact hours: 28
Students complete an application form and resume, participate in scenarios utilizing various workplace communications skills, develop interview techniques and complete a video-taped simulated job interview, and complete an Internship that consists of a minimum of one week of training in a business, industry, or other agency. Internships provide students with direct supervised work experience related to their training.

Recordkeeping
Contact hours: 60
The recordkeeping section of the training focuses on both personal records and forms and basic business records.

Business English
Contact hours: 60
Students develop the writing skills required in business and office employment and include: time management and study skills, proofreading techniques, correct word usage, sentence structure skills (use of commas and other punctuation marks, capitalization, numbers, and abbreviations), writing business letters and memos, and composing employment letters.

Business Mathematics
Contact hours: 30
Students master the use of basic mathematics needed in business and office employment and include: whole numbers, decimals, credit, interest, percents, and mathematics of buying and selling.
Business and Office Technology
Accounting Specialist

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LENGTH OF COURSE: 1,246 clock hours, 178 training days
ENROLLMENT: August and January
TRAINING HOURS: 8:30 AM to 3:30 PM, Monday through Friday

OCCUPATIONAL LEVEL:
• Accounting Specialist

INDUSTRY CERTIFICATIONS:
The field of business and office technology covers all aspects of training workers for today's offices. AVTEC graduates are employed in private, state and federal offices, medical and legal offices, tribal organizations, and the construction and tourism industry. In addition to the Accounting Specialist certificate, students can also prepare for and earn the following industry certifications:
• Microsoft Office Excel 2013
• Internet and Computing Core Certification (IC³)

PREREQUISITES:
Students need to read at a minimum 8th grade reading level.

TABE tests scores for this training must be at least:
Reading 555
Combined Math 552

Physical requirements of the occupation are good eyesight, finger coordination, and the ability to sit for one to two hours.
Accounting Specialist

Every business needs accounting professionals, from small businesses to the largest corporations. Accounting technicians take care of financial bookkeeping, handle payroll and maintain accounts payable or accounts receivable activity. The AVTEC Accounting Specialist training prepares you for entry-level employment in the field of accounting or bookkeeping in just 36 weeks of comprehensive training, so you are ready to enter a professional working environment in less than a year. During your training, you will complete the accounting work for three accounting cycles so upon completing the training you will be ready to immediately perform on the job.

- Earn University of Alaska credit while attending AVTEC
  Earn University of Alaska college credits (depending on coursework completed) while attending AVTEC.

Computer operations are a major part of the Accounting Specialist training. Students learn to operate computers in a modern computer lab using a variety of software to become a productive user of computer hardware, software, networks, and the Internet. Training software includes Microsoft Office (Word, Excel, PowerPoint, and Access), Microsoft Windows and Internet Explorer, Cougar Mountain Accounting, and QuickBooks Pro. Students are taught by Microsoft Office Specialist Instructors using the curriculum designed for Microsoft Office Specialist (MOS) certification. The MOS credential demonstrates to an employer that students have the skills with Microsoft's leading business desktop software.

Training Requirements

In addition to the training requirements for the Office Assistant training, the Accounting Specialist training focuses on specialized advanced business office skills listed below.

ACCOUNTING FOR A SERVICE BUSINESS ORGANIZED AS A PROPRIETORSHIP
Contact hours: 120
Competencies include starting a business, analyzing transactions into debit and credit parts, journalizing transactions, posting transactions to a general ledger, the use of cash control systems, completing a worksheet, preparing financial statements, and recording adjusting and closing entries.

ACCOUNTING FOR A MERCHANDISING BUSINESS ORGANIZED AS A CORPORATION
Contact hours: 185
Competencies include journalizing purchases and cash payments, journalizing sales and cash receipts using special journals, posting to general and subsidiary ledgers, preparing payroll records and payroll reports, distributing dividends, preparing a worksheet for a merchandising business, preparing and analyzing financial statements, and recording adjusting entries for a corporation.

