AVTEC

2021-2022
CATALOG

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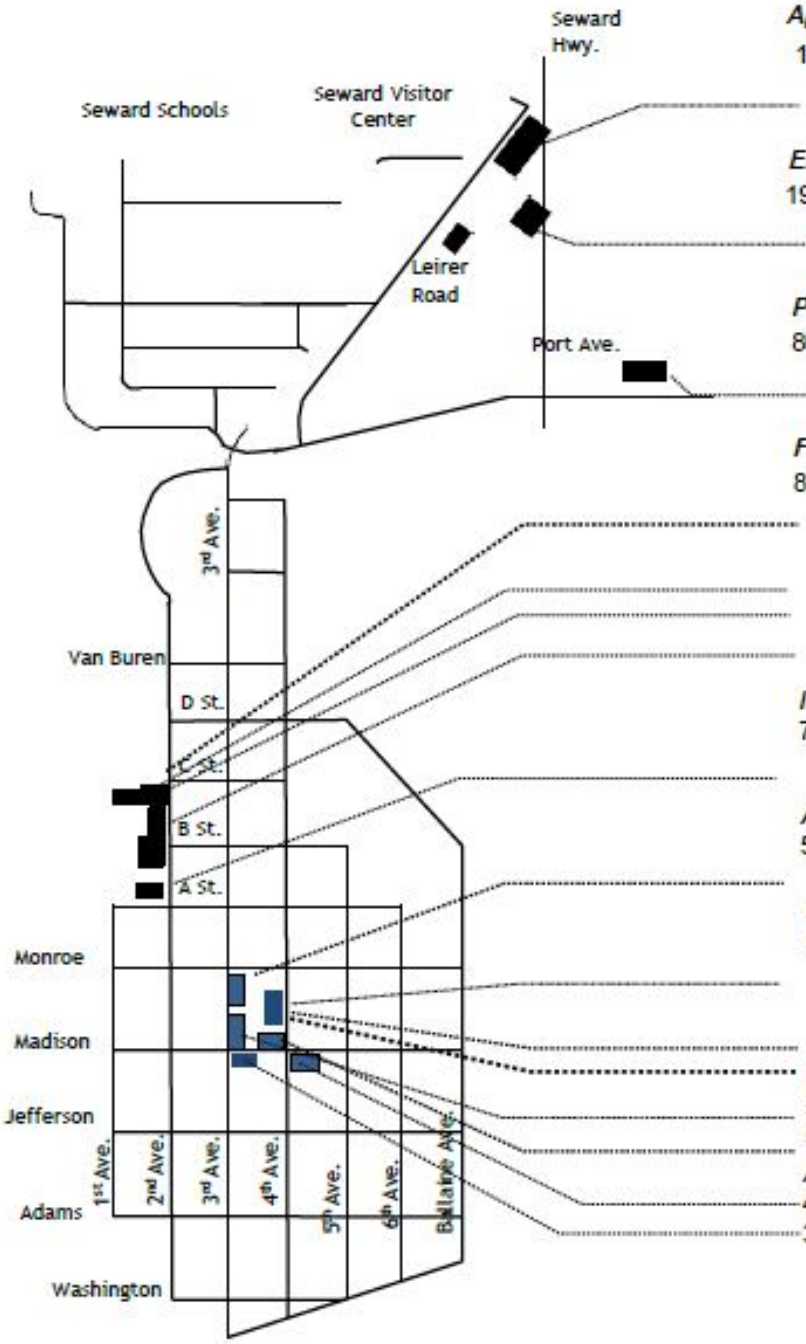
Seward Campus Map

Seward, Alaska



Applied Technologies Facility

1906 Alameda Rd, Seward, AK99664

- Diesel/Heavy Equipment
- Industrial Welding

Energy Building

1912 Leirer Road, Seward, AK 99664

- Industrial Electricity
- Power Plant

Port Avenue Facility

808 Port Ave. Seward, AK 99664

- Plumbing and Heating
- Refrigeration

First Lake Facility

809 2nd Ave. Seward, AK 99664

- Administration, Business Office (Admissions, Financial Aid)
- Alaska Maritime Training Center
- Business and Office Technology
- Construction Technology
- Information Technology

Information Technology Facility

703 2nd Ave, Seward, AK 99664

- Information Technology staff offices

Alaska Culinary Academy & Cafeteria

518 3rd Ave. Seward, AK 99664

- Culinary Arts

Student Service Center

519 4th Ave. Seward, AK 99664

- Counseling/Title IX
- Library/Media Center
- Gym

Willard E. Dunham and Fourth Ave. Residence Halls

516 3rd Ave. Seward, AK99664

505 4th Ave. Seward, AK99664

AVTEC Apartments

438 - 440 4th Ave. Seward, AK 99664

303 Madison Ave. Seward, AK99664

NOTE: There are designated accessible parking spaces at all AVTEC facilities.

Main Campus Building

Alaska Maritime Training Center, Construction Technology, Business and Office Technology, Administration & Business Office - 809 Second Ave, Seward, Alaska 99664

Applied Technologies Department

Diesel/Heavy Technology - 1906 Alameda Road, Seward, Alaska 99664

Industrial Welding - 1916 Leirer Rd, Seward, Alaska 99664

Culinary Arts

518 Third Ave, Seward, Alaska 99664

Energy and Building Trades

Industrial Electricity - 1912 Leirer Rd, Seward, Alaska 99664

Plumbing and Heating & Refrigeration - 808 Port Ave, Seward, Alaska 99664

Information Technology

IT Support and Information Technology - 703 Second Ave, Seward, Alaska 99664

Maritime Safety Training/Fire Field - 3504 Jellison Ave, Seward, Alaska 99664

Student Service Center/Gym/Library/Media Center – 519 4th Ave. Seward, AK 99664

Mailing address for all AVTEC Buildings: AVTEC - PO Box 889, Seward, Alaska 99664

AVTEC programs are conducted in facilities specifically designed to enhance and support hands-on training and instruction of the program it houses. Based in Seward, Alaska, at the head of Resurrection Bay and about two hours away from Anchorage to the north and Soldotna to the west, AVTEC's location provides enough space from the distraction of the city life while still allowing regular movement of students to and from these population centers.

Communications is provided by a VOIP telephone system, installed in 2016. Classroom sizes average approximately 10 students to each instructor, providing an intimate one on one experience throughout the training cycle. Each program also has lab practicum space co-located with classrooms, enabling students to simply move from the class to the lab to apply the theory and lecture information directly in the lab without leaving the building.

A counseling staff of two is available to assist in guiding students and a Career Advisor provides the connection to employment opportunities upon completion.

Bus transportation is available to students living on campus who require it to access their training programs and more than adequate parking is available at each program and around the Residence Life facility.

A maintenance staff from the division of Public Facilities is on site at all times providing timely and immediate repairs/ remodels/ and maintenance.

From the Director

If your goal is to get the training you need for a good paying job and career, then the Alaska Vocational Technical Center (AVTEC) is the place for you. AVTEC is a vocational training center located in Seward, Alaska and operated by the State of Alaska as a Division of the Department of Labor and Workforce Development where you can get a start on your career in less than a year.

AVTEC is the place where Alaskans from across the state come to gain key employability and technical skills. In this catalog you will find the descriptions of the variety of training programs, information on cost, training schedules and all you need to know about getting enrolled in a program and living at AVTEC.

We look forward to seeing you in an AVTEC training program. It will be the best investment you can make in your future.

All the best,

Cathy LeCompte, Director
Alaska Vocational Technical Center

Accreditation

The Alaska Vocational Technical Center (AVTEC) is accredited through the Council on Occupational Education (COE), a national accrediting agency of higher education institutions recognized by the U.S. Department of Education. COE was created in 1971 as part of the Southern Association of Colleges and Schools and became independent in 1995.

Accreditation is a status granted to an educational institution or program that has been found to meet or exceed stated criteria of educational quality and student achievement. Accreditation by COE is viewed as a nationally honored seal of excellence for occupational education institutions and denotes honesty and integrity .

For more information about this accrediting council, please visit their website at https://council.org/

77840 Roswell Road, Building 300, Suite 325,
Atlanta, GA 30350
Telephone: 770-396-3898 / FAX: 770-396-3790,

Equal Opportunity Statement and Title IX

AVTEC is committed to providing a safe and respectful learning environment, free from gender-based violence and sexual harassment for all students and employees.

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.

Title IX of the Education Amendments Act of 1972 (Title IX) prohibits discrimination based on gender in educational programs that receive federal financial assistance. Title IX protects students and employees from unlawful sexual harassment in school programs and activities, as well as sexual assault, which are both forms of unlawful discrimination under Title IX. This law applies to every aspect of education, including recruitment and admissions, financial aid, all course offerings and access, counseling and counseling materials, housing and residential services and employment.

Students with inquiries relating to sexual misconduct are encouraged to do so by reporting their concern to the Title IX Coordinator or to one of AVTEC's trained Staff Counselors.

AVTEC Title IX Coordinator
Jamie Hall
519 4th Ave. PO Box 889
Seward, AK 99664
jamie.hall@avtec.edu
907-224-6114

Inquiries may also be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline: 800-421-3481
www.ed.gov.ocr

About AVTEC

History

The Alaska Vocational Technical Center (AVTEC) was originally created as a post-secondary component of the State of Alaska Department of Education in 1969. Originally called the Alaska Skills Center, it was established in response to emerging demand for a skilled workforce statewide and was associated with the 1968 discovery of oil in Prudhoe Bay. AVTEC is now a division of the Department of Labor and Workforce Development (DOLWD), reporting to the Commissioner of Labor, and the only post-secondary career and technical training center owned and operated by the State of Alaska.

Located at the headwaters of Resurrection Bay, in Seward, Alaska, AVTEC's campuses stretch across multiple locations in the Seward community. The Applied Technology campus, on Herman Leirer Road and Alameda, is the location of the Diesel and Heavy Equipment, Combination Welding and Industrial Electricity programs. Refrigeration and the Plumbing and Heating programs are located down Alameda and east on Port Avenue, just a few blocks away.

The First Lake campus, on Second Avenue, houses the administrative and business operations offices as well as the Information Technology, Business and Office Technology and Construction Technology. The

Alaska Maritime Training Center (AMTC) is located at the First Lake Building and at the AMTC Fire Training Center across the bay in the Seward Marine Industrial Center.

The Student Life campus, on Fourth Avenue, includes the Student Services Center- consisting of the library, auditorium, learning resource center, gymnasium and student lounge and recreation areas; the Culinary Arts program; resident student housing and family apartments and campus food services.

Programs are designed to simulate the workplace. Students train 30-35 hours per week, in the classroom and hands-on training labs, where they learn and demonstrate mastery of industry technical and professional skills. Upon successful completion of training, students earn an AVTEC certificate and in many programs are able to earn industry-valued credentials and licenses.

Over the past fifty years, AVTEC has consulted industry experts to adapt training programs to the ever-evolving demands of Alaska's industries to ensure the training students receive is both relevant and valued by employers in Alaska.

Vision, Mission & Values

The Alaska Vocational Technical Center (AVTEC) is a division of the Department of Labor and Workforce Development (DOLWD) and as a division of state government, we operate like any other division with the added operational functions of a provider of post-secondary workforce training. In addition to adhering to the vision and mission of the State of Alaska administration and the DOLWD REACH values, AVTEC has a vision, mission and set of values that guide the day to day operations.

VISION

As a recognized provider of quality workforce training, source of exceptional talent and excellent place to work, the Alaska Vocational Technical Center changes lives by providing opportunities for success.

MISSION

The Alaska Vocational Technical Center delivers flexible, accessible and affordable workforce training that is responsive to the dynamic needs of business and industry and serves Alaska's diverse communities.

VALUES

- **Professionalism**: We promote professionalism by modeling appropriate workplace conduct and ethical behavior.
- **Respect**: We honor the diversity of students and staff by treating each other with respect.
- **Accountability**: We are accountable to our stakeholders through a practice of continuous improvement.
- **Citizenship**: We encourage leadership and citizenship as a workplace role through community engagement.
- **Inclusion:** We foster a culture of inclusion that invites all voices to speak openly to inspire and empower us to learn from each other and try new things.

