

# Accounting, Applied

College of Rural Alaska  
Business Technologies Division  
Bristol Bay Campus (907) 842-5109  
Chukchi Campus (907) 442-3400  
Interior-Aleutians Campus (907) 474-5439  
Kuskokwim Campus (907) 543-4500  
Northwest Campus (907) 443-2201  
Tanana Valley Campus (907) 455-2800

## A.A.S. Degree

Minimum requirements for A.A.S. degree: 60 credits

The applied accounting program prepares students for entry-level accounting positions in payables and/or receivables, bookkeeping and payroll accounting. This program covers financial decision-making tools for the small business operator as well.

Courses in the applied accounting program address the concerns of modern business people and provide the training necessary to enhance business success. The applied accounting program may prepare a student to enter the rural development B.A. degree program and the technology B.T. degree program.

Classes are scheduled in the evening to accommodate working students. Microcomputer and office technology labs are available for “hands on” training.

## Major—A.A.S. Degree

1. Complete the general university requirements (page 76).
  2. Complete the A.A.S. degree requirements (page 79. As part of the A.A.S. degree requirements, complete ABUS 154 for the human relations requirement. ABUS 155 is the recommended computation course.)
  3. Complete the following program (major) requirements:\*
- |  |   |
|--|---|
| ABUS 101—Principles of Financial Accounting I.....       | 3 |
| ABUS 141—Payroll Accounting .....                        | 3 |
| ABUS 175—Customer Service .....                          | 3 |
| ABUS 179—Fundamentals of Supervision.....                | 3 |
| ABUS 201—Principles of Financial Accounting II.....      | 3 |
| ABUS 210—Income Tax.....                                 | 3 |
| ABUS 221—Microcomputer Accounting (3)                    |   |
| or ABUS 220—Microcomputer Accounting: Quickbooks (3) ... | 3 |
| ABUS 230—Applied Intermediate Accounting .....           | 3 |
| ABUS 233—Financial Management .....                      | 3 |
| ABUS 235—Fund Accounting for Non-Profits .....           | 3 |
| ABUS 241—Applied Business Law (3)                        |   |
| or ABUS 242—Employment Law (3) .....                     | 3 |
| BA 151—Introduction to Business.....                     | 3 |
| CIOS 135—Microcomputer Spreadsheets(3)                   |   |
| or CIOS 240—Microcomputer Databases (3).....             | 3 |
| CIOS 150—Computer Business Applications** .....          | 3 |
| ABUS, ACCT, BA or CIOS elective .....                    | 3 |
4. Minimum credits required .....

\* Student must earn a C grade or better in each course.

\*\* Student with “Microsoft Office” competency may substitute a more advanced CIOS course which fulfills certificate or degree requirements in lieu of CIOS 150.



## Minor

1. Complete the following:

ABUS 101—Principles of Financial Accounting I.....	3
ABUS 201—Principles of Financial Accounting II (3)	
or ABUS 235—Fund Accounting for Non-Profits (3) .....	3
ABUS 210—Income Tax.....	3
ABUS 220—Microcomputer Accounting: Quickbooks (3)	
or ABUS 221—Microcomputer Accounting (3) .....	3
BA 151—Introduction to Business.....	3
CIOS 135—Microcomputer Spreadsheets (3)	
or CIOS 240—Microcomputer Databases (3).....	3
2. Minimum credits required .....

**Note:** Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).

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# Accounting Technician

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[www.tvc.uaf.edu/abus/accounting.html](http://www.tvc.uaf.edu/abus/accounting.html)



## Certificate

Minimum requirements for certificate: 30 credits

The accounting technician program prepares students for entry-level accounting positions in payables and/or receivables, bookkeeping and payroll accounting. This program covers financial decision-making tools for the small business operator as well.

Courses in this program address the concerns of modern business people and provide the training necessary to enhance business success. The accounting technician certificate represents the first year of training toward the applied accounting A.A.S. degree. Students admitted into the Accounting B.B.A. degree program may apply their earned certificate credits toward the state of Alaska's 150-hour requirement for a CPA license.