ACCOUNTING FOR A MERCHANDISE BUSINESS ORGANIZED AS A CORPORATION—ADJUSTMENTS AND VALUATION
Contact hours: 182
Competencies include accounting for uncollectible accounts receivable, accounting for plant assets and depreciation, accounting for inventory, accounting for notes and interest, accounting for accrued revenue and expenses, and end-of-fiscal-period work for a corporation.

ADDITIONAL ACCOUNTING PROCEDURES
Contact hours: 30
Competencies include accounting for partnerships and recording international and Internet sales.

COMPUTERIZED ACCOUNTING
Contact hours: 120
Using commercial accounting software, students will setup and maintain computerized accounting records for a variety of businesses. Competencies include analyzing transactions, journalizing and posting to the general ledger, processing payroll, and accounting for accounts receivable and payable.

Using QuickBooks Pro, students will also create and restore company files, setup companies, work with lists, edit chart of accounts, work with bank accounts, enter sales and invoices, receive payments and make deposits, enter and pay bills, analyze financial data, process payroll, and customize forms and letters.

Using Microsoft Excel, students become effective and efficient at creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, collaborating on and securing data, and have the opportunity to become a Microsoft Office Specialist.
Business and Office Technology
Administrative Assistant

Ken Werner, Department Head / Instructor
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Wendy Stallings, Instructor
Telephone: (907) 224-6185
Fax: (907) 224-4403
E-mail: wendy.stallings@avtec.edu

LENGTH OF COURSE: 1,246 clock hours, 178 training days
ENROLLMENT: August and January
TRAINING HOURS: 8:30 AM to 3:30 PM, Monday through Friday

OCCUPATIONAL LEVEL:
• Administrative Assistant

INDUSTRY CERTIFICATIONS:
The field of business and office technology covers all aspects of training workers for today’s offices. AVTEC graduates are employed in private, state and federal offices, medical and legal offices, tribal organizations, and the construction and tourism industry. In addition to the Administrative Assistant certificate, students can also prepare for and earn the following industry certifications:
• Microsoft Office Word 2013
• Microsoft Office Excel 2013
• Microsoft Office PowerPoint 2013
• Microsoft Office Outlook 2013
• Microsoft Office Access 2013
• Microsoft Office Specialist Certification
• Internet and Computing Core Certification (IC³)

PREREQUISITES:
Students need to read at a minimum 8th grade reading level.
TABE tests scores for this training must be at least:
Reading 555
Combined Math 552

Physical requirements of the occupation are good eyesight, finger coordination, and the ability to sit for one to two hours.

The mission of the Administrative Assistant training is to provide students with the technical office skills and professional work habits for career success in today’s business and industry. The Administrative Assistant training is committed to producing well-qualified employees for Alaska’s business offices, to providing a professional learning environment, and to meeting the needs of Alaska’s diverse multicultural communities.
Administrative Assistant

Administrative assistants are an invaluable member of an organization. They keep the office running in an organized and efficient manner. Would you like to stand out amongst all applicants when applying for an Administrative Assistant position? An AVTEC Administrative Assistant Certificate will prepare you to do just that by developing your skills in using the latest business technologies and software. The main focus of your training will be on the most current Microsoft Office applications which you will learn to use to assist with business correspondence and prepare documents, reports, presentations, spreadsheets, and more. These are skills valued in any organization. You will also be prepared to earn industry certifications proving your competency and helping to make your résumé standout.

- Earn University of Alaska credit while attending AVTEC
  Earn University of Alaska college credits (depending on coursework completed) while attending AVTEC.

Computer operations are a major part of the Administrative Assistant training. Students learn to operate computers in a modern computer lab using a variety of software to become a productive user of computer hardware, software, networks, and the Internet. Training software includes Microsoft Office (Word, Excel, PowerPoint, Access, and Outlook), Microsoft Windows and Internet Explorer. Students are taught by Microsoft Office Specialist Instructors using the curriculum designed for Microsoft Office Specialist (MOS) certification. The MOS credential demonstrates to an employer that students have the skills with Microsoft's leading business desktop software.

Training Requirements

In addition to the course requirements for the Office Assistant training, the Administrative Assistant training focuses on specialized advanced business office skills listed below.