ADMISSIONS 2021-2022

School Year Training Dates and Holiday Break Calendar

PROGRAMS BEGINNING FALL TERM 2021

BUSINESS & OFFICE TECHNOLOGY	08-16-21 to 05-17-22
CULINARY ARTS	08-16-21 to 05-17-22
DIESEL/HEAVY EQUIPMENT TECHNOLOGY	08-16-21 to 05-17-22
INDUSTRIAL ELECTRICITY	08-16-21 to 05-17-22
INDUSTRIAL WELDING	08-16-21 to 05-17-22
INFORMATION TECHNOLOGY	08-16-21 to 05-17-22
PLUMBING & HEATING	08-16-21 to 12-22-21

PROGRAMS BEGINNING SPRING TERM 2022

BUSINESS & OFFICE TECHNOLOGY	01-10-22 to 12-21-22
CONSTRUCTION TECHNOLOGY	01-10-22 to 05-17-22
DIESEL/HEAVY EQUIPMENT TECHNOLOGIES	01-10-22 to 12-21-22
INDUSTRIAL WELDING	01-10-22 to 12-21-22
REFRIGERATION	01-10-22 to 05-17-22

Separate listing is available, upon request, for maritime classes

SCHOOL BREAKS AND HOLIDAYS - ***(SCHOOL BREAKS & HOLIDAYS ARE SUBJECT TO CHANGE)***

Sept. 6, 2021- Labor Day and (**September 5, 2022**)
Nov. 25 & 26, 2021 - Thanksgiving Break & (Nov. 24 & 25, 2022)
Dec. 23, 2021 – Jan.7, 2022 - Holiday Break ***(12/22/21 is last day of class; class resumes 1/10/22)***
March 7 and 8, 2022 Spring Break **(*tentative schedule – dates may change*)**
May 30, 2022 - Memorial Day

Training Costs and Payment Process

Application Fee

A $50 non-refundable application fee is due with each training application.

Tuition: Long term and short term training

Tuition for workforce training programs (aka long term training) is based on training terms. There are two terms in a school year. Each term is 19 weeks long. Tuition for maritime and other shorter training (aka short term training) varies based on the course. Details for maritime training schedule and costs can be found at the maritime training website http://www.avtec.edu/maritime

Fees: Student Service and Technology

There are two types of fees for long term training, the student service fee and the technology fee, both are nonrefundable. The student service fee supports student activities and equipment and the technology fee supports network access and internet costs.

Books and supplies: Textbooks and Consumable Supplies

Books and supply costs vary by program and are a part of the cost of training. Books that are needed for training will be purchased and made available to students upon arrival. Consumable supply costs cover the supplies students use in the course of learning during training. Supplies are purchased on behalf of the students and are available for use during the training year.

- Supplies and tools NOT provided by AVTEC vary by program. Students will receive a list of supplies/tools they are to purchase and bring with them to training.

Payment for Training

Long term training payment process:

- The student service, technology fees and the first half of the tuition, are due 30 days prior to the start of training; failure to pay will result in removal from the program. Written proof of approved funding to cover entire program costs may be submitted in lieu of payment.
- Books and Supplies provided by AVTEC for training are due the first day of training.
- Second half of the tuition is due by the mid-point of the training program. Students with a balance due after the midpoint date in training will be charged a $200 late fee and may be dismissed from their training program unless a satisfactory means of payment is established.

Short term training payment process:

- To secure a place in short term training the application fee, tuition, books and supplies must be paid in full upon registration.
- Written proof of approved funding to cover entire program costs may be submitted in lieu of payment.

Room and Board: Residence Halls and Meals

Students may opt to live on campus in one of two residence halls, Willard E. Dunham Hall and the Fourth Avenue Dormitory. Rooms are single occupancy with a shared bathroom. Meals are included in the room and board charges.

- Room and board fees are due for the entire term at the beginning of each term and must be paid prior to moving into the residence halls. Fall term starts in mid-August and spring term starts in early January. Exact start dates vary from year to year.

Student Apartments and Off campus living:

- AVTEC has one, two and four-bedroom furnished apartments reserved for students. Students with families have priority for renting the apartments. Meals are NOT included in apartment rent.
- Students may choose to live off campus.
- Meal tickets are available for purchase for those living in AVTEC apartments or off campus.

Training Costs

TRAINING PROGRAM	Tuition	Technology Fee	Student Service Fee	Room & Board	Books/ Materials (provided by AVTEC)	Supplies/ Shop Expenses (provided by AVTEC)	Items NOT provided by AVTEC	TOTAL
Business & Office Technology:	$4,122	$325	$125	$10,388	$1,489	$320	N/A	**$16,769**
Construction Technology	$2,748	$325	$125	$5,194	$278	$1,700	$1,100	**$11,470**
Culinary Arts	$4,122	$325	$125	$10,388	$1,542	$4,160	$1,000	**$21,662**
Diesel/Heavy Equipment Technology	$4,122	$325	$125	$10,388	$553	$6,930	$6,500	**$28,943**
Industrial Electricity	$4,122	$325	$125	$10,388	$1,185	$2,760	$1,800	**$20,705**
Industrial Welding	$4,122	$325	$125	$10,388	$1,124	$7,368	$1,500	**$24,952**
Information Technology	$4,122	$325	$125	$10,388	$3,770	$440	$1,100	**$20,270**
Plumbing & Heating	$2,748	$325	$125	$5,194	$397	$1,250	$2,300	**$12,339**
Refrigeration	$2,748	$325	$125	$5,194	$502	$1,200	$1,600	**$11,694**

Admission Policy

To be a student at AVTEC you should be:

- At least 18 years old *
- An Alaskan resident *(See residency Requirements page 10)*
- A high school graduate with an earned high school diploma or GED*
- Able to meet or exceed the required score on the Test for Adult Basic Education (TABE) assessment (*See TABE FAQ's on page 10)*

***Exception to Admission Policy:**

- *If a student is not yet 18 years old, but will be 18 prior to completion of AVTEC training AND has all credit earned toward a high school diploma, but does not have the diploma in hand, AVTEC may make an exception to the age and high school / GED diploma admission requirements in all occupational programs.(See Senior Year to Career Pathway)*
- *If a student is not yet 18 years old, but will be 18 prior to completion of AVTEC training AND has earned a high school diploma, AVTEC may make an exception to the age requirements in all occupational programs.*
- *If a student is seeking admission to the United States Coast Guard maritime occupational programs, and are over the age of 18, AVTEC will make an exception to the high school diploma/GED and TABE assessment requirement.*

Application Process

STEP ONE - Select your Program, complete the application

- Select your AVTEC Program of interest. For Maritime training, visit the Alaska Maritime Training Center web page at www.avtec.edu
- Complete the online application (www.avtec.edu) or paper application.

STEP TWO - Pay Application fee

- Once the application is submitted, the application fee is due. It can be paid by calling 1(800) 478-5389 or (907) 224-3322 with credit card information or you can mail a check or money order to AVTEC, PO Box 889, Seward, AK 99664.

STEP THREE - Additional Application Documents

Completed applications are required to reserve your place in training. Your application is not complete until these documents are received.

- A copy of the high school diploma and transcripts with graduation dates or a GED diploma and transcript. High School seniors can submit a current transcript with graduation date.
- A copy of a valid government-issued photo ID (driver's license, state ID, tribal card with current photo or passport).
- Score from the TABE assessment.

Send these documents via email to admissions@avtec.edu or regular mail to AVTEC, PO Box 889, Seward, Alaska 99664.

STEP FOUR - Apply for Financial Aid

- Financing for training is available through federal grants and loans, scholarships and other means.
- Start the process of securing financial aid by completing the Free Application for Federal Student Aid (FAFSA) available online FAFSA. If you are planning to finance your training yourself, completion of the financial aid application is not necessary.
- Additional information about the different types of financial aid is available on AVTEC's Financial Aid page OR students can contact the Financial Aid office at AVTEC at 1-907-224-6156

STEP FIVE - Enrollment and Registration

Enrolled status

- Once you complete steps 1,2, & 3 and there is space available, you will be enrolled in the program! A confirmation of enrollment will be sent indicating the next steps to registration.
- If the program is full you will be notified and placed on the wait list until space becomes available.

Enrolled status to Registered status

- To secure a place in the selected training program and move from enrolled to registered, you must pay the student service fee, technology fee, and half the tuition no later than 30 days prior to the first day of training. Written proof of approved funding to cover the entire program costs may be submitted in lieu of payment. Failure to make this payment (or provide written proof of approved funding) will result in removal from the program.

Residency Requirements and Non-Resident Students

Student Residency requirements

Individuals interested in attending AVTEC that cannot demonstrate Alaska residency as outlined in the Alaska Administrative Code 15 ACC 23.143: OR received an Alaska Permanent Fund Dividend; OR are not an eligible active duty military or military veteran (spouse/dependent) will be placed on a waitlist and be admitted to training on a space available basis 30 days prior to the start of training.

Non-resident tuition is double the AVTEC regular tuition (fees, books, supplies and housing are at the regular rate). It is the student's responsibility to provide the necessary documentation to establish residency status. Contact the admissions office at admissions@avtec.edu if you have questions.

Contact the admissions office at admissions@avtec.edu or 1-907-224-3322 if you have questions.

AVTEC TABE Policy and Frequently Asked Questions

The Test for Adult Basic Education (TABE) assessment is the instrument used at AVTEC to determine individual readiness in math and reading for the greatest success in training; potential students have access to the TABE assessment when their application is submitted with the application fee.

Potential students with an earned post-secondary degree may submit a diploma and final transcript in lieu of the TABE assessment. Review the frequently asked questions below and contact the admissions office at admissions@avtec.edu for more information and to schedule an assessment.

What is the TABE?

The Test for Adult Basic Education (TABE) is a diagnostic assessment used to determine a person's skill level and aptitudes as applied in the workforce or training.

What is the required TABE score for AVTEC admission?

You can find TABE scores by clicking here

Why do I need to take the TABE?

As part of the admission process, AVTEC uses the TABE to effectively assess an applicant's skills, knowledge, and academic readiness for success. The entrance scores are determined by AVTEC's standards for success in two core subject areas–reading and math. Applicants must meet the required TABE scores before being accepted into their program of choice.

Who is eligible to take the TABE?

Qualified AVTEC applicants who have an application on file and have paid the application fee are eligible to take the TABE. High School Juniors (or those who request) may be eligible to take a precursor to the TABE assessment, the TABE Locator. This pre-assessment determines the level of a student's academic strengths before taking the TABE. If the assessment indicates the student is at the appropriate level, they may be eligible to take the TABE. Due to time and computer constraints, AVTEC does not provide TABE assessments during group tours.

How do I sign up to take the TABE?

The process to take the TABE is dependent on your location and will be addressed during the admissions process.

How long are TABE scores valid?

TABE scores are part of the application process. As long as an application is in an active status, TABE scores provided through AVTEC are valid. TABE scores from external sources are valid for 18 months from the date of assessment.

Is there a deadline to complete the TABE?

AVTEC provides TABE assessments up until 30 days prior to the start of training. If less than 30 days before training begins, a list of alternate testing centers may be provided.

What if I live outside of Alaska?

Out of state and international students are responsible for locating and arranging to take a TABE assessment in their area.

Can I prepare or study for the TABE?

For qualified applicants, AVTEC provides an online learning program, The TABE Academy. The TABE Academy must be accessed by the applicant within 7 days, has a minimum requirement of 1 hour study time per week and has a maximum study time of 60 days for improvement.

What if I don't achieve the required scores?

If unsuccessful on the initial TABE attempt a student must wait seven days and successfully complete documented study to retake the assessment a second time. The student must successfully complete the curriculum in the area needing improvement (Reading and/or Math) before retaking.

If not successful on the TABE retake, subsequent attempts have a 30-day waiting period with additional documented study. AVTEC is not responsible for providing additional study materials. Individuals requiring more than one retake will be determined on a case-by-case basis and subsequent tests are assigned a $30.00 fee, payable to the AVTEC business office.

A TABE score marked by a minus sign (–) indicates the student is not testing at the appropriate level. The student must wait 30 days and complete a documented study to retake the TABE assessment.

TABE Assessment Scores

REQUIRED ASSESSMENT SCORES FOR AVTEC PROGRAMS

Training Program	Reading	Combined Math
Business & Office Technology	550	550
Construction Technology	550	550
Culinary Arts	550	550
Diesel/Heavy Equipment Technology	550	550
Industrial Electricity *	**617**	**627**
Industrial Welding	550	550
Information Technology*	**617**	**595**
Plumbing & Heating	550	550
Refrigeration	550	550

**Industrial Electricity & Information Technology applicants must take TABE LEVEL A (Form 11 or 12)*
All other applicants must take TABE LEVEL D (Form 11 or 12)

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

TRANSFER CREDITS / CREDIT FOR PRIOR WORK EXPERIENCE

Programs at AVTEC are offered on a clock hour basis, not on a credit system as found in traditional colleges. This alternative structure makes the transfer of credits challenging. Unless an AVTEC program publishes acceptance of general education courses or industry certification, transfer credit is not applicable. Applicants may request a review of prior credit.

Students with prior work experience, including military veterans, should confer with the instructor in their chosen program regarding an assessment of their skill. Many of the programs offered at AVTEC use a competency-based design. Students with prior work experience may be eligible to obtain an AVTEC program occupational skill-level sooner than the scheduled completion date or they may be able to advance in their skill-level or gain additional knowledge and hands-on proficiency sooner than the scheduled completion date of their chosen training program.

Veterans Resources

Veterans Benefits

The United States veterans, active duty, National Guard and Reserve military personnel, their spouses and dependents can access a variety of educational benefits through the Department of Veterans Affairs (VA) and other programs to help pay for their education at the Alaska Vocational Technical Center (AVTEC). Please click on the educational benefit program names below for more information.

