

# TRAINING CATALOG

FALL 2023 –  
SPRING 2024

AVTEC



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## From the Director

Welcome to the Alaska Vocational Technical Center (AVTEC) where we’re dedicated to helping Alaskans from across the state train for a career in less than a year. This catalog contains all the essential information about the training programs offered, including their schedules, associated costs, and everything else you’ll need to succeed. We know that campus living and activities are an important part of your AVTEC experience, so we’ve included all the details to make the most of your time here.

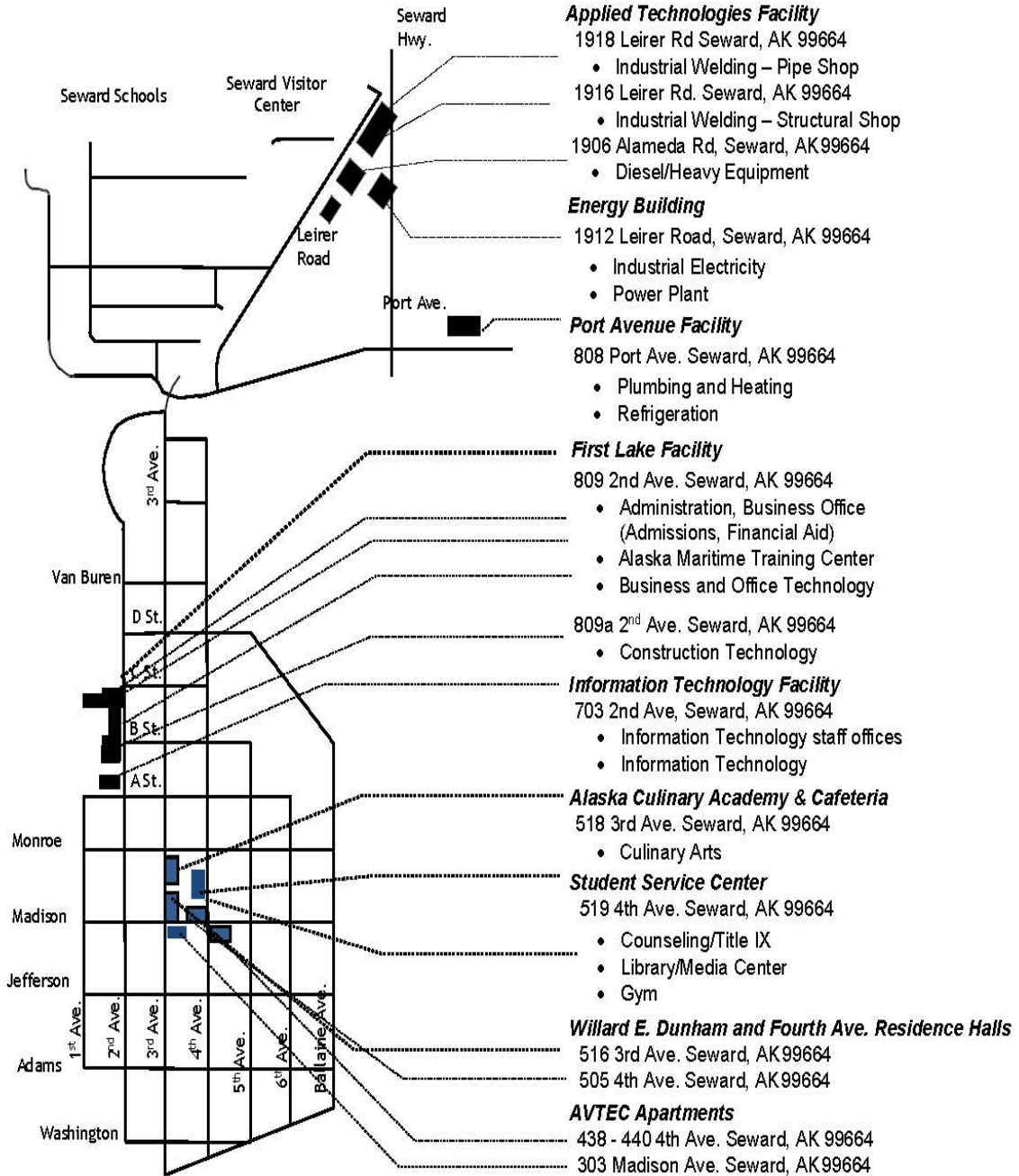
The history of the Alaska Vocational Technical Center (AVTEC) dates back to 1969 when it was established in response to an emerging demand for a skilled workforce statewide associated with the 1968 discovery of oil in Prudhoe Bay. In the beginning it was called the Alaska Skills Center and has always served as a post-secondary option for non-credit, skills based training. It started as a division of the Department of Education but in 2003 was transferred to the Department of Labor and Workforce Development (DOLWD), reporting to the Commissioner of Labor. This unique structure, as the only post-secondary technical training center owned and operated by the State of Alaska, provides for quick development of training programs in response to emerging industry needs and based on current labor market data.

If training needed for a job or to start a career is the goal, AVTEC is the place to make that happen!

All the best,  
Cathy LeCompte, Director  
Alaska Vocational Technical Center

# GUIDE TO AVTEC FACILITIES

## Seward Campus Map Seward, Alaska



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

## General Information

Alaska Vocational Technical Center (AVTEC) is 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.

The training programs and facilities at AVTEC are designed to closely simulate real-life workplace environments, with hands-on training labs comprising over 70% of student learning time. Small class sizes facilitate personalized attention from subject matter expert instructors who work with employers to adapt training programs, ensuring their relevance and value in the Alaskan job market. Students who successfully complete the program receive an AVTEC certificate, many are able to earn industry-recognized credentials and licenses as well. Communication is supported by a VOIP telephone system, installed in 2016. Classrooms are typically limited to 10-15 students per instructor to provide a tailored learning experience and individualized instruction. Each program has a co-located lab space that allows for direct application of theory and lecture learned in the classroom.

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

Transportation is available to students living on campus who require it to access their training programs and parking is available at the Residence Life facility and each program area.

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

The AVTEC mailing address is: AVTEC - PO Box 889, Seward, Alaska 99664

- **Alaska Culinary Academy and Cafeteria** (907) 224-6107
  - Culinary Arts program is located at 518 Third Avenue, Seward, AK 99664
- **Applied Technology Facility:** (907) 224-6153
  - Diesel/Heavy Technologies program and is located at 1906 Alameda Road, Seward Alaska 99664 (907) 224-6153
  - Industrial Welding program and is located at 1916 Leirer Road, Seward, Alaska 99664 (907) 224-6127
- **Energy Building:** (907) 224-6177
  - Industrial Electricity program and is located at 1912 Leirer Road, Seward, AK 99664
- **First Lake Facility:** (907) 224-3322
  - Administration and Business Offices (including admissions) located at 809 Second Avenue, Seward, AK 99664
  - Alaska Maritime Training Center located at 809 Second Avenue, Seward, AK 99664
  - Business and Office Technology is located at 809 Second Avenue, Seward, AK 99664
  - Construction Technology is located at 809a Second Avenue, Seward, AK 99664
- **Information Technology Facility:** (907) 224-6184
  - Information Technology program is located at 703 Second Avenue, Seward, AK 99664

- **Alaska Maritime Training Center Fire Field:** (907) 224-5658
  - Alaska Maritime Training Center programs are located at 3504 Jellison Avenue, Seward, AK 99664
- **Port Avenue Facility:** (907) 224-6132
  - Plumbing and Heating program is located at 808 Port Avenue, Seward ,AK 99664
  - Refrigeration is located at 808 Port Avenue, Seward, AK 99664;
- **Student Service Center/Gym/Library/Media Center:** (907) 224-6171
  - Located at 519 Fourth Avenue, Seward, AK 99664

## 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 AVTEC operates 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.

## Accreditation

For over 25 years Alaska Vocational Technical Center (AVTEC) has been accredited by the Commission of 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 the COE, please visit their website at <https://council.org/> or contact them at 77840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 Telephone: 770-396-3898 / FAX: 770-396-3790.



## **OFFICE OF EQUAL OPPORTUNITY (OEO) STATEMENT**

The Alaska Department of Labor and Workforce Development (DOLWD) administers all programs and activities free from discrimination based on race, color, national origin, age, sex, religion, marital status, pregnancy, parenthood, or disability. The department administers all programs and activities in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972.

If you believe you have been discriminated against in any program, activity, or facility please write:

Alaska Department of Administration, Personnel and Labor Relations, Equal Employment Opportunity Program, 619 E. Ship Creek Ave., Suite 309, Anchorage, Alaska 9950  
Phone: 907.375.7700; Fax: 907.375.7719 Or Office of Equal Opportunity, U.S. Department of the Interior, 1849 C Street NW MS 5230, Washington DC 20240.



# Admissions 2023-2024

## School Year Training Dates and Breaks

### Programs Beginning Fall Term 2023

Business & Office Technology	08-14-23 to 05-14-24
Culinary Arts	08-14-23 to 12-20-23
Diesel/Heavy Equipment Technologies	08-14-23 to 05-14-24
Industrial Electricity	08-14-23 to 05-14-24
Industrial Welding	08-14-23 to 05-14-24
Information Technology	08-14-23 to 05-14-24
Plumbing & Heating	08-14-23 to 12-20-23
Refrigeration	08-14-23 to 12-20-23

### Programs Beginning Spring Term 2024

Business & Office Technology	01-08-24 to 12-18-24
Construction Technology	01-08-24 to 05-14-24
Culinary Arts	01-08-24 to 05-14-24
Diesel/Heavy Equipment Technologies	01-08-24 to 12-18-24
Industrial Welding	01-08-24 to 12-18-24

Alaska Maritime Training Center and other short courses listed separately in the catalog or found at [www.avtec.edu](http://www.avtec.edu)

## School Breaks and Other Dates 2023-2024

### Fall Term 2023

First Day of Term	8-14-2023
Labor Day	9-4-2023
Thanksgiving Break	11-23-2023 -11- 24-2023
Last Day of Term	12-20-2023
Winter Break	12-21-2023 – 1-7-2024

### Spring Term 2024

First Day of Term	1-8-2024
Spring Break	3-11-2024 -3-12-2024
Last Day of Term	5-14-2024
Summer Break	5-15-2024 – 8-11-2024

## Training Costs 2023 - 2024

TRAINING PROGRAM	Tuition	Room & Board	Technology Fee	Student Service Fee	Books/ Materials (provided by AVTEC)**	Supplies (provided by AVTEC)*	Items NOT provided by AVTEC	TOTAL
Business and Office Technology	\$4,286	\$10,804	\$325	\$125	\$1,489	\$320	N/A	\$17,349
Construction Technology	\$2,858	\$5,402	\$325	\$125	\$707	\$2,150	\$500	\$12,067
Culinary Arts	\$2,858	\$5,402	\$325	\$125	\$1,158	\$2,500	\$700	\$13,068
Diesel/Heavy Equipment Technologies	\$4,286	\$10,804	\$325	\$125	\$586	\$6,930	\$6,500	\$29,556
Industrial Electricity	\$4,286	\$10,804	\$325	\$125	\$1,090	\$2,760	\$1,800	\$21,190
Industrial Welding	\$4,286	\$10,804	\$325	\$125	\$680	\$7,368	\$1,500	\$25,088
Information Technology	\$4,286	\$10,804	\$325	\$125	\$4,110	\$440	\$1,100	\$21,190
Plumbing and Heating	\$2,858	\$5,402	\$325	\$125	\$442	\$1,250	\$2,300	\$12,702
Refrigeration	\$2,858	\$5,402	\$325	\$125	\$209	\$1,497	\$1,600	\$12,016

\* Prices subject to change based on current cost at time of purchase

### Application Fee

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

### Tuition and Fees

Tuition for occupational training programs is based on one or two, 19 week training terms.