**Computer Operations and Software Applications**

Contact hours: 562

Building upon the skills learned in the General Business/Office Assistants, students use Microsoft Word to create, customize, and organize documents by using formatting and visual content that is appropriate for the information presented. Students also learn to become proficient in reviewing, sharing, and securing content.

Using Microsoft Excel, students create and manipulate data, format data and content, create and modify formulas, present data visually, and collaborate on and secure data.

Using Microsoft PowerPoint, students create and format presentation masters and templates, create and format slide content, work with dynamic visual content, and collaborate on and deliver presentations.

Using Microsoft Access, students structure databases, create and format database elements, enter and modify data, create and modify queries, present and share data, and manage and maintain the overall database.

Using Microsoft Outlook, students manage messaging, manage schedules and tasks, manage contacts and personal contact information, and organize information.

**Integrated Office Simulation**

Contact hours: 75

Students integrate their administrative, written communication, and technological skills to complete a variety of work for a simulated company. A wide range of skills are used: the Internet to research and gather information; Microsoft Outlook for correspondence and the scheduling of tasks, meetings and events; and the integration of Word, Excel, PowerPoint, and Access to create and edit a variety of documents.
Business and Office Technology
Medical Administrative Assistant

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E-mail: wendy.stallings@avtec.edu

LENGTH OF COURSE: 1,246 clock hours, 178 training days
ENROLLMENT: August and January
TRAINING HOURS: 8:30 AM to 3:30 PM, Monday through Friday

OCCUPATIONAL LEVEL:
• Medical Administrative Assistant

INDUSTRY CERTIFICATIONS:
The field of business and office technology covers all aspects of training workers for today’s offices. AVTEC graduates are employed by hospitals, clinics, ambulatory care centers, group medical practices, single-physician medical practices, or other medical offices. In addition to the Medical Administrative Assistant certificate, students can also prepare for and earn the following industry certifications:
• Internet and Computing Core Certification (IC³)
• National Healthcareer Association (NHA) Medical Administrative Assistant certification (CMAA)
• Certified Electronic Health Record Specialist (CEHRS)

PREREQUISITES:
Students need to read at a minimum 8th grade reading level.

TABE tests scores for this training must be at least:
Reading 585
Combined Math 552

Physical requirements of the occupation are good eyesight, finger coordination, and the ability to sit for one to two hours.
Medical Administrative Assistant

As a Medical Administrative Assistant student you will learn the medical, business, technology, and communications skills needed to work in a private physician’s office, specialty clinic, or hospital setting. You will study medical terminology, body systems, medical insurance and medical office procedures. In addition, you will develop the interpersonal skills, organizational effectiveness, and communication skills necessary to function in a medical environment.

- Earn University of Alaska credit while attending AVTEC
  Earn University of Alaska college credits (depending on coursework completed) while attending AVTEC.

Computer operations are a major part of the Medical Administrative Assistant training. Students learn to operate computers in a modern computer lab using a variety of software to become a productive user of computer hardware, software, networks, and the Internet. Training software includes Microsoft Office (Word, Excel, PowerPoint), Microsoft Windows and Internet Explorer, Medisoft, and SpringCharts. Students are taught by Microsoft Office Specialist Instructors using the curriculum designed for Microsoft Office Specialist (MOS) certification.

Training Requirements

In addition to the course requirements for the Office Assistant training, the Medical Administrative Assistant training focuses on specialized advanced business office skills listed below.

**MEDICAL TERMINOLOGY**
Contact hours: 120
Basic Medical Terminology will include the Dean Vaughn Medical Terminology 350 text book. This terminology course will give the student basic knowledge of medical terms.

**LAW, ETHICS, AND HIPAA**
Contact hours: 30
This course will provide an overview of the laws and ethics needed to provide patients with competent care that is also within acceptable legal and ethical boundaries, and the foundational concepts and knowledge that allied health workers must understand to correctly handle patients’ protected health information (PHI) and to comply with all HIPAA regulations.

**MEDICAL BILLING**
Contact hours: 100
Upon completion of this course, the student will learn the role and responsibility of a medical biller, the different types of common health insurance forms, resources available for the medical biller, and the difference in processes and procedures of billing for services in different medical settings, as well as denial and appeal procedures.