- The Post 9/11 GI Bill® (Chapter 33)
- Vocational Rehabilitation (Chapter 31)
- Montgomery GI Bill® – Active Duty (Chapter 30)
- Reserve Educational Assistance Program (REAP) (Chapter 1607)
- Veterans Educational Assistance Program (VEAP) (Chapter 32)
- Survivors' and Dependents' Educational Assistance Program (DEA) (Chapter 35)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website.

Apply for Benefits:

Visit the US Department of Veteran Affairs (VA) Education & Training website to Apply for Educational Benefits (VONAPP).

Veterans Benefits and Transition Act of 2018 - Section 103

As pursuant to the Veterans Benefits and Transition Act of 2018, a covered individual* will be permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance.

Alaska Vocational Technical Center (AVTEC) will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities. AVTEC will also not require a Chapter 31 or Chapter 33 recipient to borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U. S. Department of Veterans Affairs.

To qualify for this provision, the covered individual may be required to produce the VA's Certificate of Eligibility by the first day of class, provide written request to be certified, provide additional information needed to certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

This provision will end when payment for the course of education has been received by AVTEC or 90 days after the date AVTEC has received the Certificate of Eligibility and has certified tuition and fees for the course of education, whichever is earlier.

**Covered Individual - defined as any individual who is entitled to educational assistance under the US Department of Veterans Affairs(VA) Vocational Rehabilitation and Employment (Ch.31), or Post 9/11* GI Bill® *(Ch. 33) benefit.*

Financial Resources, Refund and Repayment Policies

APPLYING FOR FINANCIAL AID: Federal Grants and Loans

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 pay. For more information on this, contact the AVTEC Admissions office at admissions@avtec.edu or Financial Aid office at (907) 224-6156.

Free Application for Federal Student Aid (FAFSA)

AVTEC Institutional Code: 031603

Federal Pell Grants and Federal Direct Loans (Subsidized and Unsubsidized Loans) are available to qualified students. Applicants must submit a Free Application for Federal Student Aid (FAFSA), 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-year tax return information. Applicants may be required to provide a Tax Return Transcript for the prior years' tax return, the Tax Return Transcript can be obtained from the Internal Revenue Service (IRS).

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. Students must meet AVTEC's definition of Satisfactory Academic Progress to receive the funds.

To read more about Federal Financial Aid, please visit the following website: http://studentaid.gov.

OTHER FINANCIAL AID SOURCES

Alaska Supplemental Education Loans and Alaska Family Education Loans:
Visit https://acpe.alaska.gov/LOANS/Student-Loan

Parent PLUS Loans are also accepted by AVTEC and may be applied for online: https://studentaid.gov.

Students should contact the Alaska Department of Labor Job Centers and ask about the Workforce Investment Opportunity Act (WIOA) to see if they may qualify for WIOA funds. Check with the State of Alaska Job Center for more information.

Other financial aid sources are the Department of Veterans Affairs (VA), Native Corporations, Division of Vocational Rehabilitation (DVR), and the Bureau of Indian Affairs (BIA). To find out qualifications for funding, contact the agencies directly.

Occasionally students are eligible to receive unemployment insurance benefits while attending training. For more information, contact Unemployment Insurance at (888) 252-2557.

Refund and Repayment Policy

AVTEC has a fair and equitable refund policy. Refunds may be precipitated by a student withdrawing from training or through the dismissal process for violations of policy and/or code of conduct.

Using the appropriate refund policy for the student's financing and program length, a refund is calculated if a student fails to complete the contracted training program on or after the first day of training. The school's policy provides for a refund of the larger of the calculations required for the type of financing the student is receiving. When a class is canceled by the institution or if a student notifies AVTEC in writing 7 days prior to the start of training that they will not be attending, tuition and fees are 100% refunded within 30 days of the scheduled start date. If a student notifies AVTEC in writing less than 7 days prior to the start of training that they will not be attending, a $100 cancelation fee with be withheld before tuition and fees are refunded within 30 days of the scheduled start date.

REFUND POLICY

Application fee

Non-refundable.

Student Service fee and Technology fees, cost of books and supplies

Non-refundable after classes begin.

Dorms

Room and board will be charged at the prorated weekly rate or full-term rate (whichever is less).

Family Housing

Any funds paid in excess of the current charges will be refunded. Renters evicted from apartments will forfeit current month plus one additional month of rent.

Security Deposit

Damage/cleaning charges incurred by the student will be taken from the security deposit prior to any refunds.

Tuition Refunds

For students leaving training prior to graduation date will be calculated as follows:

- Prior to the fourth day of training = 100% Refund of Tuition.
- From the 4th day up to completion of 10% of the program clock hours = 90% Refund of Tuition.
- Completion of 10% but no more than 20% of the program clock hours = 80% Refund of Tuition.
- Completion of 20% but no more than 25% of the program clock hours = 55% Refund of Tuition.
- Completion of 26% but no more than 50% of the program clock hours = 30% Refund of Tuition.
- No tuition refund after completion of 50% of the program clock hours.

PRIORITY OF REFUNDS (AS MANDATED BY FEDERAL AND STATE REGULATION) IS AS FOLLOWS:

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

RETURNED CHECK POLICY

AVTEC conditionally accepts payment by personal check and reserves the right to revoke that privilege at any time. 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 fee 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. Additionally, subject to dismissal, the student will be required to immediately make the payment for which the check was written, or provide a plan acceptable to AVTEC to do so.

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 a 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" 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.

Fees, procedures, and policies above supersede those previously published and are subject to change.

Student Attendance, Grading and Training Policies

Our mission at AVTEC is to train Alaskans for work. The staff and instructors are committed to student success and these policies are provided as guidelines for students toward success in their training.

Attendance

The training day is spent in the classroom and training labs immersed in theory and hands-on learning focused on a specific field of study. Students are expected to be in class, on time, every day during their training program and are graded on attendance and timeliness arriving to class.

If illness prevents attendance, students are expected to call into the appropriate program contact person prior to the start of the training day.

Students can be dismissed from training for failure to call in when ill or for excessive tardiness. Generally, a warning is issued, followed by probation and then dismissal if corrective action is not taken.

Training Summary, Monthly In-Progress Reports and Student Achievement

Students demonstrate mastery of skills outlined on a training summary and are awarded recognition at different achievement levels. Student achievement is measured on each training objective listed on the training summary. Students who successfully achieve learning objectives receive an AVTEC Certificate of Completion and in select programs are eligible to earn industry certification.

Level 1	Demonstration only; no practice provided with further training required.
Level 2	Limited Skill; performed job during training program, additional training is required.
Level 3	Moderately Skilled; performed independently in a learning situation and may require init supervision.
Level 4	Skilled; performed task independently and requires minimal supervision

Satisfactory Academic Progress (SAP)

Students must remain in good standing to continue to receive financial aid and remain in training. Students who continue to make satisfactory progress toward attaining the required technical and employability skills as indicated on the monthly in-progress reports remain in good standing.

Good standing status means that a student is:

- Clear of any probationary action, *and*
- is achieving satisfactory monthly in-progress reports, *and*
- has total absences, unexcused and excused combined, of less than ten percent of the total available training days to date.

Previous Training or Work Experience

On a program-specific and case by case basis, students who demonstrate proficiency in a technical skill due to previous training or work experience, including military service, may be able to advance in training. Students who believe they may qualify can work with the instructor for this opportunity.

Transferring Between AVTEC Programs

Students may transfer between AVTEC programs during the *first week* of training with approval from the instructors of both programs, consultation with the financial aid officer and approval from the AVTEC director or their designee. Students may obtain a Training Program Transfer Request form and assistance completing it from their counselor or instructor.

Withdrawal from training

To officially withdraw from training a student must submit a written, signed and dated statement of withdrawal, indicating the reason and effective date of the withdrawal, to a counselor or their instructor.

Requesting Records

Former students and alumni may request an official transcript and training summary by contacting the Student Records office at (907) 224-6166. There is a $10 processing fee due when the request is made.

An unofficial transcript can be sent electronically upon request at no charge. Submit a request to Student Records at student.records@avtec.edu from an appropriate email address.

Records requests are addressed as quickly as possible. Please allow up to ten business days for staff to process your transcript request.

Human Rights Complaints/Grievances

The Alaska Vocational Technical Center (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, changes in marital status, pregnancy, parenthood, military service, family medical history, genetic information, sexual orientation, gender identity and economic status.

AVTEC provides a safe and secure learning and working environment and does not tolerate harassment of any kind. This means that all contact between students, instructors, and other employees of AVTEC must be respectful and conducive to a healthy learning and working environment. This includes language, clothing, or personal items displayed or worn in public containing obscene, profane, or offensive language, gestures, pictures, or symbols. Any such behaviors should be reported to staff immediately.

If a student has a grievance or believes they have been subjected to discrimination under Section 504, Title II, Title IV of HEA, Title IX or a WIOA Title I-financially assisted program or activity, they may follow these steps toward resolution or during any time of the resolution process and within 180 days of the alleged violation, contact any one of the human rights agencies listed.

Human Rights Agencies:

State of Alaska Department of Labor and Workforce Development
Commissioner
PO Box 111149
Juneau, AK 99811
(907) 465-2700
commissioner.labor@alaska.gov

State of Alaska Department of Administration Division of Personnel
EEO Program Manager
(907) 375-7705

Alaska State Commission for Human Rights
800 A Street, Ste 204
Anchorage, AK 99502-3669
(907) 274-4692
(800) 478-4692

State of Alaska ADA Coordinator
W 7th Ave., Ste 1960
Anchorage, AK 99501
(907) 675-7716

Director, Civil Rights Center
U. S. Department of Labor
200 Constitution Ave. NW Room N-4123
Washington, DC 20210
(202) 693-6500
CivilRightsCenter@dol.gov

EO Officer, Grants and Contracts (WIOA)
550 W. 7th Ave., Ste. 1930
Anchorage, AK 99501
(907) 269-7487

U.S. Department of Education
Office for Civil Rights
400 Maryland Ave, S.W.
Washington, D.C. 20202-1100
(202)453-6200
(800) 421-3481

Council on Occupational Education
7840 Roswell Rd. Bldg. 300, Ste. 325
Atlanta, GA 30350
(770) 396-3898, (800) 917-2081
http://www.council.org

For more information, contact AVTEC's Equal Rights Compliance Officer at (907) 224-6170.

ALASKA MARITIME TRAINING CENTER AT AVTEC

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

The majority of AVTEC's Alaska Maritime Training Center's (AMTC) courses and programs are United States Coast Guard (USCG) approved and meet the International Maritime Organization (IMO) training guidelines. The USCG and IMO certifications attained at AMTC are necessary for an individual to become a USCG approved Merchant Mariner and are highly valued by industry. In addition to USCG approved courses, AMTC offers industry and vessel-specific training that certifies individuals for specific industry needs. USCG approved courses have a very strict attendance policy.

Due to federal regulations, students must be in attendance to receive USCG certifications. This attendance policy is per USCG and overrides AVTEC's standard attendance policy.

Basic and Advanced International Maritime Organization (IMO) STCW Polar Code Courses:

Basic Training for Polar Operations (ALA- VTC-820)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 33
Prerequisite: Students must possess a Mate or Master's License.

Advanced Training for Polar Operations (ALA- VTC-808)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 25
Prerequisite: Basic Training for Polar Operations

Able Seaman (ALAVTC-1)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 60
Note: AB endorsements may also require additional Basic Training, Proficiency in Survival Craft, and Rating Forming Part of a Navigation- al Watch training depending upon the level of certification required.

Advanced Firefighting (ALAVTC-15)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 32
Prerequisite: Previous completion of a Basic Firefighting or BT course.

Advanced Firefighting Revalidation (ALA- VTC-777)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 9
Prerequisite: Previous completion of a 5-day Advanced Firefighting course and one year of sea service within the past five years.

Assistance Towing (ALAVTC-42)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 7

Automatic Radar Plotting Aids (ARPA) (ALA- VTC-37)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 32
Prerequisite: Radar Observer (Unlimited) (ALA- VTC-399)

Basic Meteorology (ALAVTC-62)
U.S. Coast Guard and STCW 95 Approved Class
Clock Hours: 20

Basic Shipboard Culinary Training
Clock Hours: 30

Basic Training (BT)
U.S. Coast Guard and STCW 95 Approved Class
Clock Hours: 40
Prerequisite: Clean shaven for Basic Firefighting and must be able to swim for pool sessions.

First Aid & CPR (ALAVTC-197)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 8
Topic delivered during the 5 day BT course.

Personal Safety and Social Responsibilities (ALAVTC-359)
Clock Hours: 4
U.S. Coast Guard and STCW Approved Class
Topic delivered during the 5 day BT course.

Basic Firefighting (ALAVTC-53)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 16
Topic delivered during the 5 day BT course.
Prerequisite: Clean shaven for Basic Firefighting.