### Payment process:

- The student service, technology fees and first half of tuition are all 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 the entire program costs may be submitted in lieu of payment.

- The second half of tuition is due by the mid-point of the training program; failure to pay will result in a \$200 late fee added to the account. Students are subject to dismissal from training if satisfactory means of payment is not established.

### **Room and Board**

#### Residence Halls

Students who choose to live on campus will be housed in one of two residence halls, Willard E. Dunham Hall or the Fourth Avenue Dormitory. Rooms are single occupancy with a shared bathroom. There are double occupancy rooms that are used on occasion.

Residence Halls and meals (room and board) fees are due in full at the beginning of each term. Payment in full for the entire term must be made prior to moving into the residence halls. Meals are included in the charges for living in the residence hall and dormitory.

### **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 but may be purchased by students living in student apartments or off campus.

Applicants for apartments must complete an application, available from Admissions. The cost of monthly rent is dependent on the size of the apartment.

### **Student Service and Technology Fees**

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

### **Books and Supplies**

Books and supply costs vary by program and students are charged for these items according to the program needs.

Books and supplies needed for training will be purchased on behalf of the students and will be available during training. Payment for books and supplies provided by AVTEC for training are due the first day of training.

Some supplies and tools are NOT provided by AVTEC. Students will receive a list of supplies/tools with their acceptance letter that they are to purchase and bring with them to training.

### **Admission Requirement:**

To apply for admissions at AVTEC a student must be:

- At least 18 years old
- An Alaska resident (exceptions apply see residency requirements below)
- A high school graduate with an earned high school diploma or GED (exceptions apply)
- Successful completion of TABE Academy

### **Exception to Admission Requirement Age and High School or GED**

- 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, an exception to the AVTEC admissions requirements for age and high school/GED diploma may be granted for all occupational programs.
- 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/GED, an exception to the AVTEC admissions requirements for age may be granted for all occupational programs.
- Additional admission documentation is required for all exception to admissions.

### **Exception to Admission Requirements for Non-Resident Students**

Individuals interested in attending AVTEC occupational programs who cannot demonstrate Alaska residency as outlined in the Alaska Administrative Code 15 ACC 23.143: 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](mailto:admissions@avtec.edu) or 1-907-224-3322 if you have questions.

### **AVTEC TABE Academy Policy and Frequently Asked Questions**

AVTEC requires completion of the TABE Academy, an online course using skill based lessons, to determine individual readiness in math and reading as applied for the greatest success in training.

An applicant gains access to the TABE Academy during the admission process when their application is submitted with the application fee.

\*While the actual TABE test is no longer required, AVTEC will accept passing TABE scores completed within the past 18 months.

\*Applicants with an earned post-secondary degree may submit a diploma or final transcript in lieu of the TABE Academy requirement.

The majority of the programs at AVTEC require completion of the TABE Academy through level D in Reading and Math with 80% cumulative grade or higher. The Industrial Electricity program requires completion through level A in Reading and Math with 80% cumulative grade or higher. The Information Technology program requires completion of Reading through level A and Math through level D with 80% cumulative grade or higher.

#### *Why do I need to complete the TABE Academy?*

As part of the admission process, AVTEC uses the TABE Academy to effectively assess an applicant's skills, knowledge, and academic readiness for success as applied in training or the workforce. This requirement is determined by AVTEC's standards for success in two core subject areas—reading and math. Applicants must meet the required TABE Academy completion before being accepted into their program of choice.

#### *How do I enroll and maintain access to the TABE Academy?*

Qualified applicants who have an application on file and have paid the application fee are eligible to access the TABE Academy and are provided instructions during the admission process. The applicant must access the TABE Academy within 7 days of receiving the link and study for at least 2 hours per week to retain access. The maximum amount of time allowed for curriculum completion is 30 days. Individuals requiring more than one reactivation of their TABE Academy account will be charged a \$30.00 fee, and added back on a space available basis. Two failed attempts to complete will result in a 6-month waiting period. This time allows the applicant to assess their readiness and commitment to AVTEC enrollment and make adjustments to their study habits or approach.

*How long is proof of completion of the TABE Academy valid?*

The TABE Academy is part of the application process. As long as an application is in an active status, proof of the TABE Academy completion through AVTEC is valid.

*Is there a deadline to complete the TABE Academy?*

For eligible applicants AVTEC provides access to the TABE Academy up to 30 days prior to the start of training.

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](mailto: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 and universities. This structure generally does not allow for the transfer of credits unless the AVTEC program publishes acceptance of general education courses or industry certification. Military Veterans will have their prior credit and work experience reviewed.

### **Requesting Records**

Official transcripts and completed training summaries may be requested by former students 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 [records@avtec.edu](mailto:records@avtec.edu).

Please allow up to ten business days for staff to process your transcript request.

## **Financial Resources, Refund and Repayment Policies**

There are multiple scholarships and grants available as well as state and Federal Student Aid for students to attend training at AVTEC. 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](mailto:admissions@avtec.edu) or Financial Aid office at (907) 224-6156.

## **Financial Aid: Federal Grants and Loans**

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 <https://studentaid.gov>

**For FAFSA - AVTEC Institutional code 031603.**

Funding for Federal Pell Grants is based on financial need as evidenced in the prior-prior-year tax return information. Applicants may be required to provide a Tax Return Transcript for the prior-prior years' tax return, the Tax Return Transcript can be 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:

<https://studentaid.gov/>

## **Financial Aid: Other Resources**

Alaska Supplemental Education Loans and Alaska Family Education Loans:

Visit <https://acpe.alaska.gov/LOANS/Student-Loan>

Parent PLUS Loans may be applied for online:

<https://studentaid.gov>.

Alaska Department of Labor and Workforce Development Job Centers:

Federal workforce development funds including but not limited to the Workforce Innovation and Opportunity Act (WIOA) and unemployment insurance benefits. Visit the local State of Alaska Job Center to apply or contact Unemployment Insurance at (888) 252-2557.

Department of Veterans Affairs (VA), Alaska Native Corporations, Division of Vocational Rehabilitation (DVR), and the Bureau of Indian Affairs (BIA):

To inquire about funding available and qualifications to apply, contact the agencies directly.

## **AVTEC Refund 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 when 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.

If a class is canceled by the institution, 100 % of the tuition and fees received are refunded. 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. 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 cancellation fee will be withheld before tuition and fees are refunded.

In all cases, a refund will be processed within 30 days.

### **Tuition Refunds**

For students leaving training prior to graduation date, tuition refunds 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.
- Completion of 10% but no more than 20% of the program clock hours = 80% refund.
- Completion of 20% but no more than 25% of the program clock hours = 55% refund.
- Completion of 26% but no more than 50% of the program clock hours = 30% refund.
- No tuition refund after completion of 50% of the program clock hours.

Refunds will be issued based on priority as mandated by Federal and State regulation:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal Pell Grants
- Alaska Supplemental Education Loan
- Other federal, state, private or institutional sources of aid
- The student and/or student's family

### **Fees Refunds**

Application fees are non-refundable. All other fees, costs of books and supplies are non-refundable after classes begin.

### **Residence Halls and Apartment Refunds**

Room and board in the residence halls will be charged and calculated based on prorated weekly or full-term rates (whichever is less) and any funds paid in excess of current charges will be refunded accordingly.

Family housing apartment tenants are to give a written 30 day notice of vacancy. Tenants in family housing who are evicted will forfeit the current month rent 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.

### **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.

## **Federal Financial Aid Repayment Policy**

### **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.



## 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 Veterans Benefits:**

Visit the US Department of Veteran Affairs (VA) Education & Training website to apply to use your Education Benefits. <https://www.va.gov/education/how-to-apply/>

### **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.

# Educational 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.

## 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. Student progress toward achievement of training objectives is reviewed and reported to the student monthly on an in-progress report.

Students who successfully achieve learning objectives with an average of 3 or 4 (from the rating system below) on their Training Summary AND have 90% or higher attendance will 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 initial supervision.
Level 4	Skilled; performed task independently and requires minimal supervision

## Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is defined as the successful progression through an academic program, which includes the training programs at AVTEC. Every student must maintain satisfactory academic progress in order to remain enrolled at AVTEC, and to remain eligible to receive federal financial aid.

All students are expected to meet the minimum standards of SAP required for the program of study and are evaluated for SAP monthly. In addition, for federal financial aid eligibility purposes SAP is evaluated at the end of each payment period. Payment periods are based on successful completion of both clock hours and weeks of instruction.

For more detailed information, please refer to AVTEC's Student Handbook.

### 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.

### Withdrawing 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.

### Re-entry Dismissal from Training

Conditions for a student's re-entry to AVTEC if dismissed for unsatisfactory progress are determined at the time of dismissal and for a student to return they must meet the conditions outlined in the dismissal documentation.

## 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.

For more information, contact AVTEC's Equal Rights Compliance Officer at (907) 224-6114

### 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](mailto:commissioner.labor@alaska.gov)

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

**State of Alaska ADA Coordinator**  
W. 7<sup>th</sup> Ave., Ste. 1960  
Anchorage, AK 9950  
(907) 375-7716

**Alaska State Commission for Human  
Rights**  
800 A Street, Ste. 204  
Anchorage, AK 99501-3669  
(907) 274-4692  
(800) 478-4692

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

## Student Services

AVTEC Student Services are provided to support student success academically and personally while attending training. These services include academic advising, tutoring, counseling, access-ability services, housing, food services, recreation, transportation, health and wellness services, and other forms of support.

The goal of student services is to help students navigate the complexities of post-secondary education and to provide them with the resources and support they need to achieve their goals. They also focus on creating a positive and inclusive campus environment for all students.

### Access-Ability (ADA) Services

AVTEC complies with Title I of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. AVTEC makes every effort to offer reasonable accommodations for students with a documented disability to provide equal access to training programs and activities. 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.

The process for students with disabilities to request accommodations are outlined here:

- Self-identify: The student must self-identify as having a disability and request accommodations from AVTEC.
- Provide documentation: The student must provide documentation, such as a diagnosis from a qualified professional.

Once the paperwork is submitted, the student works with the AVTEC ADA Coordinator to determine appropriate accommodations based on the curriculum and potential restrictions in the

(907) 269-7487

**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**  
U.S. Department of Education  
Office for Civil Rights  
915 Second Ave, Room 3310,  
Seattle, WA 98174-1099  
Customer Service Hotline: (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>

student's training area. Accommodations are determined on an individual basis, based on the student's specific needs, and the curriculum requirements.