**BASIC MEDICAL CODING**
Contact hours: 207
Students are introduced to medical diagnostic and procedural coding. Topics include:

- The International Classification of Diseases, 10th Revision, Clinical Modification (ICD-10-CM)
- Healthcare Common Procedure Coding System manuals

**ELECTRONIC HEALTH RECORDS (EHR)**
Contact hours: 90
Upon completion of this course, the student will have the understanding and practical knowledge of electronic health records which is essential to all medical professionals and support staff entering the workforce. The software used in this course is SpringCharts.

**COMPUTERS IN THE MEDICAL OFFICE**
Contact hours: 90
Upon completion of this course, the student will learn the medical billing cycle and the role that computers play in that cycle. The course will also cover the use of health information technology, electronic health records, HIPAA, and the HITECH Act. The software used in this course is Medisoft.
The mission of the Information Technology program is to prepare Alaskans with the skills to implement and support Information Technology solutions.
Information Technology

Welcome to the Information Technology program. Technology now permeates all businesses and there is a real need for IT professionals for implementation and support.

Information Technology skills continue to be in high demand through 2020 according to U.S. Bureau of Labor Statistics. With the exponential growth in technology hardware and services, including the growing investment in cloud and mobile networks, IT professionals will see a continuously increasing demand. This translates into real opportunities for anyone interested in entering the IT industry, someone looking to change their current employment situation, or a person starting a second career. If taking advantage of these opportunities has seemed out of your reach, you should check out this intensive 39-week program.

What sets the AVTEC Information Technology program apart from other IT programs is the amount of hands-on experience a student receives using real networking and server equipment. The Information Technology program is unique in that students are not required to share equipment. As an example, during the Cisco portion of training students have their own pod of three routers and three switches that they use to configure local area networks. Students then connect their pods to other student pods to form wide area networks. Students also have their own servers that they use throughout the program to build peer-to-peer and domain environments.

The Network Support Technician I (NST I) coursework prepares students to develop a network infrastructure starting with desktop operating systems. Students learn how to image and deploy desktop operating systems using tools such as command line and Microsoft Deployment Toolkit. Students then learn how to install Microsoft Server Operating Systems and build an Active Directory Domain Services (ADDS) to manage an enterprise domain environment. The program then covers the Cisco Certified Entry Network Technician I (CCENTI) curriculum, which covers the first two courses of the Cisco CCNA Routing and Switching curriculum. Students learn how to set up local area networks (LANS), and virtual local area networks (VLANs), using static and dynamic routing.

The Network Support Technician II (NST II) expands on the material covered in NST I covering the Cisco CCNET II course work covering subjects such as how to build IPv4 and IPv6 Multi-area Open Shortest Path First routing, EIGRP routing, and network address translations. NST II covers ADDS topics such as folder redirection, granular passwords, and NAPs. Students learn to how to use the most current versions of VMware ESXi and vCenter. The NST II also covers Microsoft’s cloud technology Azure. Students will learn to build ADDS in Azure using virtual machines and networks, they then learn to connect the virtual Azure networks to the physical ADDS infrastructure in a hybrid between the physical network and the cloud network.

The Network Support Technician coursework prepares students to support, administer and design networks. The coursework prepares students for Microsoft MTA and MCSA certifications, the Cisco CCNA Routing and Switching certification, and VMware certification.

If you are willing to invest 10 months towards intensive training, the AVTEC Information Technology program will prepare you with the knowledge and skills to excel in the Information Technology industry.

- University of Alaska Transcript
  Information Technology graduates may earn up to 28 credits on their University of Alaska transcript while in attendance at AVTEC. These credits may be directly applied to an advanced IT degree at the UAF campus.