Personal Survival Techniques (ALAVTC-363)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 12
Topic delivered during the 5 day BT course.
Prerequisite: Must be able to swim for pool sessions.

Basic Training Revalidation
U. S. Coast Guard and STCW Approved Course
Clock Hours: 8
Prerequisite: Previous completion of a five day BST or BT course and one year of sea service within the past five years. Clean shaven for Basic Firefighting and must be able to swim for pool sessions.

Bridge Resource Management (ALAVTC-75)
U.S. Coast Guard and STCW 95 Approved Class
Clock Hours: 35
Prerequisite: Radar Unlimited Endorsement

Crowd Management (ALAVTC-142)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 3

Electronic Chart Display Information System (ECDIS) (ALAVTC-179)
U. S. Coast Guard and STCW approved class
Clock Hours: 30

FCC Marine Radio Operators Permit Examination and Other FCC License Exams
Clock Hours: 2
There is no instruction provided. This is for proctored examination only.

Global Maritime Distress & Safety System (GMDSS) (ALAVTC-210)
U.S. Coast Guard and STCW 95 Approved Class
Clock Hours: 70

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

24 Hour HAZWOPER
OSHA Approved Class Clock Hours: 24

Leadership and Managerial Skills (ALAVTC-751)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 35

Leadership and Teamworking Skills (ALAVTC-768)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 8

Marlinspike Seamanship (ALAVTC-280)
U.S. Coast Guard and STCW App
endorsed as Operator of Uninspected Passenger Vessels (OUPV).

Master 100 Tons / Mate 200 Tons (ALAVTC-680)
U. S. Coast Guard Approved Class
Clock Hours: 120
Prerequisites: Candidates must have completed AVTEC's Able Seaman course (ALVTC-1) within one year, or possess a current and valid Merchant Mariner Credential endorsed as Able Seaman, or possess a current and valid Merchant Mariner Credential endorsed as Operator of Uninspected Passenger Vessels (OUPV).

Master/Mate 500 and 1600 Ton NC Prep Class
Non USCG approved and is designated as test preparation only.
Clock Hours: 60

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

Medical Care Person In Charge (ALAVTC-307)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 47
Prerequisite: Must have previously taken a Medical Care Provider within six months of starting this course. Students will be expected to meet the physical requirements for the skills including lifting, reaching, and performance of CPR.

Methods of Instruction
Clock Hours: 45
This course meets the USCG requirements to become a USCG approved instructor. Officer in Charge of a Navigational Watch Assessment (BRM Assessment ONLY)

U.S. Coast Guard and STCW Approved Courses:

Operator of Uninspected Passenger Vessels (OUPV) (ALAVTC-340)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 90

OUPV (Restricted) (ALAVTC-340)
U.S. Coast Guard and STCW Approved Class. The OUPV course is for individuals working on select fresh waters in Western Alaska.
Clock Hours: 24

Proficiency in Survival Craft (ALAVTC-372)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 30

QMED Junior Engineer (ALAVTC-716)
U.S. Coast Guard and STCW Approved Class. By successfully completing this course students will
acquire 30 sea service days.
Clock Hours: 360
Candidates for this course should have a minimum of 10th-grade reading and math level skills.

Rating Forming Part of an Engineering Watch (RFPEW) Assessments
Meets U. S. Coast Guard and STCW standards
Clock Hours: 30
All tasks will be assessed by a Qualified Assessor.

Rating Forming Part of a Navigational Watch (RFPNW) Assessments
Meets U. S. Coast Guard and STCW standards
Clock Hours: 6
All tasks will be assessed by a Qualified Assessor.

Rating Forming Part of a Navigational Watch Program (ALAVTC-415)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 30

Radar Observer (Unlimited) (ALAVTC-399)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 30
Students are encouraged to bring their plotting tools.

Radar Observer (Unlimited) (ALAVTC-399), Refresher
U.S. Coast Guard and STCW Approved Class
Clock Hours: 18
Prerequisite: Radar Observer (Unlimited) (ALA- VTC-399)
Students are encouraged to bring their plotting tools.

Radar Observer (Unlimited) (ALAVTC-399), Re-certification
U.S. Coast Guard and STCW Approved Class
Clock Hours: 6
Prerequisite: Radar Observer (Unlimited) (ALA- VTC-399)
Students are encouraged to bring their plotting tools.

Tank Ship Dangerous Liquids (ALAVTC-501)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 40
Prerequisite: Previous completion of a Basic Firefighting or BT course.

Vessel Personnel with Designated Security Duties (VPDSD) (ALAVTC-747)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 8

Vessel Security Officer (ALAVTC-573)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 16

Visual Communications/Flashing Light (Assessments Only)
U.S. Coast Guard and STCW Approved Class
Clock Hours: 6

Seafood Processor Orientation and Safety Course
Clock Hours: 48
Students are given an overview of the life and safe working practices aboard factory trawlers working in Alaska waters. Topics include chain of command, vessel layout, 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 sea- food companies.

Able Seaman – 40 Hour – (ALAVTC-6)
U.S. Coast Guard Approved Class
Clock Hours: 40
Note: AB endorsements may also require additional Basic Training, Proficiency in Survival Craft, and Rating Forming Part of a Navigation- al Watch training depending upon the level of certification required.

Business and Office Technology

The field of business and office technology covers all aspects of training workers for today's offices and specifically prepares Alaskans as an **Accounting Specialist**, **Administrative Assistant** or **Medical Administrative Assistant**. AVTEC graduates are employed in private, state and federal offices; tribal organizations; and in the health, construction and tourism industry. Within the Business and Office Technology program, students will choose one of the following areas of study.

- **Accounting Specialist**
  Accounting Specialists maintain accounts by identifying, verifying, and recording transactions, processing payroll, accounts payable, and/or accounts receivable and provide end of fiscal year preparation including financial statements. From a sole proprietorship to corporations, this area of study prepares graduates for entry into the field of accounting or bookkeeping.
- **Administrative Assistant**
  There are as many types of Administrative Assistants as there are professional offices. Administrative Assistants perform and organize the administrative activities of an office in order to keep business running smoothly. Students utilize the latest business correspondence and prepare documents, reports, presentations, spreadsheets, databases and more utilizing a variety of technologies. These graduates are a valuable asset to any organization.
- **Medical Administrative Assistant**
  Becoming a Medical Administrative Assistant gives students the opportunity to make a difference in the medical field while working in an office setting. From setting up appointments and verifying insurance, to maintaining electronic health records and more, Medical Administrative Assistants provide the support medical offices and other healthcare facilities need to run efficiently. This area of study covers medical terminology, HIPAA, law

and ethics, medical coding and billing, electronic health records and medical office procedures.

Requirements

Information Technology
There are no Information Technology Requirements for this program.

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

Program Specific Requirements
Program requirements are good eyesight, finger coordination, and the ability to sit for one to two hours.

Accounting Specialist Area of Study

TOTAL Clock hours 1260

Courses

Computer Operations and Software Applications

Clock Hours 327
Computer operations are a major part of the Accounting Specialist area of study. 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), Microsoft Windows and Internet Explorer, QuickBooks Pro, and Cougar Mountain Accounting. 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 (IC3), Microsoft Office Specialist (MOS), and Intuit QuickBooks User 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 and Computerized Accounting segments of the training should be ready to complete certification testing.

Accounting for a Service Business Organized as a Proprietorship

Clock Hours 160
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

Clock Hours 180
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

Clock Hours 180

Competencies include accounting for non-collectable 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.

Computerized Accounting

Clock Hours 120

Using commercial accounting software, students will set up 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, set up 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. Students also have the opportunity to become an Intuit Certified QuickBooks Pro User.

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.

Keyboarding and Document Processing, Proofreading and Editing

Clock 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

Clock Hours 60

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.

Business English

Clock 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

Clock Hours 30

Students master the use of basic mathematics needed in business and office employment and in personal finance and include whole numbers, decimals, credit, interest, percentages, and mathematics of buying and selling.

Workplace Communications Skills

Clock Hours 8

Employability skills and effective communication are among the most valuable skills an employee can bring to a career. Students will review communication styles, active listening skills, non-verbal communication, professional presentation, electronic communication, and conflict resolution. Students explore their own communication styles to recognize patterns and incorporate more effective communication strategies in the work place.

Employment Services

Clock Hours 15

AVTEC's employment services includes two separate classes and as many individual meetings with an advisor as a student wants. In the Job Search/Resume Class students learn how to identify potential employers, locate job openings, and review position descriptions. They are guided through the process of creating their own resume, demonstrated how to write a cover letter, and fill out an application. In the Interview Class students cover every aspect of an interview. They learn what to do before, during and after the interview. They practice answering questions through mock interviews, and receive feedback from the instructor.

Business/Industry Internship

Clock Hours 60

Students complete an Internship that consists of a minimum of two weeks of training in business, industry, or other agency. Internships provide students with direct supervised work experience related to their training.

Administrative Assistant Area of Study

Total Clock hours 1260

Courses

Computer Operations and Software Applications

Clock Hours 637

Computer operations are a major part of Administrative Assistant area of study. 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 Business and Office Technology students have the skills with Microsoft's leading business desktop software.

Students may complete Internet and Computing Core Certification (IC3) and Microsoft Office Specialist (MOS) 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 certification testing.

Keyboarding and Document Processing, Proofreading and Editing

Clock Hours 120

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. Students will also apply keyboarding skills to prepare business letters with special parts (including special notations and tables), envelopes and labels, meeting minutes, and multi-page business letters using mail merge. Throughout the training, students practice daily to develop acceptable speed and accuracy levels.

Integrated Office Simulation

Clock Hours 240

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, Access, and Outlook to create and edit a variety of documents.

Office Procedures and Office Machines

Clock Hours 60

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.

Record Keeping

Clock Hours 60

The record keeping section of the training focuses on both personal records and forms and basic business records. Competencies include completing, verifying, filing and maintaining personal records and forms for banking, budgets, and credit; handling cash; and preparing business records for sales, travel, budgets, and business banking.

Business English

Clock 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

Clock Hours 30

Students master the use of basic mathematics needed in business and office employment and in personal finance and include whole numbers, decimals, credit, interest, percentages, and mathematics of buying and selling.

Workplace Communications Skills

Clock Hours 8

Employability skills and effective communication are among the most valuable skills an employee can bring to a career. Students will review communication styles, active listening skills, non-verbal communication, professional presentation, electronic communication, and conflict resolution. Students explore their own communication styles to recognize patterns and incorporate more effective communication strategies in the work place.

Employment Services

Clock Hours 15

AVTEC's employment services includes two separate classes and as many individual

meetings with an advisor as a student wants. In the Job Search/Resume Class students learn how to identify potential employers, locate job openings, and review position descriptions. They are guided through the process of creating their own resume, demonstrated how to write a cover letter, and fill out an application. In the Interview Class students cover every aspect of an interview. They learn what to do before, during and after the interview. They practice answering questions through mock interviews, and receive feedback from the instructor.

Business/Industry Internship

Clock Hours 30

Students complete an Internship that consists of a minimum of one week of training in business, industry, or other agency. Internships provide students with direct supervised work experience related to their training.

Medical Administrative Assistant Area of Study

Total Clock hours 1260

Courses

Computer Operations and Software Applications

Clock Hours 327

Computer operations are a major part of the Medical Administrative Assistant area of study. 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.

Medical Terminology

Clock Hours 120

Medical Terminology will begin by teaching the basic design of medical terminology and how to remember the meanings of 350 Latin and Greek word parts which combined create 11,000 medical terms. Medical Terminology students will continue to build their medical vocabulary; in addition, this course will introduce students to anatomy, physiology, and disease process.

Law, Ethics, and HIPAA

Clock Hours 60

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 handle patients' protected health information (PHI) and to comply with all HIPAA regulations.

Medical Billing and Coding

Clock Hours 220

Upon completion of this course, students 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. Students are introduced to medical diagnostic and procedural coding. Topics include: The International Classification of Diseases, 10th Revision, Clinical Modification (ICD-10-CM) Current Procedural Terminology (CPT) Healthcare Common Procedure Coding System manuals.

Electronic Health Records (EHR)

Clock Hours 90

This course introduces the student to common administrative procedures performed in both small and large medical practices. Students will learn to input patient information, bill insurance companies, and schedule

appointments. The student will be able to run common reports associated with the medical practice, including day sheets, patient ledgers, and other financial reports that are important to the day-by-day financial operations of the medical practice. The software used in this course is SimChart.

Practice Management for the Medical Office

Clock 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 SimChart.

Keyboarding and Document Processing, Proofreading and Editing

Clock 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

Clock Hours 60

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.

Record Keeping

Clock Hours 60

The record keeping section of the training focuses on both personal records and forms and basic business records. Competencies include completing, verifying, filing and maintaining personal records and forms for banking, budgets, and credit; handling cash; and preparing business records for sales, travel, budgets, and business banking.

Business English

Clock 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

Clock Hours 30

Students master the use of basic mathematics needed in business and office employment and in personal finance and include whole numbers, decimals, credit, interest, percentages, and mathematics of buying and selling.