AVTEC ADA Coordinator  
Jamie Hall  
P.O. Box 889  
Seward, AK 99664  
Phone: (907) 224-6114  
Fax: (907) 224-4400

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

### **Additional information regarding ADA Services:**

- AVTEC provides the following services to all students: tutoring, study skills, and possibly a peer tutor. Instructors may provide untimed tests and a quiet place to take a test, however, additional time on assignments is not guaranteed.
- Your IEP or ILP from high school may help demonstrate accommodations that worked for you in the past. Post-secondary schools provide a different level of support by making reasonable accommodations in instructional programs which do not alter the essential content or requirements of a course or program.
- 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.
- Know your rights and responsibilities. The U.S. Department of Education's Office for Civil Rights (OCR) website provides more information:  
<https://www2.ed.gov/about/offices/list/ocr/transition.html>

### **Service Animals:**

Students requesting accommodation for a service animal will be evaluated on a case by case basis. Additional documentation verifying training, or other certification of the animal may be necessary.

A service animal, defined by ADA is '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>

### **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 (907) 362-1645 which is staffed 24/7 when students are present on campus.

### **Counseling**

AVTEC employs two Counselors who are available to help students adjust to and successfully complete their training programs. Counselors provide student support and assistance and may refer students to outside professionals if needed or desired.

**Individual Counseling:** Counselors are available as confidential resources to students. They create a safe and secure environment for students experiencing obstacles that might prevent training completion, gaining employment, or for personal growth. There are a wide range of individual counseling topics that might come up, including (but not limited to) homesickness, conflict resolution, substance use, relationship issues, depression or anxiety, and financial stressors.

**Advocacy:** Counselors are available to advocate for students during disciplinary procedures. They can verify that disciplinary actions follow the processes outlined in the student handbook and work with department heads and residence life staff to ensure that disciplinary actions are applied fairly and consistently. If a student believes they have been treated unfairly, or if they have cause to appeal a disciplinary action, counselors can assist in the appeal or grievance processes.

**Assistance:** For students who find themselves in a time of hardship or transition, counselors provide various levels of assistance to help meet the students' needs. This assistance can include homework/study help and tips, driver's license preparation or driving practice, securing safe housing, locating childcare, applying for any type of public assistance as well as connecting with outside medical, substance abuse, or mental health counselors.

**Referrals:** If a student has a need that goes beyond the scope of AVTEC or the counseling staff, counselors can refer them to outside resources. Outside resources can include housing assistance programs, childcare assistance programs, financial assistance programs, foodbanks, mental healthcare, employment assistance programs as well as substance use treatment and/or support groups such as NA or AA.

### **Appointments:**

Counselors are located upstairs in the AVTEC Student Services Center at 519 4th Ave. Counselor coverage spans before, during, and after training hours for maximum availability to students. To make an appointment or see an AVTEC counselor please see the following options:

Kale Tippet  
Monday-Thursday: 10:00 a.m.-6:30 p.m.  
Friday: 8:00 a.m.-4:30 p.m.  
(907) 224-6171 office  
(907) 422-7277 mobile  
[Kale.Tippit@avtec.edu](mailto:Kale.Tippit@avtec.edu)

Amanda Sanchez  
Monday-Friday: 8:00 a.m.-5:30 p.m.  
(907) 224-6170 office  
(907) 362-1114 mobile  
[Amanda.Sanchez@avtec.edu](mailto:Amanda.Sanchez@avtec.edu)

\*Counselor hours are subject to change based on current student need. Please use the contact information provided to check for current schedules.

### **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](mailto:rachel.james@avtec.edu)

#### 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.

#### Health Services

AVTEC does not have a student health center on campus. AVTEC Residence Life staff will help students access local medical facilities and healthcare resources upon request.

#### Student Housing

There is housing available and provided by AVTEC. Admissions will provide applications for housing. AVTEC offers 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. All accommodations in the residence hall are single-occupancy suites where two students have private bedrooms and share a common bathroom. Double occupancy suites are used occasionally.

Students requesting housing in the residence halls need to complete an application and contract form, available from admission, prior to arrival for training. 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 co-ed suites.

#### RESIDENCE HALL GUIDELINES:

- The minimum age to reside in AVTEC Residence Halls is 18 years old. (exceptions made on a case-by-case basis)

- Students who need accommodations for special needs should document them on the housing application.
- Pets are not permitted anywhere on the AVTEC campus.
- Cooking devices (hot plates, slow cookers, microwaves, etc.) are not permitted in residence hall rooms.
- Alcohol and drugs are strictly prohibited and violations are enforced up to and including dismissal from training and/or eviction from all housing.
- Tobacco use is allowed in designated areas only.
- Non-resident overnight guests are not permitted.
- Hazardous materials, firearms or knives with a blade longer than 3 1/2 inches are not allowed in the residence halls.
- The main entrance to each residence hall is accessible 24 hours a day while training programs are in session.
- Quiet hours are from 10:00 p.m. until 7:00 a.m. and are strictly enforced.

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. Shared microwave ovens are provided for resident use in common areas.

### **AVTEC Apartments**

AVTEC maintains a variety of one, two and four-bedroom family student housing apartments for students and their families. 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.). 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.

Applications for family apartments are available at the Willard E. Dunham Residence Hall office. For more information call the office at (907) 224-6100.

### **Library/Media Center/ Computer Lab**

Library and media services are housed in the Jack Werner Memorial Library, located in the Student Services Center adjacent to student housing.

Students have access to the library until 10 PM each night. AVTEC staff and student workers are available into the evening to assist with computer use and access to AVTEC's online learning system and online textbooks. An instructor is available to all students as a tutor four evenings a week.

The library has wireless internet access as well as a computer lab with sixteen computers plus six computer workstations in the study area and a variety of study tables and lounge areas for individuals and groups. Career readiness classes are taught in the space using projectors and dry erase boards which are also available to student study groups.



Textbooks, industry reference books, and industry periodicals are available to students to assist with homework and job searches. Students can utilize general office equipment including printers, scanners, copiers, a fax machines and laminators.

The library computer lab serves as a Work Keys testing site both for whole classes at instructor request and for individuals upon request.

During students' downtime, the library is a relaxing place to lounge, quietly socialize, search the internet or browse the extensive collection of Alaska books, general fiction, and DVDs that can be checked out to students. The library is especially enjoyable on sunny days when the south-facing wall of windows lets in the sunshine.

### **Mail Service**

There is no capacity at AVTEC to process personal mail for students. If a student's personal mail is received at the AVTEC PO Box, it will be returned to sender.

Mail service in Seward is through PO Box service at the Seward Post Office. Students who receive mail on a regular basis will need to rent a PO Box from the Seward Post Office. Proof of residency for rental of a PO Box is available at the Residence Life Office. Students receiving occasional mail may inquire at the post office about general delivery service.

### **Math, Study Skills, and Tutoring**

#### **Applied Mathematics:**

AVTEC offers math classes specifically designed to align with training programs and help students apply the math they learn to real life work experiences. The applied math classes are included as part of the training program and traditionally build from reviewing basic skills to specific math used in a particular trade. The focus is on helping students learn, understand, and practice necessary math skills to be successful in their chosen career.

#### **Study Skills/Tutoring:**

An evening tutor provides additional academic support services to students after training, outside of regular class hours. This instructor works with students who need extra help understanding certain concepts or completing homework and assignments in an individualized, supervised and structured environment. They may work one-on-one or in small groups with students using a variety of teaching methods and materials to aid in student success. All students are welcome and encouraged to attend.

The evening tutor also provides study skills instruction which includes teaching students' techniques and strategies to help them effectively plan, organize, and manage their time while studying. This instruction is tailored to the student's needs and subject area. When available, the student tutoring program offers students the opportunity to receive individualized peer tutoring specific to the current technical area of their training.

### **Orientation**

Students enrolling in long term programs begin with a mandatory, general orientation session followed by more specific orientation sessions throughout the first few days. During this time, students receive information on campus procedures and services, copies of the student handbook (also found online), get pictures taken for their student I.D., meet with Financial Aid if necessary,

complete any necessary paperwork and have staff introductions. Students also receive information regarding support services available on campus and in the community that may be pertinent to the student's success while at AVTEC.

Each training program provides a program-specific orientation in the training area, and those living in campus housing have an orientation session specific to housing rules and regulations. Follow-ups to orientation include discussions on safety, Title IX, and Drug-Free Workplace practices. The follow-up sessions are held within two weeks from the beginning of training.

### **Phones**

Most students bring a personal cellphone with them to Seward. All of the major Alaskan cell carriers work in Seward, although the only carrier with a local office is GCI. Residence hall rooms and apartments are equipped with a connection that can be used to obtain landline telephone or private internet service available through local utilities for a monthly fee.

There is a free public phone for local and toll-free calls in the lobby of Dunham Hall. Messages may be left for residents 24 hours a day at (907) 224-6100.

### **Recreation**

A full time Recreation Specialist is available to provide a variety of resources, programs, activities, and supplies for students to access during their free time.

Each year, current students help to create the recreation program by suggesting activities of interest. A variety of activities are available including barbecues, campfires, and field trips to local and regional points of interest, weekly pool and poker tournaments, board game nights, minute-to-win-it games, D&D, and Nerf wars.

A full-size gymnasium, with four indoor climbing wall pitches, a racquetball court, multi-purpose room with mats for yoga, dance & stretching, and a wellness center with machine and free weights and cardio equipment is located in the Student Services Center. The Recreation program provides equipment for basketball, volleyball, floor hockey, dodge ball, pickle ball and roller skating

A ceramics/arts & crafts studio, snack bar, and student lounge are also available. There is an auditorium where students may watch movies, sports, and Pay-Per-View sporting events on the 10 foot screen. The Recreation program offers the use of guitars, board games and supplies for knitting, crocheting and beading.

The Seward area offers students a variety of year-round outdoor recreation activities, such as hiking, cross country skiing, snowboarding, fishing, biking, and kayaking. Students may access the free rental of camping gear, snowshoes, snowboards, fishing gear, and bicycles in the Recreation Specialist office in the AVTEC Student Service Center. The public swimming pool at Seward High School is available and students can participate in open swim free of charge.

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.

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. Ask the Recreation Specialist about the free transportation provided to hiking trails and the pool.

### **Student Employment**

AVTEC has varied employment opportunities for students to earn while they learn with benefits to both student workers and everyone on campus.

Student on-campus jobs include: ceramics lab, snack bar, IT computer lab attendants, library aides, recreation aides, and baristas. Students generally work about 10 hours per week.

Employment benefits to student workers include:

- Workplace skills, habits, and references
- Convenience of working on campus
- Flexible hours compatible with training
- Income to support the cost of education

Advantages provided to all students include:

- Expanded library hours and recreation opportunities
- Availability of affordable espresso drinks, snacks and limited gear on campus
- Increased opportunities for peer interaction
- Enthusiasm and new perspectives in campus workplaces

### *Who Qualifies/How to Apply*

Students must be in good standing and remain so for employment to continue. Earlier applicants have a better chance to be hired for a desired position and some positions are reserved for WIOA youth grant participants. All interested students can contact Shannon Ryan at (907) 224-6173 for an application.

Student-workers do not participate in retirement, leave accrual, holiday pay, and insurance benefits. There is no probationary period.

### **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.

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.

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:

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.

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.

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.

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.