Classes are scheduled in the evening to accommodate working students. Microcomputer and office technology labs are available for "hands on" training.

## Certificate Program

1. Complete the general university requirements (page 76).
2. Complete the following certificate requirements:
  - a. Complete 3 credits from one of the following communication courses:
    - CIOS 160—Business English (3)
    - or CIOS 260—Business Communications (3)
    - or ENGL 111X—Introduction to Academic Writing (3)
    - or ENGL 212—Business, Grant, and Report Writing (3)..... 3
  - b. Complete 3 credits from one of the following computation courses:
    - ABUS 155—Business Math (3)
    - or MATH at the 100-level or above (3)
    - or CIOS 116—Business Math Using Calculators (3)..... 3
  - c. Complete 3 credits from the following human relations course:
    - ABUS 154—Human Relations..... 3
3. Complete the following program (major) requirements.
  - ABUS 101—Principles of Financial Accounting I..... 3
  - ABUS 201—Principles of Financial Accounting II (3)
    - or ABUS 235—Fund Accounting for Non-Profits (3) ..... 3
  - CIOS 150—Computer Business Applications (3)
    - or CIOS 135—Microcomputer Spreadsheets (3) ..... 3
  - BA 151—Introduction to Business..... 3
  - ABUS 141—Payroll Accounting..... 3
  - ABUS 210—Income Tax..... 3
  - ABUS 220—Microcomputer Accounting: Quickbooks (3)
    - or ABUS 221—Microcomputer Accounting (3) ..... 3
4. Minimum credits required .....30

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# Alaska Law Enforcement Academy

College of Rural Alaska  
Tanana Valley Campus  
(907) 455-2823

[www.tvc.uaf.edu/programs/lawacad.html](http://www.tvc.uaf.edu/programs/lawacad.html)



## Alaska Police Standard Council (APSC) Certification

Minimum Requirements for Certification: 16 credits

The Law Enforcement Program Academy prepares students for a career in law enforcement in the state of Alaska. APSC certification will allow a qualified candidate to work as a commissioned officer in any of approximately 65 state and municipal law enforcement organizations.

The Law Enforcement Academy is an intense semester of full-time study. Students attend class 40 hours per week for one semester. The certification is approved by the Alaska Police Standards Council in compliance with Title 13.85.050 of the Alaska Administrative Code. Courses are not offered separately but must be taken as part of the entire Law Enforcement Academy package.

### Law Enforcement Certification by the Alaska Police Standard Council

1. Complete the following:

LE 110—Behavioral Science Strategies for Law Enforcement Officers.....	1
LE 115—Enforcement Skills for Law Enforcement Officers .....	4
LE 120—Law Enforcement Operations .....	4
LE 125—Basic Police Procedures.....	3
LE 205—Criminal Law for Police Officers.....	4
2. Minimum credits required.....16

*Note: Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).*



# Allied Health

College of Rural Alaska  
Tanana Valley Campus  
(907) 455-2822

[www.tvc.uaf.edu/programs/hlth-info.html](http://www.tvc.uaf.edu/programs/hlth-info.html)

## Certificate; A.A.S. Degree

Minimum Requirements for Certificate: 30-38 credits;  
for Degree: 60-62 credits

The certificates and degrees in Allied Health provide students with the knowledge and technical skills for employment in health care. In the Fairbanks area, the job market is especially favorable for medical and dental assistants. The certificates are designed to permit early employment options while completing the final portion of an A.A.S. degree.

Certificates offered include dental assistant, health care reimbursement, medical/dental reception and phlebotomy. A.A.S. degrees offered include dental assistant and medical assistant. A one-semester, non-transcripted nurse aide course sequence is also offered.