Workplace Communications Skills

Clock Hours 8

Employability skills and effective communication are among the most valuable skills an employee can bring to a career. Students will review communication styles, active listening skills, non-

verbal communication, professional presentation, electronic communication, and conflict resolution. Students explore their own communication styles to recognize patterns and incorporate more effective communication strategies in the work place.

Employment Services

Clock Hours 15

AVTEC's employment services includes two separate classes and as many individual meetings with an advisor as a student wants. In the Job Search/Resume Class students learn how to identify potential employers, locate job openings, and review position descriptions. They are guided through the process of creating their own resume, demonstrated how to write a cover letter, and fill out an application. In the Interview Class students cover every aspect of an interview. They learn what to do before, during and after the interview. They practice answering questions through mock interviews, and receive feedback from the instructor.

Business/Industry Internship

Clock Hours

60

Students complete an Internship that consists of a minimum of two weeks of training in business, industry, or other agency. Internships provide students with direct supervised work experience related to their training.

Construction Technology

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 training in construction and maintenance of structural systems including basic carpentry, concrete, roofing, interiors and exterior finishing, basic electricity and thermal and moisture protection systems. The Construction Technology program provides students with a wide variety of experiences that prepare them for entry-level employment and for apprenticeships in the construction and maintenance trades.

Requirements

Information Technology

Students are required to bring a laptop or notebook and have basic computer skills necessary for accessing internet and AVTEC Learning Management System.

Employment Requirements

There are no employment requirements for this program.

Program Specific Requirements

- Students will be exposed to and should be comfortable with constant physical activity. Will need to demonstrate the ability to stand, walk, sit, lift, carry, push, pull, twist, turn, bend squat, climb, kneel, crouch, crawl and reach.
- The following are minimum level of physical requirements expected to be performed.
    - Lift 50 pounds
    - Carry 50 pounds
    - Push 100 pounds
    - Pull 50 pounds

- Vision is critical. Proper prescription safety glasses are recommended for student's with prescription lenses.
- Student should supply properly fitting work clothes, steel toe or reinforced toe work boots. Student's should be prepared and dressed appropriately for working in incremental winter weather.

Construction Technology - TOTAL Clock hours 630

Employability Skills
Clock Hours 31

Participate in school safety orientation, workplace communication skills, job interview training, resume building and job search training/support.

Introduction to Carpentry
Clock Hours 60

Identify major skills and opportunities in construction and maintenance careers; practice school, personal, and general construction safety habits

Materials and Equipment
Clock Hours 67

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
Clock Hours 42

Interpret construction drawings and specifications; demonstrate layout skills; perform construction calculations.

Intro to Electricity
Clock Hours 70

Basic residential wiring.

Concrete Foundations
Clock Hours 28

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
Clock Hours 87

Construct structural floor systems, wall systems, ceiling joists, and roof framing.

Roofing Systems
Clock Hours 28

Construct and maintain roofing systems.

Exterior Finish
Clock Hours 42

Install windows and exterior doors.

Thermal and Moisture Protection
Clock Hours 14

Demonstrate knowledge of the principles of cold climate weatherization; construct the thermal and moisture protection systems appropriate for cold climates.

Stairs
Clock Hours 30

Produce common stair systems.

Interior Finish
Clock Hours 131

Drywall, installation of interior doors, finish trim, moldings, and cabinets.

Culinary Arts

Our program highlights competency-based training through progressive learning units. A large portion of the training will take place in our training kitchens, providing students lots of "kitchen time" to allow their skill levels to grow. Utilizing a 'hands-on' food production approach, students will be

working individually or in small groups. Additionally, "Core" Culinary academic skills are incorporated into the student's training schedule. These additional skill classes will include Nutrition, Purchasing & Inventory, Restaurant management, menu, and other "core" classes.
Each unit of focus starts with the culinary basics class. Subsequent food production classes develop more advanced techniques and provide for more in-depth student evaluation.

Requirements

Information Technology
There are no Information Technology Requirements for this program.

Employment Requirements
There are no Employment Requirements for this program.

Program Specific Requirements

- Follow uniform protocol, and practice good personal hygiene.
- Follow attendance guidelines and be on time.
- Be able to lift 50 lbs.
- Able to be on your feet for long periods of time, and sometimes work in "extreme" temperature conditions, (hot kitchens, freezer inventory).
- Follow all safety rules with equipment and keep your area clean and organized.
- Be aware that minor injuries do occur in this field. Minor cuts, burns.

Culinary Arts – Total Clock hours 1260

Employability Skills
Clock Hours 23
Participate in school safety orientation, complete achievement tests, participate in resume writing and job search training, and participate in an interview and communications training.

Introduction to Professional Cooking I
Clock Hours 180
Basic Cooking theory and practical application, centering on the understanding and use of Standardized cooking methods. This "Baseline class " is a introduction of how professional kitchens work, and the necessary skills cooks need to be successful in the hospitality industry. Besides theory and application, A large percentage of this class emphasizes the importance of Culinary "Core skills". They include, Professionalism, Safety, Culinary Math, Knife skills, Culinary Terminology, Weights and measures, equipment identification, The history of Hospitality, and Discussions of career opportunities. All the skills a Novice Culinarian needs to begin their training.

Introduction to Professional Cooking II
Clock Hours 125
Standardized cooking methods, being put to practical use in the production of:
Mother/Leading sauce production, Fabrication of Beef, Fish, Chicken & Poultry, Basic Soups & Stocks.

Culinary Math
Clock Hours 24
Culinary Math 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.

ServSafe®, Food Protection Management

Clock Hours 42

The ServSafe® class has become the industry standard in food safety and sanitation training and is accepted in most 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. Successful completion of this class will give the student a ServSafe Manager certification that is good for 5 years.

Nutrition for the Culinary Professionals

Clock Hours 42

This course 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.

Breakfast Production

Clock Hours 91

This progressive class begins in the Introduction to Cooking 2 class with basic instruction with how to flip eggs in a pan and making omelettes. the Final part of the class follows with 2 concurrent weeks working a full breakfast kitchen. During the two weeks, students will cook "to order" a rotating breakfast menu, covering such skills as omelet production, griddle work, breakfast cold foods, and banquet style entrees.

Volume Food Production

Clock Hours 145

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.

Culinary Baking

Clock Hours 151

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.

Beverage Skills

Clock Hours 35

This course introduces students to the basics of beverage management and how to profitably manage a beverage operation. The study involves a survey of wine, beer, distilled spirits, and non-alcoholic beverages including coffee and tea.

Purchasing and Inventory

Clock Hours 35

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 Savory and Pastry Arts

Clock Hours 70

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, and hors d'oeuvres and centerpieces, menu planning, organizational technique, and sanitation. Also includes advanced baking skills used in restaurants, hotels, resorts, and specialty bakeries, you will develop skills in basic candy making, European

hearth and bread production, dessert presentation, cold soufflés, and working with Fresh pasta. These two units run concurrently during the school year.

Restaurant Management

Clock Hours 70

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, personnel 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.

Dining Room Management

Clock Hours 38

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.

Restaurant Practicum

Clock Hours 189

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 working restaurant. Along with cooking methods, instruction will focus on mise en place, organization, timing, sanitation, safety, and plate presentation. This course is also designed to develop the skills needed to be able to work as a Baker, making pastries presented 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, teamwork, sanitation, safety, and plate presentation.

Diesel/Heavy Equipment Technologies

Generally, over half the investment of a mining, construction, highway transportation or logging business is in its 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, **strong reading and mathematics skills**, should possess a good work ethic, and have the desire to succeed.

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, backhoes, bulldozers, and a large transport truck are utilized by students developing mechanical skills.

Requirements

Information Technology
Demonstrate understanding using the following electronic equipment and functions:

- Laptop Computers
- Electronic Tablets (I-Pads are used in the program)
- Understand opening, reading, sending and replying to e-mail.
- Have a valid e-mail address.
- Have a basic understanding of computer graphic interfaces
- Operate diagnostic equipment, scan tools and manufacturer software.

Employment Requirements

- Clean driving record, with the ability to earn a valid Alaska driver's license.
- Able to begin the process to earn a Commercial Driver's License (CDL).
- Demonstrate the ability to show up on time, rested and dressed for the work day.
- Safety conscience, situationally aware of surroundings. Understands and willingly enforces industry safety standards.
- May need to be able to apply and receive a TWIC card.

Program Specific Requirements

- Students will be exposed to and should be comfortable with constant physical activity. Will need to demonstrate the ability to stand, walk, sit, lift, carry, push, pull, twist, turn, bend squat, climb, kneel, crouch, crawl and reach.
- The following are minimum level of physical requirements expected to be performed.
  - Lift 75 pounds
  - Carry 50 pounds
  - Push 100 pounds
  - Pull 50 pounds
- Vision is critical. Proper prescription safety glasses are recommended for student's with prescription lenses.
- Student should supply properly fitting work clothes, steel toe or reinforced toe work boots. Student's should be prepared and dressed appropriately for working in incremental winter weather.

Diesel/Heavy Equipment Technologies - Total Clock hours 1080

Employability Skills

Clock Hours 23

Participate in school safety orientation, complete achievement tests, complete applied math class and computer skills practice, participate in resume writing and job search training, and participate in an interview and communications training.

General Shop Operations

Clock Hours 36

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. Workplace Safety.

Hydraulic Systems

Clock Hours 96

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

Brakes

Clock Hours 45

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

Clock 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

Clock Hours 7

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

Clock Hours 91

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

Clock Hours 55

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

Clock Hours 52

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

Clock Hours 323

Identify different diesel engines, explain the basics of diesel engine functions, demonstrate basic repair practices, disassemble engines, clean and inspect all parts, inspect and measure all parts for wear using manufacturers' specifications, explain camshaft and valve train functions, measure 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

Clock Hours 39

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, a basic understanding of computer-controlled injection pumps and fuel injectors.

Engine Cooling and Lubrication

Clock Hours 14

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 the cooling system, understand functions of a water pump and pump development, understand workings of a thermostat, inspect and test heat exchangers, and correct use of antifreeze.

Intake and Exhaust Systems

Clock Hours 14

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 turbocharger and EGR systems.

Undercarriage

Clock Hours 110

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

Clock 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.

Engine Controls

Clock Hours 30

Covers cab and body systems, HVAC service, and diagnosis of refrigerant types and regulations.

Cab/Body Systems

Clock Hours 30

Covers cab and body systems, HVAC service, and diagnosis of refrigerant types and regulations.

Applied Math

Clock Hours 35

The applied math class will build from reviewing basic skills to specific math used in the Diesel/Heavy Equipment trade. The class focuses on helping students learn, understand and practice these necessary skills.

Industrial Electricity

The 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.

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.

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.

Requirements

Information Technology

Demonstrate understanding and fill requirements using the following electronic equipment and software:

- Student supplied laptop computer must have a USB port and be capable of accepting a USB to 9 pin serial converter, or have a 9 pin serial port. Ability to connect a USB to Ethernet adapter, and manipulate settings.
- Software applications such as MS Word and Excel.
- Ability to use CAD software.
- Ability to print from USB to printers and plotters, install and configure print drivers.
- Use a PDF reader.
- Ability to install software from disks or downloaded files for specific devices.
- Log into and use a school provided email account using laptops or mobile devices.

Employment Requirements

- Ability to complete work independently, manage time, develop and follow checklists, will be expected to perform work with information obtained through their own research.
- Clean driving record, with the ability to earn a valid Alaska driver's license. Able to begin the process to earn a Commercial Driver's License (CDL).
- Should possess good mechanical aptitude skills and have familiarity with basic hand tools.
- Will demonstrate the ability to show up on time, rested and dressed for the work day.
- Safety conscience, situationally aware of surroundings. Understands and willingly enforces industry safety standards. Strict adherence to and an understanding of the Industrial Electricity Lockout Tagout and Shop Safety Policy is required.
- May need to be able to apply and receive a TWIC card.
-

Program Specific Requirements

- Successful completion of two semesters of High School Algebra with at least a grade C or better. Trigonometry, Geometry, and Statistics are recommended.
- Students will be exposed to and should be comfortable with constant physical activity.
- Be able to demonstrate the ability to stand, walk, sit, lift and carry (up to 50 lbs.), push, pull, twist, turn, bend squat, climb, kneel, crouch, crawl and reach continuously.
- Demonstrate good manual dexterity with fine motor skills.
- Work from heights greater than 6 feet while using fall protection equipment.
- Vision is critical as is distinguish colors accurately. Proper prescription safety glasses are recommended for student's with prescription lenses.
- Student should supply properly fitting work clothes, steel toe or reinforced toe work boots. Student's should be prepared and dressed appropriately for working in incremental winter weather Specialized gear to provide protection from electrical shock hazards and arc flash.

- Ability to wear hearing protection and communicate in noisy environments while wearing required personal protective equipment such as respirators, hoods, hard hats and face shields.