## **Student Transportation**

Seward is located 120 miles south of Anchorage via the Seward Highway, which is a well maintained, all weather road (check [511.alaska.gov](http://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.

Students without a vehicle will have to arrange for a ride from Anchorage. There are some services that offer low cost transportation to Seward from Anchorage. Please contact Admissions for a current list of available options.

Shuttle service is available between Residence Halls and training areas for students before and after training, as well as during the lunch hour. Shuttle service is provided to and from the Residence Life campus. Shuttle services are provided to Applied Technologies, Port Avenue during the entire school year and First Lake campus from October to April.

## **Title IX Compliance**

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

Title IX of the Education Amendments Act of 1972 (Title IX) prohibits discrimination based on gender in educational programs which 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.

## **Duty to Report**

For AVTEC to respond effectively and to proactively stop instances of gender-based and sexual misconduct, all employees must report information about alleged or possible sexual misconduct to AVTEC's Title IX Coordinator, to their direct supervisor, or to the AVTEC Director. Should an allegation of sexual misconduct be brought to attention, and is found to be in violation of this policy, disciplinary actions and other means will be implemented to ensure the behavior is not repeated.

## **Retaliation**

AVTEC prohibits retaliation by, for or against any participants (complainant, respondent, or witness) for making a good faith report of any conduct believed to violate Title IX policy. Retaliatory action of any kind is subject to discipline.

## **Reporting**

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  
907-224-6114  
[jamie.hall@avtec.edu](mailto:jamie.hall@avtec.edu)

Inquiries may also be made externally to:  
Office for Civil Right (OCR)  
U.S. Department of Education  
915 Second Avenue, Room 3310  
Seattle, WA 98174-1099  
Customer Service Hotline: 800-421-3481  
[www.ed.gov/oct](http://www.ed.gov/oct)

### **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 and apartments. An opt-in system that requires students to register one device on the AVTEC WIFI network is in place.

### **Workforce Innovation and Opportunities Act (WIOA)**

AVTEC is proud to be a long-time grantee for the federally funded WIOA Youth Grant, a partnership which supports eligible youth to enter and complete training at AVTEC, overcome barriers to employment, and enter Alaska's workforce in careers with competitive wages and advancement opportunities.

AVTEC's on-site WIOA youth grant program coordinator works directly with eligible participants on a needs assessment and service strategy that can pay tuition, tools, housing, transportation, and other support service costs necessary for training and employment success. The program also supports participants with comprehensive support services including on-campus paid work experience opportunities, follow-up services, guidance and mentoring, and financial literacy education. The youth grant benefits everyone training at AVTEC as programs designed with WIOA in mind are often made available to other AVTEC students.

#### *Who Qualifies/How to Apply*

Current or prospective AVTEC students under the age of 25 who face barriers to employment may qualify for this program. Individuals may apply for the WIOA grant at any point before or during their training by contacting Shannon Ryan, the onsite WIOA Program Coordinator at (907) 224-6173.

This project is federally funded at 55% & non-federally funded at 45%.

# Alaska Maritime Training Center

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

## Industry Certifications

The majority of AVTEC's Alaska Maritime Training Center's (AMTC) courses and programs are United States Coast Guard (USCG) and Standards of Training, Certification and Watchkeeping (STCW) 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.

## *United States Coast Guard and STCW Approved Course:*

### [Advanced Firefighting \(ALAVTC-15\)](#)

**Clock Hours:** 32

**Prerequisite:** Previous completion of a Basic Firefighting or BT course.

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

### [Advanced Firefighting Revalidation \(ALA- VTC-777\)](#)

**Clock Hours:** 9

**Prerequisite:** Previous completion of a 5-day Advanced Firefighting course and one year of sea service within the past five years.

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

### [Advanced Training for Polar Operations \(ALA- VTC-808\)](#)

**Clock Hours:** 25

**Prerequisite:** Basic Training for Polar Operations

This class meets the proposed guidelines for the STCW requirements for the Polar Code. This class is designed to provide an advanced training for those mariners involved in working on vessels in polar waters. It meets the proposed standards of Table A-V/4-2 of the STCW Code as currently proposed. This course is USCG approved and meets the International Maritime Organization Polar Code training requirements.

### Automatic Radar Plotting Aids (ARPA)(ALA- VTC-37)

**Clock Hours:** 32

**Prerequisite:** Radar Observer (Unlimited) (ALA- VTC-399)

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

### Basic Firefighting (ALAVTC-53)

**Clock Hours:** 16

**Prerequisite:** Must be 16 years old or older. Must be able to speak and understand the English Language. Clean shaven for Basic Firefighting. Topic delivered during the 5 day BT course.

This course trains mariners in preventing, fighting and extinguishing fires aboard vessels. This component fulfills the USCG requirements for Basic Fire Fighting endorsement of certain licenses and meets the requirements of STCW Section A-VI/1, Table A-VI/1-2.

This course meets the training and competency requirements of STCW Code, as amended 2010, Section A-VI/1 and 46 CFR 11.302(a)(1). And 46 CFR 12.602(a)(1) AND have performed all practical demonstrations as guided by the applicable section within Basic Training NVIC 08-14.

### Basic Meteorology (ALAVTC-62)

**Clock Hours:** 20

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

### Basic Training (BT)

**Clock Hours:** 40

**Prerequisite:** Must be 16 years old or older. Must be able to speak and understand the English Language; Clean shaven for Basic Firefighting and must be able to swim for pool sessions.

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

- First Aid & CPR (eight hours) This course covers immediate care to be given in life threatening situations involving sudden illness or injury at sea, including techniques for adult CPR. This component fulfills USCG requirements for first aid training per 46 CFR 10.205(h)(1)(ii) and the requirements of STCW Section A-VI, Table A-VI/1-3.
- Personal Safety and Social Responsibility (four hours) This course is designed to familiarize mariners with requirements for emergency procedures, pollution prevention, safe work practices, effective communications, and interpersonal relationships. Any applicant who has successfully completed your Personal Safety & Social Responsibilities (ALAVTC-359) course will satisfy the Personal Safety & Social Responsibilities competency and training requirements of Section A-VI/1 and Table A-VI/1-4 of the STCW Code, as Amended 2010, and 46 CFR 11.302(a)(4) and 12.602(a)(4); AND have performed all assessment tasks as guided by the applicable sections within the Basic Training NVIC 08-14.
- Basic Fire Fighting (sixteen hours) This course trains mariners in preventing, fighting and extinguishing fires aboard vessels. This component fulfills the USCG requirements for Basic Fire



Fighting endorsement of certain licenses and documents and the requirements of STCW Section A-VI/1, Table A-VI/1-2.

- This course meets the training and competency requirements of STCW Code, as amended 2010, Section A-VI/1 and 46 CFR 11.302(a)(1). And 46 CFR 12.602(a)(1) AND have performed all practical demonstrations as guided by the applicable section within Basic Training NVIC 08-14.
- There will be a two hour swimming pool exercise in the evening to satisfy the Personal Survival Techniques portion of this course. Swimwear or clean clothes are required for the pool exercise.

### Basic Training for Polar Operations (ALA- VTC-820)

**Clock Hours:** 37.5

**Prerequisite:** Students must possess a Mate or Master's License.

This class is designed to provide a basic background for those mariners involved in working on vessels in polar waters. It meets the proposed standards of Table A-V/4-1 of the STCW Code as currently proposed. It has been reviewed by the Coast Guard and has been determined to meet the basic training guidance provided in MSC.95/22/Add.2 Annex 9. This course is IISCG approved and meets the International Maritime Organization Polar Code training requirements.

### Basic Training Revalidation

**Clock Hours:** 8.5

**Prerequisite:** Clean shaven for Basic Firefighting and must be able to swim for pool sessions.

This course is designed to satisfy the minimum standards of competence in personal survival techniques and fire prevention and firefighting of Table A-VI/1-1 and Table A-VI/1-2 of the STCW Code, as amended. Student must have one year of sea services in the last five years to qualify for revalidation course.

### Bridge Resource Management (ALAVTC-75)

**Clock Hours:** 35

**Prerequisite:** Radar Unlimited Endorsement

Any applicant who has successfully completed this course will satisfy:

- The bridge resource management requirements of 46 CFR 11.309(a)(4)(vii);
- 46 CFR 11.319(a)(4)(vii);
- and Section A-II/1, Table A-II/1 of the STCW Code, as amended 2010;  
AND
- The leadership and team working skills requirements of 46 CFR 11.309(a)(1);
- 46 CFR 319(b)(1);
- and Section A-II/1, Table A-II/1 of the STCW Code, as amended 2010;  
AND
- The leadership and managerial skills training requirements of 46 CFR 11.305(a)(1)(iv and (b)(1);
- 46 CFR 11.307(a)(3)(iv) and (b)(1);
- 46 CFR 11.311(a)(3)(iv) and (b)(1);
- 46 CFR 11.313(a)(3)(iv) and (b)(1);
- 46 CFR 11.315(a)(3)(iii) and (b)(1);
- 46 CFR 11.317(a)(3)(iv) and (b)(1);
- and the use of leadership and managerial skills Section A-II/2, Table A-II/2 of the STCW Code, as amended 2010;  
AND
- The following practical assessments performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks as documented in NVIC 12-14 Tasks for Officer in Charge of a Navigational Watch on Vessels of 500 GT or More: 2.4, 2.7.A, 2.7.B, 2.7.C, 2.7.E, 2.7.F, and 2.7.G

### Cargo Handling & Stowage (Operational Level) (ALAVTC-100)

**Clock Hours:** 35

**Prerequisite:** Basic Training

This course satisfies the training requirements of 46 CFR 11.309 for STCW endorsement as on OICNW for vessel of 500 GT or more; and the standards of competence of the STCW Code Section A-II/1 and Table A-II/1; and meets Tasks 10.2, 10.3.A, 11.1, 11.2, 11.4.A, 11.5, 11.6 and 11.7 of NVIC 12-14; and Tasks 10.2.A, 10.3.A, 11.1.A, 11.2.A, 11.3.A, 11.4.A, 11.5.A, AND 11.6.A of NVIC 02.18; and the Cargo Handling and Stowage standards of competence required by 46 CFR 11.317 and 11.321, and Section A-II/3 and Table A-II/3 of the STCW Code and Tasks 6.1.A and 6.1.B of NVIC 13-14.

### Crowd Management (ALAVTC-142)

**Clock Hours:** 3.25

This course will satisfy the training requirements for persons as required by Paragraphs 1 and 2 of Section A-V/2 of the STCW Code for Crowd Management and Safety Training.

### Electronic Chart Display Information System (ECDIS) (ALAVTC-179)

**Clock Hours:** 35

Any applicant who has successfully completed this course will satisfy the ECDIS training requirements within 46 CFR 11.305; 46 CFR 11.307; 46 CFR 11.309; 46 CFR 11.311; 46 CFR 11.313; 46 CFR 11.315; 46 CFR 11.317; 46 CFR 11.319; and 46 CFR 11.321; AND: The specific tasks from the National Assessment Guidelines found in NVIC 10-14 (Tasks 4.1.A and 4.2.A); NVIC 12-14 (Tasks 6.1.A-6.2.A, 6.3.A, 6.4.A, 6.5.A, 6.6.A, and 6.7.A)

### First Aid & CPR (ALAVTC-197)

**Clock Hours:** 8

**Prerequisite:** Must be 16 years old or older. Must be able to speak and understand the English Language.

Topic also delivered during the 5 day BT course.