Program Requirements

Occupational levels will be assigned upon successful completion of the training program based on the student’s proficiency of the program’s competencies. Occupational levels are Network Support Technician II for students successfully completing both semesters of classes, Network Support Technician I for students who successfully complete the first semester only.
Network Support Technician I Requirements
(518 contact hours or 18 credit hours)

IT 105 WINDOWS SYSTEM CONFIGURATION
Prerequisite: None
Contact Hours: 120, Credit Hours: 4

Windows Operating Systems provides students with the knowledge and skills to install and configure Windows Operating Systems on networked desktops. It will focus on four main areas: installing, securing, networking, and browsing. By the end of the course, the student will have installed and configured Windows operating system desktops that are secure, on the network, and ready for browsing. Students use Windows desktop Hyper-vvisor to build virtual machines to connect to both virtual and physical environments. IT105 serves as the entry point for other Windows Solutions Associate courses offered in the second semester.

IT 107 WINDOWS DIRECTORY SERVICES
Prerequisite: IT 105
Contact Hours: 120, Credit Hours: 4

This course provides the student with the knowledge and skills to install and configure Windows Server 2016 Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.

IT 109 INTRODUCTION TO NETWORKS
Prerequisite: IT 105
Contact Hours: 120, Credit Hours: 4.5

Introduction to Networks is the first course in the series leading to the Cisco Certified Network Associate Routing and Switching (CCNA) designation. This course introduces students to the architecture, structure functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the series of courses leading to the CCNA. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

IT 111 ROUTING AND SWITCHING ESSENTIALS
Prerequisite: IT 109
Contact Hours: 120, Credit Hours: 4.5

Routing Protocols is the second course in the series leading to the Cisco Certified Network Associate Routing and Switching (CCNA) designation. The focus of this course is upon the architecture, components, operation of routers, and the principles of routing and routing protocols. Students will be able to configure and troubleshoot routers and resolve common issues with RIPv1, RIPv2, EIGRP, OSPF, and OSPF Multi-area Networks for both IPv4 and IPv6.

CON COMMUNICATION
Prerequisite: None
Contact Hours: 38, Credit Hours: 1

Workplace communications training helps students to improve skills and build self-confidence. Student’s class hours are spent learning methods of communicating effectively in various situations such as in a team, with supervisors or with difficult coworkers.
Network Support Technician II Requirements

(736 contact hours or 26 credit hours)

**IT 201 SCALING NETWORKS**  
Pre-requisite: IT 109, IT 111  
Contact Hours: 120, Credit Hours: 4.5  
Switching Basics and Intermediate Routing is the third course in the series leading to the Cisco Certified Network Associate Routing and Switching (CCNA) designation. This course describes the architecture, components, and operations of a converged switched network. Students learn about the hierarchical network design model as well as how to configure a switch for basic and advanced functionality. By the end of this course, students will be able to troubleshoot and resolve common issues with Virtual LANs, VTP, and inter-VLAN routing in a converged network. Students will also develop the knowledge and skills needed to implement Wireless LAN in a small-to-medium network.

**IT 203 CONNECTING NETWORKS**  
Prerequisite: IT 201  
Contact Hours: 90, Credit Hours: 3  
Connecting Networks is the final course in the series of courses leading to the Cisco Certified Network Associate Routing and Switching (CCNA) designation. This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPSEC and virtual private network (VPN) operations in a complex network.

**IT 205 WINDOWS NETWORK SERVICES**  
Prerequisite: IT 105, IT 107  
Contact Hours: 120, Credit Hours: 4.5  
This course introduces students to network and applications infrastructure concepts and configurations provided by Window Server 2012R2. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies. Students will gain an understanding of the network technologies most commonly used with Windows Server 2012R2 and IP-enabled networks. Students will also learn how to secure servers and maintain update compliance.

**IT 207 AZURE CLOUD SERVICES**  
Prerequisite: IT 107, IT 205  
Contact Hours: 120 Credit Hours: 4.5  
Windows Azure is Microsoft’s application platform for the public cloud. Infrastructure as a Service (IaaS) offers a powerful way to take advantage of the benefits of cloud computing by allowing the provisioning of infrastructure resources such as virtual machines, networks, and storage. Students will learn how to access Azure and implement Active Directory Domain Services using virtual machines and networks. Students will develop hybrid services connecting on premise domains with the domains they have developed in Azure.