Industrial Electricity – Total Clock hours 1260

IE 1410 DC Circuits
Clock Hours 175

Perform basic and complex DC circuit analysis; design, build, test, and troubleshoot DC circuits and devices. Explore the electrical and magnetic properties of materials.

IE 1420 AC Circuits
Clock Hours 175

Perform basic and complex AC circuit analysis; design, build, test, and troubleshoot AC circuits and devices. Build, test and measure circuits that have complex impedance; calculate system power factors; real and reactive loads.

IE 1110 Industrial Technology
Clock Hours 194

Measurement systems and instruments, technical communication, drafting, blueprints, work standards, rigging, machine tools, mechanical fastening systems, electrical connections and terminations, welding (SMAW), metal cutting, quality control.

IE 1610 National Electrical Code and Projects
Clock Hours 140

Demonstrate competency interpreting and applying the NEC to construction and maintenance projects.

IE 1510 Electrical Machines
Clock Hours 140

Theory, operation, construction and maintenance of electrical machines used for generation, distribution, and mechanical power.

IE 1010 Industrial Safety and Health
Clock Hours 100

Introduction to Industrial Workplace Safety and Health. Electrical safety in the workplace; personal protective equipment, control of hazardous energy and risk analysis.

IE 1710 Mechatronics and Automated Systems
Clock Hours 175

Design, build, program, and maintain automated industrial mechatronic systems using computers, micro-controllers, PLC's, VFD's, pneumatic, hydraulic, and electro-mechanical systems. Apply the scientific principles and methods of technical occupations; explore concepts of energy, work, efficiency, force, and motion.

IE 1810 Renewable Power Generation
Clock Hours 130

Theory and operation of stand alone and grid connected renewable power systems; build and test wind, solar, and Hydropower systems, tower climbing, principles of governing and control of internal combustion powered generators.

IE 2110 Employability Skills
Clock Hours 31

Participate in school safety orientation, workplace communication skills, job interview training, resume building and job search training/support.

Industrial 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, mining and heavy equipment industries. Graduates of AVTEC's Industrial 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 Industrial Welding Program emphasizes steel welding; however, all students are expected to become knowledgeable of procedures for welding on nonferrous materials such as aluminum. Primary focus is on stick electrode welding: students train on SMAW (stick electrode), GMAW and FCAW (wire feed processes), GTAW (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.

Requirements

Information Technology

Demonstrate understanding using the following electronic equipment and functions:

- Understand opening, reading, sending and replying to e-mail.
- Have a valid e-mail address.
- Have a basic understanding of how to use a computer and working online.

Employment Requirements

- Clean driving record, with the ability to earn a valid Alaska driver's license.
- Will demonstrate the ability to show up on time, rested and dressed for the work day.
- Safety conscience, situationally aware of surroundings. Understands and willingly enforces industry safety standards.
- Need to be able to apply and receive a TWIC card.

Program Specific Requirements

This Program has no specific requirements.

Industrial Welding – Total Clock hours 1080

Employability Skills Clock Hours 16	Participate in school safety orientation, complete achievement tests, complete Welders Math, participate in resume writing and job search

training, and in an interview and communications training.

OAW – Oxyacetylene Welding

Clock 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.

SMAW – Stick Electrode

Clock Hours 360

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. Apply skills in basic fabrication exercises in support of sound structural assemblies.

FCAW – Flux-Cored

Clock Hours 19

Demonstrate basic skills in Flux-cored arc welding technique.

GTAW - TIG

Clock Hours 30

Demonstrate basic skills in TIG welding technique.

GMAW – MIG

Clock Hours 30

Demonstrate basic skills in MIG welding technique.

Welders Math

Clock Hours 45

Complete welding math class focused on measurement and geometry. The topics covered include: Estimation, Fractions, Decimals, Unit Conversion, Length, Area, and Volume. Students are allowed to work ahead at their own pace via online learning with guidance from the math instructor.

OAW – Oxyacetylene Welding (For Pipe)

Clock Hours 25

Use oxyacetylene cutting equipment to prepare pipe for welding.

SMAW, GMAW, GTAW & FCAW – Pipe Welding

Clock Hours 425

Perform open root plate welding in the 3G and 4G positions with sufficient quality to pass the AWS guided bend test. Describe and identify physical and mechanical properties as they relate to welding of carbon steel and stainless steel pipe; identify, demonstrate care of, and correctly use common and specific tools used in the pipe fabrication trades. 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. Team weld large diameter pipe in the 5G position using the SMAW and FCAW processes. Demonstrate basic pipe welding skills using the Gas Tungsten Arc welding process. Also, includes introduction to FCAW pipe, sanitary stainless steel orbital tube welding and computer aided pipe cutting.

Socket & Butt Weld Pipe Fabrication

Clock Hours 60

Identify socket and butt weld pipe fittings. Read and interpret socket and butt weld pipe drawings, various socket and butt weld fitting symbols, and determine pipe lengths between fittings. Prepare, align, tack weld, and weld 90-degree elbows, 45 degree elbows, flanges, branch connections, and valves for socket and butt joints using carbon steel pipe and the SMAW process. Perform air and hydrostatic test of fabricated pipe systems.

Pipe Layout & Pipe Fabrication

Clock Hours 24

Demonstrate basic skills in pipe layout and pipe-fitting fabrication using carbon steel pipe and the SMAW process. Fabricate fittings from pipe; Layout and fabricate two piece 90-degree turns, and perform mitering procedures. Layout and fabricate 45-degree laterals.

Introduction to Non-Destructive Testing

Clock Hours 6

Introduction to and general overview of the industry, job opportunities and significance to the welding industry. Students will learn about the major NDT methods ET,MT,PT,RT,UT,VT) with an assessment verifying that they successfully reviewed all of the material.

Information Technology

Technology now permeates all businesses and there is a real need for IT professionals for implementation and support. Information Technology skills will continue to be in high demand through 2024, according to the 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 continuous increase in 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, this intensive 38-week program can help you get a foot in the door.

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.

Requirements

Information Technology

Students will need a Windows based Laptop computer with Windows 10 for this training program and have basic keyboarding skills and be competent using a personal computer.

Employment Requirements

Requirements of the occupation are good eyesight and finger coordination.

Program Specific Requirements

This Program has no specific requirements.

Information Technology – Total Clock hours 1340

IT 1100 Windows System Configuration

Clock Hours 147

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 Hypervisor to build virtual machines to connect to both virtual and physical environments. IT 1100 serves as the entry point for other Windows Solutions associate courses offered in the second semester.

IT 1110 Windows Directory Services

Clock Hours 147

Prerequisite: IT 1100

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 1120 Introduction to Networks (ITN)

Clock Hours 147

Prerequisite: IT 1100, IT 1110

Introduction to Networks (ITN) is the first of three Certified Cisco Network Associate (CCNA) v7 courses that are aligned to the CCNA Certification Exam. Students gain a basic understanding of the way networks operate and will learn about network components and their functions, as well as how a network is structured, and the architectures used to create networks, including the internet. But ITN is about more than learning networking concepts. By the end of this course, you will be able to build local area networks (LANs), configure basic settings on routers and switches, and implement internet protocol (IP). In ITN, every concept that you learn and skill that you develop will be used in the rest of the CCNA curriculum.

IT 1130 Switching, Routing, and Wireless Essentials (SRWE)

Clock Hours 166

Prerequisite: IT 1120

Switching, Routing, and Wireless Essentials (SRWE) is the second of three Certified Cisco Network Associate (CCNA) v7 courses that are aligned to the CCNA Certification Exam. SRWE advances your knowledge of the operation of routers and switches in small networks. SRWE will introduce you to wireless local area networks (WLANs) and network security concepts. By the end of this course you will be able to configure advanced functionality in routers and switches. You will also be able to perform basic troubleshooting of these components. Using security best practices, you will troubleshoot and resolve common protocol issues in both IPv4 and IPv6 networks. The skills and knowledge you gain in SRWE will prepare you for the final course in CCNA.

Workplace Communications Skills

Clock Hours 8

Employability skills and effective communication are among the most valuable skills an employee can bring to a career. Students will review communication styles, active listening skills, non-verbal communication, professional presentation, electronic communication, and conflict resolution. Students explore their own communication styles to recognize patterns and incorporate more effective communication strategies in the work place.

Employment Services

Clock Hours 15

AVTEC's employment services includes two separate classes and as many individual meetings with an advisor as a student wants. In the Job Search/Resume Class students learn how to identify potential employers, locate job openings, and review position descriptions. They are guided through the process of creating their own resume, demonstrated how to write a cover letter, and fill out an application. In the Interview Class students

cover every aspect of an interview. They learn what to do before, during and after the interview. They practice answering questions through mock interviews, and receive feedback from the instructor.

IT 1200 Enterprise Networking, Security, and Automation (ENSA)

Clock Hours 133

Prerequisite: IT 1120, IT 1130

Enterprise Networking, Security, and Automation (ENSA) is the third of three Certified Cisco Network Associate (CCNA) v7 courses that are aligned to the CCNA Certification Exam. ENSA will take the skills and knowledge that you learned in ITN and SWRE and apply them to wide area networks (WANs). WANs are large, complex networks that require advanced understanding of network operation and security. ENSA also introduces you to two game-changing areas of networking: virtualization and automation. By the end of this course you will be able to configure, troubleshoot, and secure enterprise network devices. You will be versed in application programming interfaces (APIs) and the configuration management tools that make network automation possible. When you have completed ENSA, you will have gained the practical experience you need to prepare for the CCNA certification exam. You will also have the skills required for associate-level roles in the Information and Communication Technologies (ICT) industry.

IT 1210 Windows Network Services

Clock Hours 112

Prerequisite: IT 1100, IT 1110

This course introduces students to network and applications infrastructure concepts and configurations provided by Window Server 2016. 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 2016 and IP- enabled networks. Students will also learn how to secure servers and maintain update compliance.

IT 1220 Azure Cloud Services

Clock Hours 147

Prerequisite: IT 1110, IT 1210

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 1230 VMware Certified Professional–Data Center Virtualization

Clock Hours 105

Prerequisite: IT 1120, IT 1210

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 1240 Network Security

Clock Hours 133

Prerequisite: Network Support Technician I certificate, IT 1130, IT 1200, IT 1210

This course introduces students to network security principles that affect physical network resources and cloud-based resources.

IT 1250 Industry Externship

Clock Hours 80

Prerequisite: Network Support Technician I certificate, IT 1130, IT 1200, IT 1210, IT 1220, IT 1230, IT 1240, Workplace Communications Skills, Employment Services.

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.

Plumbing and Heating

Plumbing and Heating Technicians are in demand throughout Alaska, in both urban and in rural areas. As a result, graduates of the Plumbing and Heating program enjoy excellent job opportunities and good pay. Plumbing and Heating students receive basic training in construction and maintenance of plumbing and heating systems. The Plumbing and Heating program provides students with a wide variety of experiences that prepare them for entry-level employment and for apprenticeships in the plumbing and heating, construction and facility maintenance trades. The Plumbing and Heating program's blend of classroom instruction, lab, and live-work practice help 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 percent of the training is hands-on and 50 percent is classroom instruction. Training includes outdoor activities, so students need appropriate clothing for cold and wet working conditions.

Requirements

Information Technology

Students will need a Laptop computer for this training program and be able to demonstrate understanding using the following electronic equipment and functions:

- Laptop Computers
- Understand opening, reading, sending and replying to e-mail.
- Have a valid e-mail address.
- Have a basic understanding of computer graphic interfaces

Employment Requirements

- Clean driving record, with the ability to earn a valid Alaska driver's license.
- Will demonstrate the ability to show up on time, rested and dressed for the work day.
- Safety conscience, situationally aware of surroundings. Understands and willingly enforces industry safety standards

Program Specific Requirements

- Students will be exposed to and should be comfortable with constant physical activity. Will need to demonstrate the ability to stand, walk, sit, lift, carry, push, pull, twist, turn, bend squat, climb, kneel, crouch, crawl and reach.
- The following are minimum level of physical requirements expected to be performed.
    - Lift 75 pounds
    - Carry 50 pounds
    - Push 100 pounds
    - Pull 50 pounds

- Vision is critical. Proper prescription safety glasses are recommended for student's with prescription lenses.
- Student should supply properly fitting work clothes, steel toe or reinforced toe work boots. Student's should be prepared and dressed appropriately for working in incremental winter weather.

Plumbing and Heating – Total Clock hours 630

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Plumbing

Clock 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, storage and on-demand water heaters and appliances. Select and install pressure-rated piping systems including PEX, PVC, ABS, copper, and steel. Troubleshoot and repair residential water well systems.

Heating

Clock Hours 280

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 repair oil heat components and electrical heating equipment. Identify, install and service conventional and modulating-condensing hydronic heating boilers. Understand installation and service of heat pumps. Perform residential heat loss calculations. Size heating equipment and heat emitters. Use combustion analyzers to determine efficiency and safety of fuel-burning appliances.