Any applicant who has successfully completed your *First Aid & CPR (ALAVTC-197)* course will satisfy the following requirements:

- Elementary First Aid per STCW Code Table A-VI/I-3;
- Elementary First Aid per 46 CFR 11.302(a)(3) and 46 CFR 12.602(a)(3); and
- The first aid and CPR training requirements of 46 CFR 11.201(i)(1); and
- Have performed all practical demonstrations of the Assessment Guidelines for Elementary First Aid sections within the Basic Training NVIC 08-14.

### Global Maritime Distress & Safety System (GMDSS) (ALAVTC-210)

**Clock Hours:** 70

This course satisfies the STCW requirements for GMDSS training; this class focuses on the theory of GMDSS and the practical operation of shipboard equipment, using an interactive Kongsberg simulator for laboratory sessions. To receive an FCC certificate and meet the STCW requirements students must complete the FCC GMDSS Operator License Exam. This exam is part of the course.

### Leadership and Managerial Skills (ALAVTC-751)

**Clock Hours:** 35

Students will be able to demonstrate sufficient knowledge, understanding, and proficiency of leadership and managerial skills to competently carry out the duties of Master or Chief Mate on vessels of 3,000 GT or more, or Chief Engineer Officer or Second Engineer Officer.

The Leadership and Teamworking Skills within 46 CFR 11.309; 46 CFR 11.319; 46 CFR 11.321;

AND, the specified tasks from the National Assessment Guidelines found in NVIC 12-14 (CH-1) (Tasks 18.1.A-18.5.A), for an endorsement as Officer in Charge of a Navigational Watch.

The Leadership and Teamworking Skills within 46 CFR 11.329; AND, the specified tasks from the National Assessment Guidelines found in NVIC 17-14 (CH-1)(Tasks 16.1.A-16.4.A), for an endorsement as Officer in Charge of an Engineering Watch.

The Leadership and Managerial Skills within 46 CFR 11.305; 11.307; 46 CFR 11.311; 11.313; 11.315; 11.317; 11.325; 11.327; 11.331; 11.333; AND, the specified tasks found in NVIC 10-14 (CH-1)(Tasks 18.1, 18.2), NVIC 11-14 (CH-1)(Tasks 18.1, 18.2); NVIC 15-14 (Tasks 7.1.D, 11.1.A, 14.1.A), and NVIC 16-14 (Task 14.1.A).

This course is intended to provide a person with the level of competency and knowledge, understanding, and proficiency specified in Tables A-II/2 and A-III/2 of the STCW Code.

### **Leadership and Teamworking Skills (ALAVTC-768)**

**Clock Hours:** 8

Students will be able to demonstrate sufficient understanding and knowledge of leadership and teamwork and have the relevant skills to competently carry out the duties of officer in charge of a navigational watch on ships of 500 gross tonnage or more, or officer in charge of an engineering watch in a manned engine-room or designated duty engineer in a periodically unmanned engine-room. The knowledge, understanding and proficiency will include those listed in Column 2 of tables A-II/1, A-III/1 and A-III/6 of the STCW Code.

### **Medical Care Provider (ALAVTC-310)**

**Clock Hours:** 22

Designed to train students to care for injuries and medical conditions encountered aboard ship. Students successfully completing this class will be able to direct the initial response and provide basic care required for an injured individual. They will be able to assist in the continuing treatment of the patient under the direction of medical advice.

This course will satisfy the following:

STCW Code Table A-VI/4-1; and the competency requirements of 46 CFR 12.619(a)(2); and the Medical First-Aid training requirements of 46 CFR 11.309(a)(4)(i); 46 CFR 11.317(a)(3)(i); 46 CFR 11.319(a)(4)(i); 46 CFR 11.329(a)(4)(i); 46 CFR 11.335(a)(3)(i); and 46 CFR 12.619(a)(1).

### **Medical Care Person In Charge (ALAVTC-307)**

**Clock Hours:** 40

**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.

This course is designed to train students to care for injuries and medical conditions encountered aboard a ship and is intended to provide a person with the level of competency and knowledge, understanding, and proficiency specified in 46 CFR 12 for the Management of Medical Care and 46 CFR 12 for a Person in Charge of Medical Care and Table A-VI/4-2 regarding Medical First Aid of the STCW Code, provided they have completed a Coast Guard approved Medical Care Provider course within 6 months of starting this course.

Each student who successfully completes this course will be able to direct the initial response and provide continued care required for an injured individual. Additionally, they will be able to assist in the continuing treatment of the patient under the direction of medical advice. Each student will demonstrate sufficient knowledge, understanding, and proficiency of Medical Care Person in Charge and will meet the requirements of Table A-VI/4-2 of the STCW Code.

### Personal Safety & Social Responsibilities (ALAVTC-359)

**Clock Hours:** 4

Topic delivered during the 5 day BT course.

This course is designed to familiarize mariners with requirements for emergency procedures, pollution prevention, safe work practices, effective communications, and interpersonal relationships. Any applicant who has successfully completed your Personal Safety & Social Responsibilities (ALAVTC-359) course will satisfy the Personal Safety & Social Responsibilities competency and training requirements of Section A-VI/1 and Table A-VI/1-4 of the STCW Code, as Amended 2010, and 46 CFR 11.302(a)(4) and 12.602(a)(4); AND have performed all assessment tasks as guided by the applicable sections within the Basic Training NVIC 08-14.

### Personal Survival Techniques (ALAVTC-363)

**Clock Hours:** 12

**Prerequisite:** Must be 16 years old or older. Must be able to speak and understand the English Language. Must be able to swim for pool sessions. Topic delivered during the 5 day BT course.

This class trains mariners how to: know what to do in the event of an emergency afloat and how to survive at sea in the event of abandoning ship. This course meets the competency and training requirements of STCW Code, as amended 2010, Section A-VI/1 and 46 CFR 11.302(a)(1) and 12.602(a)(1) and also meets the requirement for all practical demonstrations as guided by the applicable section within the Basic training NVIC 08-14.

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

**Clock Hours:** 30

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

Students successfully completing this four day course will: 1) satisfy STCW regulation VI/1 (1) and Table A-VI/2-1 of the STCW Code; and 2) satisfy the training requirements of 46CFR 12:10-3(a)(6) and the examination requirements of 46CFR 12:10-5.

### Radar Observer (Unlimited) (ALAVTC-399)

**Clock Hours:** 35

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

*Students are encouraged to bring their plotting tools.*

### Rating Forming Part of an Engineering Watch (RFPEW) Assessments

**Clock Hours:** 30

This course allows the students to complete all the practical assessments for Rating Forming Part of an Engineering Watch which are allowed to be performed on a simulator, laboratory, or workshop, found in Enclosure (2) to NVIC 07-14 and will satisfy those practical assessments of 46 CFR 12.606 and Table A-III/4 of the STCW Code, as amended.

To qualify for this assessment only course student must possess 180 days of qualifying sea service.

All tasks will be assessed by a Qualified Assessor.

### Rating Forming Part of a Navigational Watch (RFPNW) Assessments

**Clock Hours:** 6

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

All tasks will be assessed by a Qualified Assessor.

### Rating Forming Part of a Navigational Watch (ALAVTC-415)

**Clock Hours:** 30

Any applicant successfully completing the Rating Forming Part of a Navigational Watch course, will satisfy: The training requirements of 46 CFR 12.605(a)(2)(ii); AND The standards of competence required by 46 CFR 12.605(a)(3); AND The standards of competence required by STCW Code Section A-II/4 and Table A-II/4, as amended 2010, meeting the National Assessment Guidelines from NVIC 06-14(CH-2) Tasks 1.1.A, 1.1.B, 1.1.C, 1.2.A, 1.2.B, 1.2.C, 1.2.D, 1.2.E, 1.2.F, 1.2.G, 1.2.H, 1.2.I, 1.3.A, 1.3.B, 2.1.A, 2.1.B, 2.1.C, 3.1.A, 3.2.A, 3.3.A, 3.3.B, 3.4.A, 3.4.B, 3.5.A, and 3.5.B.

Applicants who have successfully completed your course need not present completed "Task Control Sheets" for these assessments in application for STCW certification. Applicants using this approval to apply for endorsement as RFPNW must also: Document at least 60 days of seagoing service that involves experience associated with navigational watchkeeping functions and involves performance of duties carried out under the direct supervision of a qualified deck officer or rating on vessels operating beyond the boundary line; AND Present evidenced of maintaining the standards of competence in Basic Training as Specified in 46 CFR 12.602; AND Present evidence of competency for NVIC 06-14(CH-2) Tasks 3.6.A and 3.6.B.

### Search & Rescue (Management Level) (ALAVTC-445)

**Clock Hours:** 16

**Prerequisite:** Ability to read and speak the English Language.

This class meets the Search & Rescue training requirements of 46 CFR 11.305(a)(3)(v) and 11.307(a)(3)(v) for STCW endorsement as Master or Chief Mate on vessels of 3,000 GT (ITC) or more (Management Level); and the Search & Rescue training requirements of 46 CFR 11.311(a)(3)(v) and 11.313(a)(3)(v) for STCW endorsement as Master or Chief Mate on vessels of 500 GT (ITC) or more and less than 3,000 GT(ITC) (Management Level); and the Search & Rescue training requirements of 46 CFR 11.315(a)(3)(i) for STCW endorsement as Master of vessels less than 500 GT (ITC) (Management Level); and the Search & Rescue standards of competence required by 46 CFR 11.305(a)(2), 11.307(a)(2), 11.311(a)(2), 11.313(A)(2) and 11.315(a)(2); STCW Code Section A-II/2 and Table A-II/2, as amended 2010, meeting the National Assessments Guidelines from NVIC's 10-14(Ch-3), 11-14(Ch-3) and 03-18 task 4.1.

### Tank Ship Dangerous Liquids (ALAVTC-501)

**Clock Hours:** 40

**Prerequisite:** Previous completion of a Basic Firefighting or BT course.

Any applicant successfully completing your *Tank Ship Dangerous Liquids (ALAVTC-501)* course will satisfy:

- The familiarization training requirements of 46 CFR 13.401 and may be issued endorsements as Tankerman-Assistant DL, and the STCW, as amended, the Basic Oil and Chemical Tanker Cargo Operations A-V/1-1-1.
- The cargo training course requirements of 46 CFR 13.201, 13.301, and 13.501 towards any endorsement as Tankerman-PIC, Tankerman PIC (Barge) or Tankerman Engineer Dangerous Liquids;
- The requirements of 46 CFR 13.603(a)(2), 46 CFR 13.603(b)(2), 46 CFR 13.603(c)(2) and STCW Code Table A-V/1-1-2 towards an STCW endorsement for Advanced Oil Tanker Cargo Operations; and
- The requirements of 46 CFR 13.605(a)(2), 46 CFR 13.605(b)(2), 46 CFR 13.605(c)(2) and STCW Code Table A-V/1-1-3 towards an STCW endorsement for Advanced Chemical Tanker Cargo Operations; and
- The training requirements of 46 CFR 13.120(a)(2) for renewal of a merchant mariner credential endorsed as Tankerman-PIC Dangerous Liquids.