The medical assistant A.A.S. degree incorporates the medical/dental reception certificate and prepares students for employment in ambulatory care settings. Students receive education in the theory and skills for both office work and clinical care. The UAF medical assistant A.A.S. degree program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

The dental assistant certificate and A.A.S. degree program prepares students to become skilled members of the dental health care team. Assistants greatly increase the efficiency of the dentist in the delivery of oral health and are valuable members of the dental profession. Upon completion of the course work, students are eligible to take the Dental Assisting National Board (DANB) examination components for radiology and infection control. After 600 hours or six months employment in a dental office, they will be eligible to take the general chairside component of the examination and become Certified Dental Assistants. Prerequisites are graduation from high school or equivalent (GED) and completion of a dental assisting application form. Applications and information can be obtained from P.O. Box 758120, Fairbanks, AK 99775-8120, or (907) 455-2800.

A student who earns the certificate in phlebotomy will satisfy the training requirement to take the American Society of Clinical Pathologist (ASCP) national certification examination for phlebotomy technician.

The health care reimbursement certificate program prepares students for employment as medical billers and coders in medical offices, clinics, hospitals and other medical facilities. Students in the program learn analysis of medical records and the assigning of codes for indexing diagnoses and procedures to provide information for reimbursement purposes. The successful completion of this certificate prepares the student for national certification through the American Health Information Management Association (AHIMA) coding exam and the American Academy of Professional Coders exam.

The A.A.S. degrees in nursing and in radiologic technology are offered by the University of Alaska Anchorage at the Tanana Valley Campus in cooperation with the allied health department. Graduates of the nursing program are prepared to use the nursing process to provide effective nursing services to individuals receiving care in inpatient settings and in structured outpatient settings. The

academic program provides students with a closely related mix of theory and clinical practice; students gain experience in hospitals, nursing homes, clinics and community agencies. Graduates of this A.A.S. degree are eligible to take the NCLEX examination that grants professional licensure to practice nursing at the Registered Nurse level. Information can be obtained from the allied health department or by calling (907) 455-2800.

The curriculum of the radiologic technology program is designed to meet the accreditation standards of the Joint Review Committee on Education in Radiologic Technology (JRCERT). Course work for the degree is delivered through a combination of the traditional classroom setting, distance delivery and clinical experience. Upon completion of the program, students may apply to the American Registry of Radiologic Technologists (ARRT) for national certification. Information is available from the allied health department or by calling (907) 455-2800.

## Certificates

Dental Assistant  
Health Care Reimbursement  
Medical/Dental Reception  
Phlebotomy

## A.A.S. Degrees

Dental Assistant  
Medical Assistant

## Dental Assistant—Certificate Program

1. Complete the general university requirements (page 76).
  2. Complete the certificate requirements (page 77. As part of the certificate requirements, the communication, computation and human relations content is embedded in the major required courses for this program.)
  3. Complete the following program (major) requirements:\*
- |   |   |
|---|---|
| HLTH 110—Professional Skills for the Workplace .....        | 2 |
| HLTH 122—First Aid and CPR .....                            | 1 |
| HLTH 132—Administrative Procedures I .....                  | 2 |
| HLTH 150—Dental Radiography .....                           | 4 |
| HLTH 151—Dental Infection Control .....                     | 2 |
| HLTH 152—Dental Materials and Applications.....             | 4 |
| HLTH 153—Anatomy for Dental Assistants .....                | 3 |
| HLTH 234—Administrative Procedures II .....                 | 4 |
| HLTH 251—Clinical Chairside I for Dental Assistants.....    | 4 |
| HLTH 252—Clinical Chairside II for Dental Assistants .....  | 4 |
| HLTH 253—Clinical Chairside III for Dental Assistants ..... | 4 |
| HLTH 254—Dental Assistant Practicum.....                    | 4 |
4. Minimum credits required .....38

\* Student must earn a C grade or better.

## Health Care Reimbursement—Certificate Program

1. Complete the general university requirements (page 76).
2. Complete the certificate requirements (page 77. As part of the certificate requirements, the communication, computation and human relations content is embedded in the major required courses for this program.)