Electricity

Clock Hours 84

Demonstrate an understanding of basic electrical theory and proper use of test instruments; build and test heating 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 zone valves, and relays; identify, select, install and maintain common electrical control devices; demonstrate circuit construction workmanship, techniques, and practices; identify, install and maintain common motors.Complete OSHA 10 hour certification.

Employability Skills

Clock Hours 31

Participate in school safety orientation, workplace communication skills, job interview training, resume building and job search training/support.

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

Requirements

Information Technology
Students will need to be able to demonstrate understanding using the following electronic equipment and functions:

- Laptop Computers
- Understand opening, reading, sending and replying to e-mail.
- Have a valid e-mail address.
- Have a basic understanding of computer graphic interfaces

Employment Requirements

- Clean driving record, with the ability to earn a valid Alaska driver's license.
- Will demonstrate the ability to show up on time, rested and dressed for the work day.
- Safety conscience, situationally aware of surroundings. Understands and willingly enforces industry safety standards.

Program Specific Requirements

- Students will be exposed to and should be comfortable with constant physical activity. Will need to demonstrate the ability to stand, walk, sit, lift, carry, push, pull, twist, turn, bend squat, climb, kneel, crouch, crawl and reach.
- The following are minimum level of physical requirements expected to be performed.
    - Lift 75 pounds
    - Carry 50 pounds
    - Push 100 pounds
    - Pull 50 pounds
- Vision is critical. Proper prescription safety glasses are recommended for student's with prescription lenses.
- Student should supply properly fitting work clothes, steel toe or reinforced toe work boots. Student's should be prepared and dressed appropriately for working in incremental winter weather.

Refrigeration – Total Clock hours 630

Basic Refrigeration Clock Hours 216

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 oxyacetylene torches; demonstrate knowledge of the theories of heat, refrigeration, matter and energy, and basic thermodynamics; perform heat transfer calculations and identify refrigerant characteristics; complete EPA 608 testing.

Advanced Refrigeration

Clock Hours 197

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.

Electricity

Clock Hours 186

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

Employability Skills

Clock Hours 31

Participate in school safety orientation, workplace communication skills, job interview training, resume building and job search training/support.

Student Services

AVTEC Student Services Department consists of instructors, counselors, the WIOA Youth Grant case manager, a career advisor, and student workers to provide services to students. It is here to assist students in reaching their career goals and recognizing their full potential.

Depending on the need of the student, student services cover a wide range of areas from personal time activities to academics to employment. Students may be referred for assistance outside of AVTEC when appropriate.

The Student Services Department develops and implements student orientation, provides career development, develops and oversees student jobs, provides disability support, counseling, library/ media services for AVTEC students, tutoring, and delivers adult education services for those in the community who wish to obtain their GED. Many of these items are described to a greater extent under their own heading.

Counseling

AVTEC employs two Counselors available to provide student support and assistance or refer students to professionals that can assist them.

Individual Counseling

Counselors are available to provide support to students in a confidential environment with topics or events that may create obstacles for completion of training, gaining employment, or for personal growth.

Advocacy

Counselors are available to advocate for students at disciplinary actions or court hearings. They can verify that disciplinary actions follow the process outlined in the student handbook and work with department heads and residence life staff to ensure that disciplinary actions are applied fairly and consistently across the student body.

Counselors advocate for students who believe they have been treated unfairly and/or if they have cause to appeal a disciplinary action.

Assistance

Counselors assist students when the student is in a time of hardship or transition. (e.g., homework, driver's license preparation; finding safe housing; helping connect with medical, substance abuse, or mental health counselors; or public assistance)

Referrals

The Counseling staff refers students to available assistance programs depending on the need or desires of the student.

Some assistance programs available in Seward include:

- Housing
- Child care
- Financial assistance
- Foodbank
- Substance abuse treatment, AA, and/or NA
- Mental health
- Employment
- Foundations/Study Skills Program

Appointments

To make an appointment or see an AVTEC counselor please contact the counseling department at 1-(907)-224-6170 or 1-(907)-224-6171:

Career Services

AVTEC is committed to assisting students and graduates in the pursuit of training-related employment. The Career Advisor provides assistance to students in the development of employment plans and job search skills throughout training and after graduation.

AVTEC's history of training Alaskans has resulted in an active and positive relationship with employers throughout the state. Both the Career Advisor and Instructors maintain contacts within business and industry and provide assistance in connecting students with potential employers.

Employers often note that employability skills and effective communication are among the most valuable skills in the workplace. AVTEC provides training of those skills such as verbal and non-verbal

communication styles and the role of technology in communication, professionalism, time management, and conflict resolution. Students explore their own communication patterns and begin to recognize and incorporate more effective communication strategies in their day-to-day work activities.

Individual assistance and classes in resume writing, job search and interview skills are provided to all students attending long-term training programs. Work Keys Assessments for the National Career Readiness Certificate are offered and available to students.

The annual AVTEC/Seward Community Job Fair held on campus each spring provides students with the opportunity to learn about opportunities and meet with employers from around the state.

Contact Information & Location:

Rachel James, Career Advisor
AVTEC Student Services Center, 519 Fourth Avenue, Seward, AK 99664
Office: (907)224-6172 | Cell: (907)422-7180
rachel.james@avtec.edu

Access-Ability (ADA) Services

AVTEC complies with Title I of the Americans with Disabilities Act (ADA), Section 504 and Title IX. AVTEC will attempt to make reasonable accommodations for students with a documented disability. It is the student's responsibility to provide documentation of a disability. Students seeking accommodation should contact the AVTEC Americans with Disabilities Act Compliance Officer at 224-6170 to complete appropriate documentation for a needed accommodation.

State ADA Coordinator
Alaska Department of Administration
550 W 7th Avenue, Suite 1960
Anchorage, AK 99501
Phone (voice): (907) 375-7716
Phone (TTY): 711 for Alaska Relay
Fax: (907) 375-7719

AVTEC ADA Coordinator
P.O. Box 889
Seward, AK 99664
Phone: (907) 224-6170
FAX: (907) 224-4400

Getting Started:

- Provide necessary paperwork documenting disability and past accommodations to AVTEC ADA Coordinator (Medical or psychological diagnosis)
- Know your rights and responsibilities, See: https://www2.ed.gov/about/offices/list/ocr/transition.html for more information
- Work with the AVTEC ADA Coordinator to determine appropriate accommodations based on curriculum and training area restrictions.

Things to Know:

- AVTEC provides the following services to all students: tutoring, study skills, and possibly a peer tutor. AVTEC instructors may provide untimed tests on paper-based tests, and a quiet place to take

tests may be arranged. However, additional time on assignments outside of class (homework) may not be allowed.

- You do not have to inform AVTEC that you have a disability. However, if you will be seeking accommodations, please notify us before your arrival on campus.
- Your IEP or ILP from high school may help demonstrate accommodations in the past that have worked for you. However, AVTEC is not required to follow this same plan.
- Each AVTEC program has its own physical requirements for admission. Please review the admission requirements for the program of your interest to see if you meet the minimum requirements.

Service Animals:

- "A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." https://adata.org/guide/service-animals-and-emotional-support-animals
- Students requesting a service animal will be evaluated on a case by case basis. Additional documentation verifying the training, certification or otherwise of the animal may be necessary. AVTEC may request the student education program staff on the animal training for emergency purposes.

Library/Media Center/ Computer Lab

Students have access to a wealth of information through modern technology. In today's world, the most current information is found on the internet. Some AVTEC training programs have switched almost entirely to online textbooks and tests, and many industries use websites for parts and operating manuals. In order to provide the most relevant information to students, AVTEC maintains a reference section at the library, and for those programs that continue to use print textbooks, a print copy. In addition, AVTEC has an Alaska selection, a large number of fiction books, movies, puzzles and board games in the library for student use.

In the Library, students are able to use their own computers to go online to do homework, stay in touch with family and friends back home, chat between each other, or check out things of interest to them.

In the Media Center, students are able use the computer lab to work on their resumes or for access to the internet, to look for job postings, and apply online. The computers have up-to-date word processing, database, and spreadsheet software which offers students unlimited resources.

Student Services staff acts as proctors for students taking industry certification exams, including Work Keys, and the Test of Adult Basic Education (TABE) which is an admission requirement for most AVTEC programs. Potential students can improve reading and math skills in preparation to meet entry requirements to AVTEC through an online study program.

Contact Admissions for more information about TABE requirements or to schedule an exam.

Math, Study Skills, and Tutoring

Applied Mathematics

Math is an important component of the trades taught at AVTEC. Many of our programs provide an applied mathematics class to ensure students have the math skills they need to be successful in their careers. The applied math class will build from reviewing basic skills to specific math used in a particular trade. The class focuses on helping students learn, understand and practice these necessary skills.

Foundations, Study Skills

AVTEC's Foundations Program supports students that may need assistance with basic academic skills needed for success in their training programs. All students are welcome and encouraged to attend. Some instructors request their students retake the TABE test during the first week of training. Students that do not meet the required scores for their training program will be required to attend the evening foundations class. The class includes study skills instruction and development as well as time to complete training area homework in an individualized, supervised, and structured environment.

Tutoring

AVTEC provides academic support services to students after training at the Student Service Center. An instructor provides tutoring and/or assistance with homework. The student tutoring program offers students the opportunity to receive individualized peer tutoring specific to the current technical area of their training.

Student Life & Activities

AVTEC Housing

AVTEC students come to our campus in Seward from hundreds of different communities across Alaska. In order to allow students of all ages and family sizes to attend training, AVTEC provides residence hall housing as well as apartments for students bringing children or dependents with them to Seward.

Willard E. Dunham and Fourth Avenue Residence Halls

AVTEC maintains two residence halls for students who are enrolled in classes ranging from one day to 11 months. All accommodations in the residence halls for long term students are single-occupancy–two students have private bedrooms and share a common bathroom. Short term students on campus for less than four weeks may be housed in double-occupancy rooms shared with a roommate.

Students requesting dormitory housing must complete a Dormitory Application and Contract form before they arrive for training. The minimum age to reside in AVTEC Residence Halls is 18 years old. Students who need accommodations for special needs should document them on the dormitory application. Pets are not permitted anywhere on the AVTEC campus.

Each residence hall bedroom is furnished with a standard twin-size bed, desk, dresser, mini-refrigerator and closet. Students are responsible for providing their own bedding and towels. Free laundry facilities are provided for students living in the residence halls, although students must bring

their own laundry supplies. Room assignments are made at the discretion of the Residence Life staff, and students are encouraged to list housing or suitemate preferences on their housing application.

There are no coed rooms and non-residents are not permitted to stay in the dormitories overnight. Quiet hours are from 10:00 p.m. until 7:00 a.m. and are strictly enforced. The main entrance to each residence hall is accessible 24 hours a day while training programs are in session.

Cooking devices (hot plates, slow cookers, microwaves, etc.) are not permitted in residence hall rooms. Shared microwave ovens are provided for resident use in common areas. Students may bring most items from home–with the only exceptions being hazardous materials, firearms or knives with a blade longer than 3 1/2 inches.

AVTEC Apartments

Family student apartments are available for students who are enrolled in programs greater than eight weeks in duration and who have dependents living with them full time. All occupants of family student apartments must be engaged in a full-time activity (AVTEC training, distance education, employment for pay or as a volunteer, child care, etc.). Applicants for family housing must complete a Family Housing Application.

AVTEC maintains a variety of one, two and four-bedroom family student housing apartments for students and their families. Family student apartments are fully furnished with living room and bedroom furniture as well as a full kitchen. Family housing residents are responsible for providing their own bedding, towels, utensils, dishes and personal items.

Food Services

AVTEC cafeteria provides meals 3 times a day Monday through Friday and 2 times a day on non-instructional days such as weekends and recognized holidays. Meals are included in the cost of living in the residence halls. Students living off campus or in Family Housing may purchase meal tickets. Special Dietary needs may be accommodated with prior notice to the Cafeteria Foreman. More information about meals is available through the admissions office.

Recreation

AVTEC students are in training for about 35 hours each week. This means that even after homework and studying there is always time to relax and have fun with classmates or on your own. AVTEC's goal is to provide a variety of resources, activities, and supplies to entertain and satisfy all of our students during their free time.

AVTEC's Student Service Center offers many active recreational opportunities for students. In the full-size gymnasium, there are four indoor climbing wall pitches along with equipment for basketball, volleyball, floor hockey, dodge ball, pickle ball and even roller skating. A racquetball court, multi-purpose room with mats for yoga, dance & stretching, and wellness center with weight and cardio equipment are available to help students stay active and in shape. A ceramics / arts & crafts studio, snack bar, auditorium, media center and student lounge are also available. Movies, sports, and Pay-Per-View sporting events can be watched on the 10 ft screen in the auditorium. Many of the activities inside the Student Service Center are available to Dormitory residents 24 hours a day and off campus students until 10 PM.

Inside the Willard Dunham Residence Hall, there are six student lounges with a variety of resources ranging from a video game lounge, conference room, and multiple cable televisions to computers for the internet. The gaming lounge has billiards tables, table tennis (ping pong), and foosball.