### [Train the Trainer \(ALAVTC-597\)](#)

**Clock Hours:** 40

This course is designed to train instructors and Qualified Assessors to teach USCG and STCW approved courses as well as conduct that assessments required during such training. This course meets the training in effective instructional techniques and assessment techniques requirements of 46 CFR 10.402(b)(2)(iii)(A), 10.405(a)(1), and 10.405(d); and the training in effective instructional techniques and assessment techniques requirements of STCW Code Section A-I/6, as amended 2010, meeting the National Assessment Guidelines from NVIC 13-14(Ch-1) Enclosure (2) for Qualified Instructors; and the training in assessment techniques requirements of STCW Code Section A-I/6, as amended 2010, meeting the National Assessment Guidelines from NVIC 19-14(Ch-2) for Qualified Assessors.

### [Terrestrial and Electronic Navigation \(Operational Level\) \(ALAVTC-986\)](#)

**Clock Hours:** 90

This training will give students the skills and knowledge necessary to support safe navigation at the operational level. It will satisfy the Terrestrial & Electronic Navigation Training Requirement in Table A-II/1 of the STCW Code, As Amended 2010, for certification as Officer in Charge of the Navigational Watch (OICNW) on vessels of 500 or more gross tonnage (ITC) AND, as Master or Officer in Charge of a Navigational Watch on vessels of Less Than 500 GT Limited to Near Coastal Waters.

This Training will satisfy the following practical assessments:

- Practical assessments as documented in NVIC 12-14 (Ch-2): 1.2.A, 1.2.B, 1.2.C, 1.3.A, 1.3.B, 1.3.C, 1.4.A, 1.4.B, 1.4.C, 1.4.D, 1.5.A, 1.6.A, 1.6.B, 1.6.C, 1.6.D, 1.7.A, 1.7.B (NOT IN 13-14), 1.7.C, 1.7.D, and 1.7.E, AND,
- Practical assessments as documented in NVIC 13-14 (Ch-1): 1.1.A, 1.2.A, 1.3.A, 1.4.A, 1.4.B, 1.4.C, 1.5.A, 1.6.A, 1.6.B, 1.6.C (NOT IN 12-14), 1.8.A, 1.8.B, 1.8.C, 1.8.E, 1.9.A, 1.9.B, and 1.9.C.

Applicants who have successfully completed this course need not present completed "Control Sheets" for these assessments in application for STCW certification.

Note: this course does not include assessment 1.7.F (Sun Azimuth) from NVIC 12-14. This assessment must be done aboard a ship.

In addition, this course will prepare students for the exam module in terrestrial navigation administered to applicants for Mate/Master 500/1600 GRT, and Third Mate AGT.

### [Vessel Personnel with Designated Security Duties \(VPDSD\) \(ALAVTC-747\)](#)

**Clock Hours:** 8

This VPDSD course will qualify the student to satisfy the training requirements for Vessel Personnel with Designated Security Duties and Security Awareness as outlined in 46 CFR 12.627(a)(1) and 46 CFR 625(a)(1) and the competencies of STCW Table A-VI/6-1 and A-VI/6-2 for STCW endorsements for Security Awareness and Vessel Personnel With Designated Security Duties.

### [Vessel Security Officer \(ALAVTC-573\)](#)

**Clock Hours:** 16

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

## Visual Communications/Flashing Light

**Clock Hours:** 3

This is an exam only course and student should come prepared to pass the exam. No course curriculum will be delivered. AVTEC recommends that before taking the exam, the applicant should become familiar with the [International Code of Signals, Publication 102](#).

From the US Code of Federal Regulations (CFR): Any applicant completing this course satisfies the practical signaling examination requirements of 46 (FLASHING LIGHT) 46 CFR 11.401(h) if presented within one year of the completion of training; AND will be considered to have successfully demonstrated the equivalent of assessment OICNW-4-1A from the National Assessment Guidelines for Table A-II/1 of the STCW Code. Applicants who have successfully completed this course need not present a completed "Control Sheet" for this assessment in application for STCW certification.

## ***United States Coast Guard Approved Courses***

### Able Seaman (ALAVTC-1)

**Clock Hours:** 60

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

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

*Note: AB endorsements may also require additional Basic Training, Proficiency in Survival Craft, and Rating Forming Part of a Navigational Watch training depending upon the level of certification required.*

### Assistance Towing (ALAVTC-42)

**Clock Hours:** 7

Any applicant who successfully completes this course within one year of application will satisfy the requirements of 46 CFR 11.482(b) to add an Assistance Towing endorsement to any national officer endorsement as Operator of Uninspected Passenger Vessels (OUPV) or Mate or Master on vessels of less than 200 GRT.

### Marlinspike Seamanship (ALAVTC-280)

**Clock Hours:** 2

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

### Master 100 Tons (ALAVTC-281)

**Clock Hours:** 120

Prerequisites: None.

This course is principally intended for candidates for Master/Mate Limited licenses of 100 Gross Tons or less. Before entering the course, trainees should have completed a minimum period of one year at sea and preferably have gained some experience of bridge watch keeping. Students who have successfully completed this Master 100 Tons/Mate 200 Tons (ALAVTC-680) and meets the appropriate sea service requirements, AND who presents this Certificate of Training

within one year of the completion of training, will satisfy:

- the examination requirements of 46 CFR 11.201(j) for original issuance, 46 CFR 10.227€(1)(iii) for renewal, and 46 CFR 10.227(i) for reissuance of a merchant mariner endorsement as Mate of Vessels of not more than 200 gross tons upon Near Coastal, or Great Lakes & Inland, or Inland Waters; AND,
- the examination requirements of 46 CFR 11.201(j) for original issuance, 46 CFR 10.227€(1)(iii) for renewal, and 46 CFR 10.227(i) for reissuance of a merchant mariner endorsement as Operator of Uninspected Passenger Vessels upon Near Coastal, or Great Lakes & Inland, or Inland Waters.

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

**Clock Hours:** 90

The OUPV course is for individuals working on select fresh waters in Western Alaska.

The OUPV course is designed for students who need to pass the USCG OUPV exams to get a license and proceed with their career. Both the training and exams are offered in this three week course.

### Radar Observer Refresher (ALAVTC-406)

**Clock Hours:** 18

**Prerequisite:** Radar Observer (Unlimited) (ALA- VTC-399)

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

*Students are encouraged to bring their plotting tools.*

### Radar Observer Recertification (ALAVTC-402)

**Clock Hours:** 8

**Prerequisite:** Radar Observer (Unlimited) (ALA- VTC-399)

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

Students are encouraged to bring their plotting tools.

## ***Other Maritime Courses***

### Master/Mate 500 and 1600 Ton NC Prep Class

**Clock Hours:** 60

Designated as test preparation only.

This course is perfectly suited for 100 Ton Masters and/or Able Seaman with qualifying sea service on appropriate tonnage vessels to take the next step in his or her maritime career. For many mariners it is easier to acquire a 500/1600 Master than it is to acquire 200 Master. Many of the upper level maritime courses offered at AVTEC are required by the USCG and STCW 95 before an applicant will be approved for testing at the 500/1600 ton level. Once a mariner has successfully completed all the required course work it would be appropriate to submit their application to the USCG for approval to test and enroll in a license prep class. The tuition for the two week course is \$900 (not including fees, meals, and housing). We recommend interested mariners contact AVTEC personal to discuss which courses would be most appropriate.



### Towing Officer Assessment Records (TOAR)

**Clock Hours:** 14

Towing Officer Assessment is a 2-day assessment event for Masters or Mates with a minimum of a 500 Ton Near Coastal or Oceans License with 30 days of documented sea service aboard a towing vessel. The course is used to get signed off on the Maneuvering tasks within the Towing Officer Assessment Record, for those individuals who do not have the opportunity to prove competence in those areas aboard a vessel. It is also for Masters of Towing Vessels whose Masters of Towing Endorsements is either up for renewal or has expired. These practical demonstrations of competence are done with the latest in simulation technology in front of an experienced Qualified Assessor.

### Towing Officer Assessment Records (TOAR) Renewal

**Clock Hours:** 7

Towing Officer Assessment Renewal is a 1-day assessment event for Masters or Mates of Towing Vessels whose Masters/Mate of Towing Endorsements is either up for renewal or has expired. These practical demonstrations of competence are done with the latest in simulation technology in front of an experienced Qualified Assessor.

# Occupational Training Programs

## 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.

*PLEASE NOTE: Within the Business and Office Technology program, students will all begin with the same Core courses but choose one of the following areas of study for a total of 1260 Clock Hours.*

### **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**

### **BT1203 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.

### **BT1010 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.

### **BT1020 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.

### **BT1030 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.

### **BT1040 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.

### **BT1050 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.

### **BT1100 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.

### **BT1110 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.

### **BT1120 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.

### **BT1130 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.

### **BT1140 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.

## **BT1260 Work-Based Activity**

### **Clock Hours 60**

Students complete a work-based activity that consists of a minimum of two weeks of training

in business, industry, or other agency. The work-based activity provides students with direct supervised work experience related to their training.

## **Administrative Assistant Area of Study**

### **Total Clock hours 1260**

### **BT1200 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.

### **BT1210 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.

### **BT1220 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.

### **BT1100 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.

### **BT1230 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.

### **BT1110 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.

### **BT1120 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.

### **BT1130 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.

### **BT1140 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.

### **BT1250 Work-Based Activity**

#### **Clock Hours 30**

Students complete a work-based activity that consists of a minimum of one week of training in business, industry, or other agency. The work-based activity provides students with direct supervised work experience related to their training.

## Medical Administrative Assistant Area of Study

**Total Clock hours** 1260

### **BT1203 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, and 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.

### **BT1300 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.

### **BT1310 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.

### **BT1320 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.

### **BT1330 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 EHRclinic practice management (PM) and electronic health record (EHR) software.

### **BT1340 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 EHRclinic practice management (PM) and electronic health record (EHR) software.

### **BT1350 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.

### **BT1100 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.

### **BT1230 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.

### **BT1110 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.

### **BT1120 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.

### **BT1130 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.

### **BBT1140 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.



## **BT1260 Work-Based Activity**

### **Clock Hours 60**

Students complete a work-based activity that consists of a minimum of two weeks of training

in business, industry, or other agency. The work-based activity provides 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 75 pounds
  - Carry 50 pounds
  - Push 100 pounds
  - Pull 50 pounds
- Vision is critical. Proper prescription safety glasses are recommended for students 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**

#### **CT1110 Employability Skills**

##### **Clock Hours 31**

The Job Search/Resume Class is designed to equip students with the necessary skills to

successfully navigate the job search process. The class provides students with guidance in identifying potential employers, as well as assistance in completing job applications and

preparing a standout resume and cover letter. The Interview Skills Class is a valuable resource for student as they prepare for job interviews. The class covers the component of an interview, common interview questions, and offers students the opportunity to practice their interview skills in a supportive environment. To help students excel in the workplace, the Workplace Communication Skills Class focuses on effective communication, including communication styles, active listening, non-verbal communication, professional presentation, electronic communication, and conflict resolution. First Aid and CPR Class teaches individuals the basic of life support and how to provide initial medical care in emergency situations.