3. Complete the following:\*
  - CIO5 150—Computer Business Applications ..... 3
  - CIO5 260—Business Communications ..... 3
  - HLTH 110—Professional Skills for the Workplace ..... 2
  - HLTH 112—Anatomy, Physiology and Medical Language ..... 3
  - HLTH 132—Administrative Procedures I ..... 2
  - HLTH 135—ICD Coding ..... 3
  - HLTH 208—Human Diseases ..... 3
  - HLTH 234—Administrative Procedures II ..... 4
  - HLTH 235—CPT Coding ..... 3
  - HLTH 236—Outpatient Health Care Reimbursement ..... 3
  - HLTH 237—Inpatient Health Care Reimbursement ..... 3
4. Minimum credits required ..... 32
  - \* Student must earn a C grade or better.

#### Medical/Dental Reception—Certificate Program

1. Complete the general university requirements (page 76).
2. Complete the following certificate requirements:\*
  - a. Complete 3 credits from one of the following communication courses:
    - CIO5 260—Business Communications (3)
    - or ENGL 111X—Introduction to Academic Writing (3) ..... 3
  - b. Complete 3 credits from one of the following computation courses:
    - MATH at the 100-level or above (3)
    - or HLTH 116—Mathematics in Health Care (3) ..... 3
  - c. Complete the following human relations course:
    - HLTH 106—Human Behavior in Health Care ..... 3
3. Complete the following:\*
  - CIO5 150—Computer Business Applications (3)
  - or CIO5 elective at the 200-level (3) ..... 3
  - HLTH 100—Medical Terminology ..... 3
  - HLTH 110—Professional Skills for the Workplace ..... 2
  - HLTH 118—Medical Law and Ethics ..... 2
  - HLTH 122—First Aid and CPR ..... 1
  - HLTH 132—Administrative Procedures I ..... 2
  - HLTH 234—Administrative Procedures II ..... 4
  - HLTH 261—Reception Externship ..... 2
  - Approved HLTH, CIO5, ABUS, HSV, DEVS or COMM elective ..... 2
4. Complete 1 of the following:
  - a. A timed exam and demonstrate competence in typing at 45 WPM.
  - b. CIO5 108—Keyboarding II/Intermediate Typewriting\*\* ..... 3
5. Minimum credits required ..... 30-33
  - \* Student must earn a C grade or better.
  - \*\* Student must earn a B grade or better.

#### Phlebotomy—Certificate Program

1. Complete the general university requirements (page 76).
2. Complete the following certificate requirements:\*
  - a. Complete 3 credits from one of the following communication courses:
    - CIO5 260—Business Communications (3)
    - or ENGL 111X—Introduction to Academic Writing (3) ..... 3
  - b. Complete 3 credits from one of the following computation courses:
    - MATH at the 100-level or above (3)
    - or HLTH 116—Mathematics in Health Care (3) ..... 3
  - c. Complete one of the following human relations courses:
    - ANTH/SOC 100X—Individual, Society and Culture (3)
    - or ABUS 154—Human Relations (3)
    - or HLTH 106—Behaviors in Health Care (3) ..... 3
3. Complete the following:\*
  - CIO5 150—Computer Business Applications (3)
  - or appropriate CIO5 elective (3) ..... 3

HLTH 100—Medical Terminology .....	3
HLTH 114—Fundamentals of Anatomy and Physiology .....	4
HLTH 118—Medical Law and Ethics .....	2
HLTH 122—First Aid and CPR .....	1
HLTH 245—Phlebotomy Principles and Methods .....	3
HLTH 265—Phlebotomy Externship .....	3
Approved HLTH, CIO5, ABUS, HSV, DEVS or COMM elective .....	2

4. Complete 1 of the following:
  - a. A timed exam and demonstrate competence in typing at 35 WPM.
  - b. CIO5 106—Keyboarding I/Beginning Typewriting\*\* ..... 3
5. Minimum credits required ..... 30-33
  - \* Student must earn a C grade or better.
  - \*\* Student must earn a B grade or better.