Barbecues, campfires, and field trips to local and regional points of interest are organized for students and there are weekly pool, poker, or sports tournaments on campus. Free transportation to hiking trails and the public swimming pool at Seward High School is available and students can participate in open swim free of charge!

AVTEC's full time Recreation Specialist offers different programs and activities each school term, depending on the whims and requests of the current student body. Since students are only here for a maximum of one year, it's not uncommon for the activities offered to change all of the time! Poker tournaments, flag football, board game nights, minute-to-win-it games, campfires with s'mores, Magic: The Gathering, D&D, and Nerf wars are always popular events in the evenings and on weekends. Each year, AVTEC relies on students to suggest activities of interest. It is always a better student recreation program when students help to create it!

The Seward area offers students a variety of year-round outdoor recreation activities, such as hiking, cross country skiing, snowboarding, fishing, biking, and kayaking. The AVTEC Recreation program maintains a free lending library of equipment for all sorts of outdoor recreation so students do not have to buy gear to try out new activities. Students can check out camping gear, snowshoes, snowboards, fishing gear, and bicycles, as well as indoor equipment like guitars, board games and supplies for knitting, crocheting and beading..

The Qutekcak Native tribe welcomes the participation of AVTEC students of all cultural backgrounds in many of its activities that include Native Youth Olympics and traditional crafts classes..

Health and Wellness

AVTEC encourages healthy lifestyles outside training. The Student Dining Service cafeteria offers a full salad bar for lunch and dinner and healthy meal options are always available. Each spring, AVTEC hosts the Seward Community Health Fair, where students can learn about healthy living and even obtain blood tests and health screenings at greatly reduced cost. AVTEC Residence Life staff will help students access local medical facilities and healthcare resources upon request.

On Campus Jobs for Students

AVTEC has multiple employment opportunities every year for students to earn while they learn. Student employment is a form of financial support while students pursue their education. Hiring student workers can benefit both the school and the students.

Hiring a student provides many advantages to AVTEC, including:

- A cost-effective workforce
- A willingness of student workers to perform a wide variety of tasks, which can free full-time staff for other duties
- Flexibility: student workers can vary the hours they work each week and work non-routine hours
- The ability of student employees to understand the needs and viewpoints of other students, helping student customers feel more comfortable, and letting full-time staff know about issues from the student point of view

- Bringing energy, enthusiasm, and the ability to offer new ideas and perspectives to the workplace

Campus employment offers exceptional advantages for students as well, such as:

- Income to support the cost of education
- Invaluable workplace skills, habits, and references
- The convenience of working without leaving campus

Students must be in good standing and remain so for employment to continue. Student workers are paid the Alaska Minimum Wage, established under state statute. Student-workers do not participate in retirement, accrue leave, receive holiday pay or insurance benefits. There is no probationary period.

Arrival and Orientation

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
- Bedding, towels, extra blankets, and pillows (Dormitory beds are standard size Twin mattresses)
- Alarm clock (plug-in style so they will work even if your phone battery dies)
- Rain gear and waterproof boots
- A second pair of shoes if you wear boots. Black-soled shop boots are not allowed in the Student Service Center or cafeteria.
- Copy of your most recent federal income tax return, for financial aid.
- Indoor workout shoes, workout clothing, outdoor sports gear (outdoor shoes are not permitted in recreation areas)
- Travel mug
- 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)

If you're not sure what to bring, please call our Residence Life office at 1-907-224-6100

Orientation

Orientation for new students will start at 8:30 a.m. Monday morning in the Student Service Center at 519 Fourth Avenue (unless otherwise advised). If you are enrolled in a long-term program, you will spend your first day of training in orientation. Orientation includes:

- Meet with Admissions, Student Records, Student Accounts and Student Financial Aid representatives
- Have your ID picture taken
- Receive information on school procedures and services along with information about local resources available
- Obtain your program schedule

Student Mail

Seward does not have home postal delivery. All mail in Seward is delivered to P.O. boxes at the Seward Post Office.

AVTEC has no capacity to handle personal mail for students. Students should ***not*** have personal mail sent to them via AVTEC. Personal student mail received at the AVTEC P.O. box will be returned to sender.

Students living in Resident Halls wanting to receive mail on a regular basis should bring proof of residence (available from the Residence Life Office) to the Seward Post Office located at Fifth Ave & Madison St, one block from the Residence Life campus, to rent a P.O. box. Post office business hours are Monday through Friday 9:00 a.m.–4:30 p.m. and Saturday 10:00 a.m.–2:00 p.m. A P.O. box rental is $92 plus a key deposit per year for Dorm Residents.

Family housing residents wanting to receive mail on a regular basis must provide a copy of their housing agreement with their P.O. box application. Family Housing residents qualify for a free mailbox. All residents will still be required to pay the refundable key deposit.

Students only receiving occasional mail can receive mail at the post office counter by addressing it to:

STUDENT NAME
General Delivery
Seward AK 99664

Telephones

Most students bring a personal cellphone with them to Seward. All of the major Alaskan cell carriers work in Seward, although the only carriers with a local office are TelAlaska and GCI. Students should speak with their instructors to learn policies about cellphone usage during the training day.

There is a free public phone for local and toll-free calls in the lobby of the Dunham Hall dormitory.

Messages may be left for students Monday through Friday, 8:00 a.m.–5:00 p.m., at 224-3322. Messages may be left for dormitory residents 24 hours a day at 224-6100.

Dorm rooms are equipped with a private connection that can be used to obtain landline telephone or private internet service available through local utilities for a monthly fee.

Guest Wireless Internet Access

AVTEC provides limited wireless internet access for students. Wireless access points are available in all training areas as well as the Residence Life facilities. This network is monitored and is provided for educational use only.

AVTEC uses an opt-in system that requires students to register each device on the AVTEC_Guest WiFi network. To access the wireless network, you must obtain the daily registration PIN from an AVTEC staff member or contact the Residence Life office in Dunham Hall.

Campus Security

AVTEC does not maintain any campus law enforcement services or employees. The Seward Police Department (SPD) investigates any crime reports on the AVTEC campuses. Call 911 to reach police, fire, or emergency medical services in an emergency. For non-emergency needs, contact the Seward Police Department at (907) 224-3338. Students are encouraged when they see something abnormal or dangerous, to say something and contact the Police with information about a crime or criminal activity. Members of the campus community can also contact the Residence Life office at 362-1645 which is staffed 24/7 when students are present on campus.

Transportation

Seward is located 120 miles south of Anchorage via the Seward Highway, which well maintained, all weather road (check 511.alaska.gov for current road conditions). Students may bring personal vehicles to campus. AVTEC maintains designated parking areas for students at all campus buildings. Check with Residence Life staff for details. Student without a vehicle may choose to come to Seward via the Seward Bus Line. For reservations call (907) 563-0800 in Anchorage, or (907) 224-3608 if in Seward.

AVTEC Shuttle Service

Shuttle bus services are provided for students attending classes at campuses located remotely from the Residence Life campus. Bus transportation is provided to and from the Residence Life campus before and after training, as well as during the lunch hour. Transportation is provided to Applied Technologies and Port Avenue during the entire school year and to the First Lake campus from October to April.

Student Privacy

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 disclosure is to establish requirements for the protection of privacy of students who have attended AVTEC, protect 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 AVTEC student records written requests that identify the record(s) they wish to inspect. Student records will 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 are inaccurate or misleading by writing student records, clearly identifying the part of the record for which change is requested and specify why it is inaccurate or misleading. At the time the request is made the process by which AVTEC addresses or adjudicates the request will be provided, in writing, to the requesting student.

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 work 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, current mailing address and telephone number;
- Training program(s) attended;
- Dates of attendance; and
- 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.

AVTEC Faculty

Jerry Blitz

Power Plant Operator Instructor/Bulk Fuel

- A.A.S. Electronics, University of Alaska Anchorage

Deb Burdick-Hinton

Maritime Instructor

- M.S. Vocational Education, University of Alaska Anchorage

- B.S. Secondary Education, Math and Science, University of Illinois, Urbana-Champaign

Rob Chadwell

Department Head/ Maritime 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

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

Dennis Estes

Welding Instructor

- AVTEC Welding graduate

Allen Faigin

Culinary Arts Instructor

- B.S. Philosophy, University of Oregon
- Professional Chefs Certification, California Culinary Academy

Steve Fink

Maritime Instructor/Simulator Technician

- USCG 200 Ton Master Upon Oceans
- Ordinary Seaman Lifeboatman
- Microsoft Certified Systems Administrator
- Cisco Certified Network Associate
- CDW Certified Web Application Developer
- FAA Certified Unmanned Aerial Systems Pilot

Robert Frasher

Welding Instructor

- Structural Welding Instructor
- Metallurgy, Cuesta College, CA
- Electronic Engineering, Golden State School, CA
- Welding Certification, Unlimited Thickness Any Position
- Class 1 & Class II Machinist Certification
- C.E.T. License

Troy Hager

Heavy Equipment Instructor

- Mechanic and Operator, 31 years
- Owner, Supervisor, Mechanic, Commercial Truck Service, 4 years. Commercial Driver's License (CDL)

Jamie Hall

Instructor

- M.A.T. Secondary, University of Alaska Southeast
- B.A. Business, Alaska Pacific University
- A.A. Culinary Arts, South Seattle Community College

Trish Hart

Instructor/COE Compliance

- B.T. Adult Computer Education and Training, University of Alaska Fairbanks
- A.A.S. Computer Application, University of Alaska Fairbanks
- Microsoft Office Specialist Master Instructor
- Internet and Computing Core Certification (IC3) Authorized Program Instructor
- LERN Certified Online Instructor (COI)

John Hitchcock

Maritime Instructor

- USCG Chief Engineer of Motor and Gas Turbine of any Horsepower
- USCG Qualified Member of the Engine Department- any rating
- USCG Tankerman PIC (Barge) DL
- USCG Qualified Assessor
- Qualified Offshore Hydraulic Crane Operator/Rigger
- EPA- CFC Universal

Doug Hoftiezer

Construction Technology Instructor

- A.A Carpentry Apprenticeship, Lakeshore Technical College
- Journeyman Carpenter

Richard Jacoby

Maritime Instructor

- USCG 500 Ton Master Upon Oceans
- Able Seaman Unlimited
- B.A. English/History, Lewis and Clark College

Rachel James

Employment and Career Advisor

- BA Communication, Boise State University

Elizabeth Johnston

Department Head/Culinary Arts Instructor

- A.A. Pastry Arts, Johnson & Wales University
- Certificate du Patisserie, Le Cordon Bleu, Paris, France
- Certified Culinary Educator
- Certified Executive Pastry Chef
- Alaska Culinary Association Chef of the Year
- Approved Practical Examiner

Kenny Laird

Information Technology Instructor

- M.B.A. Telecommunications Management, Alaska Pacific University
- B.S. Occupational Education, Wayland Baptist University
- A.A.S. Instructional Technologies
- Community College of the Air Force
- CompTIA Certified A+ Technician

Reed Lane

Math Instructor

- M.S. Electrical Engineering, University of Washington
- B.S. Electrical Engineering, University of Washington

Sarah McManus

Maritime Instructor

- M.Ed. Counselor Education, University of Alaska Anchorage
- B.A. English, University of Colorado
- USCG 100 Ton Master

William Pike

Diesel/Heavy Instructor

- A.S. Thomas Edison State
- AVTEC Welding graduate

Niklas Ranta

Maritime Instructor

- USCG 100 Ton Master Near Coastal
- M.S. Forestry, Northern Arizona University
- B.S. Forestry, Northern Arizona University

Ben Smith

Industrial Electricity Instructor/Wind Technology Instructor

- B.S.A.S.T. Nuclear Energy Engineering Technology, Thomas Edison State College
- M.S. Industrial Engineering, University of Arizona

Wendy Stallings

Business and Office Technology Instructor

- AVTEC Business and Office Technology graduate
- A.A. Career and Technical Education, Alaska Pacific University
- National Healthcare Association Certified Medical Administrative Assistant (CMAA)
- LERN Certified Online Instructor (COI)

Kale Tippit

WIOA Youth Grant Coordinator

- M.A. Addiction Counseling, Hazelden Graduate School of Addiction Studies
- B.A. Psychology, University of Alaska Anchorage
- B.A. History, University of Alaska Anchorage
- Chemical Dependency Counselor – I
- Licensed Alcohol and Drug Counselor

Ken Werner

Department Head/Business and Office Technology Instructor

- M.S. Vocational Education, University of Alaska Anchorage
- B.S. Business Administration, Oregon State University

- Microsoft Certified Trainer
- Microsoft Certified Application Specialist Instructor
- Microsoft Office Specialist Master Instructor
- Microsoft Office Specialist Master
- Internet and Computing Core Certification (IC3) Authorized Program Instructor
- LERN Certified Online Instructor (COI)

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Retired US Coast Guard Officer

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