**IT 209 VMWARE CERTIFIED PROFESSIONAL–DATA CENTER VIRTUALIZATION**  
Prerequisite: IT 109, IT 205  
Contact Hours: 120 Credit Hours: 4.5  
This course introduces students to VMware installation, configuration, and management. Students will learn to configure and manage ESXi networking and storage, use vCenter Server to monitor resource usage, scale the vSphere virtual interface, and manage changes to the vSphere environment.

**IT 211 NETWORK SECURITY**  
Prerequisite: Network Support Technician I certificate, IT 201, IT 203, IT 205  
Contact Hours: 90 Credit Hours: 3  
This course introduces students to network security principles that affect physical network resources and cloud based resources.

**IT 213 INDUSTRY EXTERNSHIP**  
Prerequisite: Network Support Technician I certificate, IT 201, IT 203, IT 205, IT 207, IT 209, IT 211, CON Job Search and Interview Skills  
Contact Hours: 60, Credit Hours: 1  
During the Industry Externship, the student will work in an IT position with a cooperating employer. Learning objectives are established which provides an opportunity for the student to apply the skills learned in previous courses. The student finishing an approved capstone project may also complete this course.

**CON JOB SEARCH AND INTERVIEW SKILLS**  
Prerequisite: None  
Contact Hours: 16, Credit Hours: 1  
Job Search Class is designed to help students refine career goals, find job openings, complete job applications and develop resumes. Techniques in using the telephone to get employment information, and how to set up interviews are also covered. Interview Training provides students with videotaped practice interviews, and concludes with a simulated interview conducted by employers in the community who volunteer their time to support AVTEC in developing a well-trained work force.
Learning Resources Department

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Trish Hart, Instructor
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Naomi Wade, Instructor
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The Learning Resources Department (LRD) provides all AVTEC students the opportunity to improve their mathematics, English, and reading skills within the context of their vocational training and the library and media services to support their studies. Academic skills are taught as they are applied in the world of work. LRD instructors teach fundamental academic skills and the necessary on-the-job mathematics. Instructors also support students with their training by offering individualized tutoring and study skills instruction. Resources are also available for prospective students looking to improve their basic academic skills before attending training at AVTEC.

RESOURCES FOR SUCCESS:

- Student Learning Center
- Jack Werner Memorial Library
- Multimedia Computer Lab
- Testing and Assessment Services
- Applied Mathematics
- Classes for Adult Basic Education

The mission of the Learning Resources Department is to teach applied vocational academic skills, provide academic support, library and media services, and deliver adult basic education services.
Resources for Success

STUDENT LEARNING CENTER
LRD’s Student Learning Center provides academic support services to AVTEC students on scheduled evenings at the Student Service Center. An instructor provides assistance with homework and tutoring in mathematics. The student tutoring program offers students the opportunity to receive individualized peer tutoring.

JACK WERNER MEMORIAL LIBRARY
Students have access to a wide range of technical information and resource materials at AVTEC’s library. Over 5,000 titles in the library’s collection are devoted to training related materials to support students in their vocational studies. Students can also find recreational reading with novels and magazines, as well as keep current on news from home with the collection of newspapers from all over the state.

MULTIMEDIA COMPUTER LAB
Students can stay in touch with family and friends, initiate the search for a job or just surf the web in the library’s multimedia computer lab. Access to the Internet and up-to-date word processing, database, and spreadsheet software offer students unlimited resources.

TESTING AND ASSESSMENT SERVICES
Interested in earning an Alaska Career Readiness Certificate? The Learning Resources Department can administer the WorkKeys tests needed for the ACRC. LRD staff is also available to proctor the TABE (Test of Adult Basic Education) which is an admission requirement for most AVTEC programs. Contact Admissions for more information about TABE requirements or to schedule a test.

PRE-TRAINING AVAILABLE
Need to improve your reading or math skills to meet AVTEC’s entry requirements? Online programs in reading and math are available. Contact Admissions at 907-224-3322 or the Learning Resources Department at 907-224-6141, for more information or to register.