### **CT1120 Introduction to Carpentry** **Clock Hours 60**

Identify major skills and opportunities in construction and maintenance careers; practice school, personal, and general construction safety habits. Participate in OSHA 10 training that provides information and guidance for occupational safety and health regulations, standards, and practices.

### **CT1130 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.

### **CT1140 Construction Prints and Drawings** **Clock Hours 42**

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

## **Culinary Arts**

Come prepare for a career in culinary arts! Cooking is a tangible and satisfying profession and provides an outlet for creativity, a sense of community, and financial stability. The culinary arts field has many job opportunities and is a great career path for those who are passionate about food and

### **CT1150 Intro to Electricity**

**Clock Hours 70**

Basic residential wiring.

### **CT1160 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.

### **CT1170 Framing**

**Clock Hours 87**

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

### **CT1180 Roofing Systems**

**Clock Hours 28**

Construct and maintain roofing systems.

### **CT1190 Exterior Finish**

**Clock Hours 42**

Install windows and exterior doors.

### **CT1200 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.

### **CT1210 Stairs**

**Clock Hours 30**

Produce common stair systems.

### **CT1220 Interior Finish**

**Clock Hours 131**

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

cooking, AVTEC's Culinary Arts program highlights hands-on competency-based training through progressive learning units. A large percentage of the training takes place in our extensive kitchens providing students ample time for their skills to develop. The program begins with basic culinary skills and gradually incorporates more advanced techniques and provides more in-depth student evaluations. Students can expect to work individually and in small groups. In addition to cooking, classes include core culinary topics such as nutrition, purchasing and inventory, and restaurant management.

## Requirements

### Information Technology:

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

### Employment Requirements:

ServSafe®, Food Handler or Food Protection Management Certification

Demonstrate the ability to show up on time and dressed for work. Safety conscience, situationally aware of surroundings. Enforces industry safety standards

### Program Specific Requirements:

- Wear a clean, properly fitting uniform and practice good personal hygiene.
- Ability to lift 50 lbs.
- Able to be on your feet for long periods of time, may be exposed to hot and cold temperatures such as hot oven or cold freezer.
- Follow food safety and sanitation rules
- May be exposed to hazardous situations that produce cuts and minor burns.

## Culinary Arts

**Total Clock hours 630**

### CA1001 Employability Skills

**Clock Hours 41**

The Job Search/Resume Class is designed to equip students with the necessary skills to successfully navigate the job search process. The class provides students with guidance in identifying potential employers, as well as assistance in completing job applications and preparing a standout resume and cover letter.

The Interview Skills Class is a valuable resource for student as they prepare for job interviews.

The class covers the component of an interview, common interview questions, and offers students the opportunity to practice their interview skills in a supportive environment. To help students excel in the workplace, the

Workplace Communication Skills Class focuses on effective communication, including communication styles, active listening, non-

verbal communication, professional presentation, electronic communication, and conflict resolution. First Aid and CPR Class teaches individuals the basic of life support and how to provide initial medical care in emergency situations. OSHA 10 training provides information and guidance for occupational safety and health regulations, standards, and practices.

### CA1301 ServSafe®, Food Protection Management

**Clock Hours 35**

The ServSafe Food Protection Manager® course is the industry standard in food safety and sanitation training. This national certification is widely recognized and demonstrates an individual's knowledge and understanding of food safety regulations and best practices. The topics covered include the importance of food safety, personal

hygiene, temperature control, cross-contamination prevention, cleaning and sanitizing, food preparation and storage, cooking and reheating methods, and HACCP (Hazard Analysis and Critical Control Points). The benefits of obtaining this certification include: legal compliance, reduced risk of foodborne illness, and career advancement.

### **CA1101 Introduction to Professional Cooking I** **Clock Hours** 126

This course is a comprehensive introduction to the professional kitchen and the skills needed for success in the culinary industry. It covers both theoretical concepts and practical application, with an emphasis on mastering core skills such as professionalism, safety, knife skills, and equipment identification. Students learn standardized cooking methods and apply them to vegetables and starches. Additionally, the class touches on the history of the hospitality industry and the career opportunities available to those who wish to pursue a career in culinary arts.

### **CA1151 Introduction to Professional Cooking II** **Clock Hours** 133

This course builds on skills obtained in Introduction to Professional Cooking I. Students learn how to put techniques into practical use in the production of a variety of dishes, including mother/leading sauce production, fabrication of proteins, and basic soups and stocks. The focus is on standardized cooking methods and students learn about the importance of consistency and quality in professional cooking and how standardized methods can help achieve this.

### **CA1201 Culinary Math** **Clock Hours** 35

In the kitchen, errors in math calculations can become costly and time-consuming. The foundation of culinary math begins with the understanding of all forms of numbers and correct completion of basic math operations. Students then learn food costing, recipe size conversion, recipe development, and cost control. This course prepares students for food production, baking, purchasing, and menu development.

### **CA1501 Breakfast Production**

#### **Clock Hours** 21

Students learn how to cook various types of breakfast dishes including basic instruction on how to flip eggs in a pan. Students also learn omelet production, griddle work, cooking breakfast meats like bacon and sausage, and make hollandaise sauce.

### **CA1710 Baking I**

#### **Clock Hours** 70

This course is designed to equip cooks with the basic baking skills necessary to produce a wide range of baked goods, including breads and desserts. By mastering baking basics, students gain a well-rounded and valuable skill making them more marketable in the culinary industry.

### **CA1401 Nutrition for the Culinary Professionals**

#### **Clock Hours** 21

This course consists of information for those entering the culinary field 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.

### **CA2210 Hospitality and Beverage Management**

#### **Clock Hours** 35

Curriculum is focused on the management and service of alcoholic and non-alcoholic beverages, including wine, beer, distilled spirits, coffee and tea. This course equips students with the skills necessary to create and manage beverage menus, as well as understand the importance of customer service and how to effectively communicate with customers.

### **CA2301 Purchasing and Inventory**

#### **Clock Hours** 28

This course covers the principles and practice of managing and operating inventory, purchasing, and receiving functions in the hospitality industry. The

focus is on the management of service of food, beverage equipment, contract services, and supplies. Students learn the fundamentals of inventory management, including product identification, supplier selection and the subsequent ordering, receiving, and storing process.

### **CA1610 Food Service Management and Menu Development**

#### **Clock Hours 60**

This course provides students with a comprehensive understanding of the principles and practices of menu planning, food services management and development. The curriculum focuses on the development of various styles of food service menus, layout and design, basic menu

planning, nutrition, sales, purchasing, food and labor cost controls, and facility management. It provides students with a core foundation of knowledge and skills necessary to manage a food service operation.

### **CA2510 Special Events & International Cooking** **Clock Hours 25**

Curriculum is focused on planning, execution, and management of special events and the preparation of international cuisine. This course covers service and presentation of food for special functions and the preparation of international cuisine, which includes learning about ingredients, techniques and cultural context of dishes from around the world.

## **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 of 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 large transport trucks 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 – provided as part of the books and supplies)
- Understand opening, reading, sending and replying to e-mail.
- Have a valid e-mail address.
- Have a thorough understanding of computer graphic interfaces, specifically Windows.
- Operate and interpret diagnostic equipment, including scan tools utilizing OEM 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 workday.
- Safety conscious, 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**

- Ability to succeed in a high paced environment with rigorous academic and technical training.
- 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 students with prescription lenses.
- Student should supply properly fitting work clothes, and steel toe or reinforced toe work boots. Student's should be prepared and dressed appropriately for working in inclement winter weather.

### **Diesel/Heavy Equipment Technologies**

**Total Clock hours 1080**

#### **DH1101 Employability Skills**

**Clock Hours 33**

The Job Search/Resume Class is designed to equip students with the necessary skills to successfully navigate the job search process. The class provides students with guidance in identifying potential employers, as well as assistance in completing job applications and preparing a standout resume and cover letter. The Interview Skills Class is a valuable resource for student as they prepare for job interviews. The class covers the component of an interview, common interview questions, and offers students the opportunity to practice their interview skills in a supportive environment. First Aid and CPR Class teaches individuals the basic of life support and how to provide initial medical care in emergency situations. OSHA 10 training provides information and guidance for occupational

safety and health regulations, standards, and practices.

#### **DH1110 General Shop Operations**

**Clock Hours 36**

Identify, maintain and demonstrate the proper use of hand tools and basic power tools; define and apply mechanic terminology; identify common fasteners; read a thread chart and perform basic tapping and threading; identify and use precision measuring tools.

#### **DH1201 Hydraulic Systems**

**Clock Hours 95**

Explain hydraulic principles; identify and explain the operation of hydraulic components; interpret hydraulic schematics; diagnose hydraulic system failures and demonstrate safe service procedures.

### **DH1211 Brakes**

#### **Clock Hours 60**

Describe the design and operation of air and hydraulic brake systems; identify and explain the operation of brake foundation components; diagnose brake failures in hydraulic and air brake systems; demonstrate proper service procedures for mobile equipment hydraulic and air brakes.

### **DH1211 Tire Repair**

#### **Clock Hours 29**

Explain safety issues related to tire repair; demonstrate proficiency in the service and repair of mobile equipment tires.

### **DH1241 Chassis Components**

#### **Clock Hours 60**

Explain operation of mobile equipment steering and suspension systems; explain wheel alignment nomenclature; repack and adjust wheel bearings, inspect and adjust fifth wheel plate assemblies; diagnose and repair chassis and suspension components, including air suspension systems.

### **DH1121 Electrical/Electronic Systems**

#### **Clock Hours 120**

Explain basic electrical theory, including Ohm's law and Kirchhoff's laws; explain electrical component operation; describe electrical system design; interpret electrical schematics; diagnose and service mobile equipment batteries, starters and generators; explain electronic control principles; explain electronic component operation, describe electronic control system design; diagnose electrical/electronic failures using digital multi-meters, current probes, digital storage oscilloscopes and scan tools.

### **DH1251 Transmissions**

#### **Clock Hours 60**

Describe the construction, operation, inspection and maintenance of manual and automatic transmissions; demonstrate diagnosis and repair procedures on standard and automatic transmissions.

### **DH1131 Engines**

#### **Clock Hours 228**

Identify various makes and models of diesel engines; explain diesel engine operation; demonstrate basic repair practices; disassemble engine assemblies, clean, inspect and measure all parts for wear using manufacturer's specifications; measure or replace valves/valve guides; inspect crankshafts; replace engine bearings and measure clearance; install cylinder liners; fit pistons to connecting rods; install piston rings; install gaskets and seals; assemble engine and all associated parts; test run and adjust engine to specifications; diagnose various engine failures.

### **DH1141 Fuel Systems**

#### **Clock Hours 60**

Explain fuel system inspection; identify fuel system components; describe operation of hydro-mechanical, MEUI and HPCR fuel systems; demonstrate fuel filter replacement; demonstrate fuel system bleeding procedures; install and time fuel injection pumps; remove and install fuel injectors; calibrate HPCR injectors using a scan tool; diagnose and repair fuel system failures.