FOUNTAIN PROGRAM
The purpose of the Foundations Program is to support new students that may need assistance with basic academic skills. All students in participating training programs are retested on the TABE during their first week of training. Students that do not meet the required scores must attend the evening Foundations class. The Foundations class meets four nights per week for 1 hour, for the first four weeks of training. The class includes individualized instruction based on need; study skills; as well as time to complete training area homework in a supervised, structured environment.

APPLIED MATHEMATICS
LRD instructors teach the applied mathematics classes that are part of the required curriculum for Business and Office Technology, Professional Cooking and Baking, Diesel/Heavy Equipment Technologies, Structural Welding, Plumbing and Heating, and Construction Technology.

CLASSES FOR ADULT BASIC EDUCATION
The Seward Community Learning Center (SCLC) is open to the local community four mornings per week in the library at the Student Service Center. An instructor provides individual instruction to those who need improvement in academic areas. Contact the Seward Community Learning Center at (907) 224-6114.

COMMUNITY CLASSES INCLUDE:
GED Preparation
Reading Improvement
Math Improvement
Writing Skills
English as a Second Language
AVTEC Campus

Over the past 45 years, AVTEC has expanded to encompass distinct areas within the City of Seward and the City of Anchorage. In recent years, AVTEC has acquired more buildings and land to meet the employment and training needs of Alaska’s business and industrial community.

First Lake Facility – located between 703 and 809 Second Ave. houses Administration, Business Office (Admissions, Financial Aid, Student Accounts, and Student Records), Counseling Department, Information Technology Department (Business and Office Technology program and Information Technology program), a part of Energy and Building Technology Department – Construction Technology program, and the Alaska Maritime Training Center.

Applied Technologies Department – located at 1916 Leirer Rd. and 1906 Alameda Rd. houses shops and classrooms for Combination Welding program, Pipe Welding program, and Diesel/Heavy Equipment Technologies program.

Energy and Building Technology Department – located at 1916 Leirer Rd. houses shops and classrooms for Industrial Electricity program, Bulk Fuel/Power Plant Operation program, and Related Studies program. The classes and shops for Refrigeration program and Plumbing and Heating program are located at 808 Port Ave.

Student Services Facility – located in the midst of downtown Seward consists of the Alaska Culinary Academy, 518 Third Ave. (Professional Cooking and Baking program), Residence Life Department, 516 Third Ave. (family housing, dormitories, cafeteria), and Learning Resources Department, 519 Fourth Ave. (library and computer lab, Adult Basic Education and GED classes).
AVTEC FACULTY AND STAFF

ADMINISTRATION

CATHY LECOMPTET, Director
M.A. Executive Master Not for Profit Leadership, Non-Profit / Public / Organizational Management, Seattle University
B.S. Business Administration and Management, General, City University
A.A.S. Small Business Management

DANIEL REPASKY, Chief of Operations, Deputy Director
M.B.A. Alaska Pacific University, Anchorage
B.S. Geo Meany Center for Labor Studies of Antioch University, Yellow Springs, OH
Journeyman Wireman, Alaska Joint Electrical Apprenticeship and Training Trust NECA/IBEW, Anchorage

MICHELLE UNREIN, Human Resources, Administrative Assistant II
AVTEC Business and Office Technology graduate

BIZNESS SERVICES

darcie Larson, Accounting

kim kain, Financial Aid Officer, Education Associate II

kenn carpenter, Procurement, Procurement Specialist I

valerie boulden, Student Accounts, Accounting Technician I

anita schoening, Admissions, Education Program Assistant

kale tippit, Admissions, Education Program Assistant
M.A. Addiction Counseling, Hazelden Graduate School of Addiction Studies, Center City, MN
B.A. History, University of Alaska Anchorage
B.A. Psychology, University of Alaska Anchorage
Chemical Dependency Counselor I (CDC-I)
Licensed Alcohol and Drug Counselor (LADC)

Melissa Hughes, Student Records, Education Program Assistant
AVTEC Professional Cooking and Baking graduate

JacobiE Gable, Front Desk, Office Assistant II
A.S. Accounting and Business Management, Mt. Hood Community College, Gresham, OR