### **DH1151 Engine Cooling and Lubrication**

#### **Clock Hours 12**

Explain the functions and importance of engine oil; explain the operation of oil filters and filtration systems; describe the operation of oil supply reservoirs, oil pumps and oil coolers; demonstrate the maintenance, diagnosis and repair of engine lubrication systems; explain the functions and importance of engine coolant; identify cooling system components; explain operation of water pumps, thermostats, and heat exchangers; demonstrate the maintenance, diagnosis and repair of engine cooling systems.

### **DH1161 Intake and Exhaust Systems**

#### **Clock Hours 24**

Explain the construction and operation of intake manifolds, air filters, and after-cooler systems; inspect and service air intake systems; identify exhaust system components;

explain the construction and operation of cooled EGR systems; describe the operation and service of turbochargers; locate and repair exhaust leaks; explain the construction and operation of exhaust after-treatment systems including diesel particulate filters and urea SCR; maintain and service Tier 4 Final emission control systems.

### **DH1261 Undercarriage**

#### **Clock Hours 60**

Remove and replace the track assembly on a bulldozer; remove and replace the final drive on a bulldozer; remove, repair and install swing frames on a bulldozer; replace cutting edges on a grader/bulldozer blade; jack up and install blocking or jack stands on heavy equipment.

### **DH1171 Education/Technical Knowledge**

#### **Clock Hours 48**

Research and prepare a parts list; carry out instructions furnished in written, oral, or diagrammatic form; read manuals and apply to work situation; apply mechanics math as required.

### **DH1280 HVAC Systems**

#### **Clock Hours 60**

Explain the design and operation of mobile equipment HVAC systems; identify HVAC components; demonstrate HVAC system

inspection and performance checks; diagnose failures in HVAC systems using pressure and temperature readings; demonstrate the location of refrigerant leaks; explain the importance of scan tools for HVAC diagnosis; demonstrate the operation of a recovery, recycle and recharge (RRR) machine; receive training to obtain EPA 609 certification for handling of refrigerants.

### **DH1290 Welding**

#### **Clock Hours 30**

Demonstrate basic fabrication and repair procedures using oxyacetylene, stick, and wire feed welding processes.

### **DH1270 Cab/Body Systems**

#### **Clock Hours 30**

Explain the construction and operation of cab/body systems, including power windows, windshield wiper/washers; seats, and instrument panels; inspect and diagnose failures in cab/body systems.

### **DH1190 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**

Industrial Electricity students use their sharp mathematical and critical thinking skills to develop a functional understanding of electrical theory and practical applications of electrical circuits. They apply what they learn to wire up, characterize and test electrical motors, transformers, renewable energy systems, and efficient power distribution systems while using the National Electrical Code and electrical safety standards during this process.

Industrial Electricity students develop in-demand skills needed to use electrical instruments, install conduit and circuits, test and troubleshoot common control circuits, program PLC's, HMI's, set up industrial networks and become proficient in the understanding of power and controls to get things done safely efficiently in the electrical work environment.



## Requirements

### Information Technology

- Demonstrate understanding and fill requirements using the following computer hardware 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, printers, install drivers and access administrator settings.
- Software applications such as MS Word and Excel.
- Ability to use CAD software.
- Use a PDF reader.

### Employment Requirements

- Ability to complete work independently, manage time, records keeping, develop and follow checklists, obtain information through their own research.
- Good mechanical aptitude and have familiarity with basic hand tools.
- Will demonstrate the ability to show up on time, rested and dressed for the work day.
- Show a safety conscience situational awareness of surroundings.
- Understanding and wiliness to comply with and enforces industry safety standards.
- May need to be able to apply and receive a Transportation Worker Identification Credential (TWIC) card or similar government issued security clearance.
- Clean driving record, with the ability to earn a valid Alaska driver's license. Able to begin the process to obtain a Commercial Driver's License (CDL).

### Program Specific Requirements

- Successful completion of two semesters of High School Algebra with at least a grade C. Geometry, Algebra 2, Trigonometry, Statistics and Pre-calculus are recommended. Good reading comprehensions skills are essential.
- Students should be comfortable with constant physical activity and be able to stand for 85 percent of the training day.
- 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.
- Good peripheral, far and near vision, with the ability to shift focus and the ability to distinguish colors accurately is required. Proper prescription safety glasses are recommended for students 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 inclement weather.
- Ability to wear hearing protection and communicate verbally in noisy environments while wearing required personal protective equipment such as respirators, hoods, hard hats and face shields.

## Industrial Electricity

**Total Clock hours** 1080

### IE 2110 Employability Skills

**Clock Hours** 31

The Job Search/Resume Class is designed to equip students with the necessary skills to successfully navigate the job search process. The class provides students with guidance in identifying potential employers, as well as assistance in completing job applications and preparing a standout resume and cover letter. The Interview Skills Class is a valuable resource for student as they prepare for job interviews. The class covers the component of an interview, common interview questions, and offers students the opportunity to practice their interview skills in a supportive environment. To help students excel in the workplace, the Workplace Communication Skills Class focuses on effective communication, including communication styles, active listening, non-verbal communication, professional presentation, electronic communication, and conflict resolution. First Aid and CPR Class teaches individuals the basic of life support and how to provide initial medical care in emergency situations.

### IE 1411 DC Circuits

**Clock Hours** 180

Perform basic and complex DC circuit analysis; design, build, test, and troubleshoot DC circuits and devices. Explore the electrical and magnetic properties of materials. Build and test solar photovoltaic and battery systems as used in off-grid power systems.

### IE 1421 AC Circuits

**Clock Hours** 170

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 1111 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, working with metal, metal cutting, quality control.

### IE 1511 Electrical Machines

**Clock Hours** 180

Theory, operation, construction and maintenance of electrical machines used for generation, distribution, and mechanical power. Principles of governing and control of internal combustion powered generators. Operate and perform measurements on paralleled generator sets. Installation, theory and operation of electrically excited and permanent magnet synchronous alternators. Interprets and applies national Electrical Code as appropriate.

### IE 1011 Industrial Safety and Health

**Clock Hours** 125

Introduction to Industrial Workplace Safety and Health. OSHA 10 training provides information and guidance for occupational safety and health regulations, standards, and practices. Electrical safety in the workplace; personal protective equipment, control of hazardous energy and risk analysis. Explore the specific personal protective equipment and hazard mitigation techniques used in tower climbing, with environmental hazards, working at heights and with energy stored in battery and energy storage systems typically found in renewable power installations.

### IE 1711 Mechatronics and Automated Systems

**Clock Hours** 200

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. Build

and test automated power distribution and generation systems.

## 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.

### Program Specific Requirements

This Program has no specific requirements.

## Industrial Welding

**Total Clock hours** 1080

### IW1101 Employability Skills

**Clock Hours** 33

The Job Search/Resume Class is designed to equip students with the necessary skills to successfully navigate the job search process. The class provides students with guidance in identifying potential employers, as well as assistance in completing job applications and preparing a standout resume and cover letter. The Interview Skills Class is a valuable resource for student as they prepare for job interviews. The class covers the component of an interview, common interview questions, and offers students the opportunity to practice their interview skills in a supportive environment. First Aid and CPR Class teaches individuals the basic of life support and how to provide initial medical care in emergency situations. OSHA 10 training provides information and guidance for occupational safety and health regulations, standards, and practices.

### IW1110 OAW – Oxyacetylene Equipment and Use

**Clock Hours** 40

Show knowledge of safety and operation of oxyacetylene cutting equipment; describe and identify physical and mechanical properties as they relate to the weld ability 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.

### IW1121 SMAW – Stick Electrode

**Clock Hours** 358

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.

### IW1125 FCAW – Flux-Cored

**Clock Hours** 19

Demonstrate basic skills in Flux-cored arc welding technique.

### IW1130 GTAW - TIG

**Clock Hours** 30

Demonstrate basic skills in TIG welding technique.

### IW1140 GMAW – MIG

**Clock Hours** 30

Demonstrate basic skills in MIG welding technique.

### IW1151 Welders Math

**Clock Hours** 30

Complete welding math class focused on measurement and geometry. The topics covered include: Estimation, Fractions, Decimals, Unit Conversion, Length, Area, and Volume.

### IW1160 OAW – Oxyacetylene Cutting and Prep for Pipe

**Clock Hours** 25

Use oxyacetylene cutting equipment to prepare pipe for welding.

### Iw1170 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.

### **IW1180 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.

### **IW1191 Pipe Layout & Pipe Fabrication**

**Clock Hours** 30

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.

## **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 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 1220 Azure Cloud Services**

#### **Clock Hours 147**

Prerequisite: IT 1110

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

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 1235 Linux Essentials**

#### **Clock Hours 112**

Linux Essentials is an introduction to Linux as an operating system, basic open source concepts and the basics of the Linux command line. Students will learn Linux command line concepts with no previous knowledge required, this course is the perfect starting point to gain Linux skills.

### **IT 1240 Network Security**

#### **Clock Hours 133**

Prerequisite: Network Support Technician I certificate, IT 1130, IT 1200  
This course introduces students to network security principles that affect physical network resources and cloud-based resources.

### **IT 1260 Work-Based Activity**

**Clock Hours** 80

Prerequisite: Network Support Technician II  
During the Industry work-based activity, 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**

### PH1400 Employability Skills

**Clock Hours 31**

The Job Search/Resume Class is designed to equip students with the necessary skills to successfully navigate the job search process. The class provides students with guidance in identifying potential employers, as well as assistance in completing job applications and preparing a standout resume and cover letter. The Interview Skills Class is a valuable resource for student as they prepare for job interviews. The class covers the component of an interview, common interview questions, and offers students the opportunity to practice their interview skills in a supportive environment. To help students excel in the workplace, the Workplace Communication Skills Class focuses on effective communication, including communication styles, active listening, non-verbal communication, professional presentation, electronic communication, and conflict resolution. First Aid and CPR Class teaches individuals the basic of life support and how to provide initial medical care in emergency situations.

### PH1100 Plumbing

**Clock Hours 235**

Introduction to Industrial Workplace Safety and Health. OSHA 10 training provides information and guidance for occupational safety and health regulations, standards, and practices. 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.

### PH1200 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.

### PH1300 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.

## 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

### RF1400 Employability Skills

**Clock Hours** 31

The Job Search/Resume Class is designed to equip students with the necessary skills to successfully navigate the job search process. The class provides students with guidance in identifying potential employers, as well as assistance in completing job applications and preparing a standout resume and cover letter. The Interview Skills Class is a valuable resource for student as they prepare for job interviews. The class covers the component of an interview, common interview questions, and offers students the opportunity to practice their interview skills in a supportive environment. To help students excel in the workplace, the Workplace Communication Skills Class focuses on effective communication, including communication styles, active listening, non-verbal communication, professional presentation, electronic communication, and conflict resolution. First Aid and CPR Class teaches individuals the basic of life support and how to provide initial medical care in emergency situations.

### RF1100 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. OSHA 10 training provides information and guidance for occupational safety and health regulations, standards, and practices.

### RF1200 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.

### RF1300 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.

# AVTEC Administration and Faculty

## Administration:

### **Cathy LeCompte**

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Cisco Certified Network Associate

CDW Certified Web Application Developer

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Electronic Engineering, Golden State School, CA

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Caterpillar 3400 series  
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USCG Hazardous Waste Coordinator  
USCG Chief Petty Officer Academy  
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Microsoft Office Specialist Master  
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