COUNSELING DEPARTMENT

PATTI PRICE, Department Head, Counselor, Equal Rights Compliance Officer, ADA and Title IX Officer
M.Ed. Career Guidance and Counseling, Northern Montana College
M.Ed. School Administration, University of Great Falls
B.S. Elementary Education, Eastern Montana College
Pearson Vue Certified Test Administrator

LARA LOOMIS, Counselor
M.A. Addiction Counseling, Hazelden Graduate School of Addiction Studies, Center City, MN
B.S. Psychology, Valley City State University, Valley City, ND
B.S Health Science, Valley City State University, Valley City, ND
Chemical Dependency Counselor I (CDC-I)

RACHEL JAMES, Placement Specialist
B.A. Communications, Boise State University

JAMIE HALL, WIOA Youth Grant Case Manager
M.A.T. Secondary, University of Alaska Southeast
B.A. Business, Alaska Pacific University
A.A. Culinary Arts, South Seattle Community College

ALASKA CULINARY ACADEMY

ELIZABETH JOHNSTON, Department Head, Pastry Arts Instructor
A.A. Pastry Arts, Johnson & Wales University
CertificatE du Patisserie, Le Cordon Bleu, Paris, France
Certified Culinary Educator
Certified Executive Pastry Chef
Certified TAMS Instructor
Approved Practical Examiner
Alaska Culinary Association Chef of the Year, 2011

ALLEN FAIGIN, Culinary Arts Instructor
B.S. Philosophy, University of Oregon
Professional Chefs Certification, California Culinary Academy
ALASKA MARITIME TRAINING CENTER

Captain TERRY FEDERER, Department Head, Instructor
USCG 500 Ton Master Near Coastal
1600 Ton Mate Near Coastal
Able Seaman Unlimited

MIKE ANGOVE, Instructor, Simulator Technician
B.S. Computer Information Systems, University of Michigan
AVTEC Industrial Electricity graduate

Captain DALE BUTTS, Instructor
USCG 100 Ton Master 1600 Ton Mate Near Coastal License
Able Seaman Unlimited Tankerman
First-Aid, CPR, AED, and Alaska Marine Safety Education Association Certified Instructor

Captain ROBERT CHADWELL, Instructor
USCG 1600 Ton Master Upon Oceans
Military-First Class Pilot
M.M.A. Marine Affairs, University of Rhode Island
B.A. Maritime History, University of Florida

Captain RICHARD JACOBY, Instructor
USCG 500 Ton Master Upon Oceans
Able Seaman Unlimited
BA English/History, Lewis and Clark College, Portland OR

Captain NIKLAS RANTA, Instructor
USCG 100 Ton Master Near Coastal

DEB BURDICK-HINTON, Instructor
M.S. Vocational Education, University of Alaska Anchorage
B.S. Secondary Education, Math and Science, University of Illinois, Urbana-Champaign

Captain TOM STABLES, Instructional Aide
USCG 100 Ton Master Near Coastal

TERI LAIRD, Maritime Admissions, Education Program Assistant

APPLIED TECHNOLOGIES DEPARTMENT

MKC ROBERT DUNNO, Department Head
Diesel Engine Instructor
Machinery Technician, Chief Petty Officer, US Coast Guard (Retired)
USCG Unlimited Horsepower, Chief Engineer License
A.A. Career and Technical Education, Alaska Pacific University

TROY HAGER, Heavy Equipment Instructor

WILLIAM PIKE, Diesel/Heavy Instructional Aide
A.S. Thomas Edison State, New Jersey
AVTEC Welding graduate

ROGER HOHL, Pipe Welding Instructor
A.A. Welding/Material Technology, University of Alaska
Journey Level Pipe and Steam Fitter
Associate Welding Inspector

ROBERT FRASHER, Structural Welding Instructor

DENNIS ESTES, Welding Instructional Aide
AVTEC Welding graduate

LINDA CARPENTER, Education Program Assistant

ENERGY AND BUILDING TECHNOLOGY DEPARTMENT

DAN LOGAN, Department Head
Industrial Electricity Instructor
M.S. Vocational Education, University of Alaska
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