#### Dental Assistant—A.A.S. Degree

1. Complete the general university requirements (page 76).
2. Complete the A.A.S. degree requirements (page 79).
3. Complete the following program (major) requirements:\*
  - HLTH 110—Professional Skills for the Workplace ..... 2
  - HLTH 114—Fundamentals of Anatomy and Physiology ..... 4
  - HLTH 122—First Aid and CPR ..... 1
  - HLTH 132—Administrative Procedures I ..... 2
  - HLTH 150—Dental Radiography ..... 4
  - HLTH 151—Dental Infection Control ..... 2
  - HLTH 152—Dental Materials and Applications ..... 4
  - HLTH 153—Anatomy for Dental Assistants ..... 3
  - HLTH 203—Science of Nutrition ..... 3
  - HLTH 234—Administrative Procedures II ..... 4
  - HLTH 247—Introduction to Pharmacology ..... 2
  - HLTH 251—Clinical Chairside I for Dental Assistants ..... 4
  - HLTH 252—Clinical Chairside II for Dental Assistants ..... 4
  - HLTH 253—Clinical Chairside III for Dental Assistants ..... 4
  - HLTH 254—Dental Assistant Practicum ..... 4
4. Minimum credits required ..... 62
  - \* Student must earn a C grade or better.

#### Medical Assistant—A.A.S. Degree

1. Complete the general university requirements (page 76).
2. Complete the A.A.S. degree requirements\* (page 79).
3. Complete the following program (major) requirements:\*
  - CIO5 150—Computer Business Applications (3)
  - or appropriate CIO5 elective (3) ..... 3
  - CIO5 208—Medical Machine Transcription ..... 2
  - HLTH 100—Medical Terminology ..... 3
  - HLTH 110—Professional Skills for the Workplace ..... 2
  - HLTH 114—Fundamentals of Anatomy and Physiology ..... 4
  - HLTH 116—Mathematics in Health Care (3)
  - or MATH elective at the 100-level or above (3) ..... 3
  - HLTH 118—Medical Law and Ethics ..... 2
  - HLTH 122—First Aid and CPR ..... 1
  - HLTH 132—Administrative Procedures I ..... 2
  - HLTH 142—Clinical Procedures I ..... 4
  - HLTH 234—Administrative Procedures II ..... 4
  - HLTH 244—Clinical Procedures II ..... 4
  - HLTH 268—Medical Assisting Externship ..... 4
  - HSV 215—Individual Interviewing ..... 2
  - Approved HLTH, CIO5, ABUS, HSV, DEVS or COMM elective ..... 5
4. Complete 1 of the following:
  - a. A timed exam and demonstrate competence in typing at 45 WPM.
  - b. CIO5 108—Keyboarding II/Intermediate Typewriting\*\* ..... 3
5. Minimum credits required ..... 60
  - \* Student must earn a C grade or better.
  - \*\* Student must earn a B grade or better.

# Apprenticeship Technology

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## A.A.S. Degree

Minimum Requirements for Degree: 60 credits

The A.A.S. degree in apprenticeship technology provides vocational training and supporting course work to prepare students for the rapidly changing global workplace. The program also helps Alaska industries by training workers who can meet increasing certification requirements which reflect complex business and industrial standards.

The apprenticeship technologies program is a 60-credit A.A.S. degree delivered collaboratively through UAA, UAF and UAS. The practical integration of general course work and training for vocational-technical trades specifically reflects the commitment of the university to high-quality instruction and public service. Individuals earning this degree must complete an apprenticeship program approved by the U.S. Department of Labor, and they must hold journey-level status in trades recognized by the U.S. Department of Labor, Bureau of Apprenticeship and Training.

Students declaring a major in apprenticeship technology must present documentation of acceptance into an apprenticeship program approved by the U.S. Department of Labor, Bureau of Apprenticeship and Training. The appropriate College of Rural Alaska campus will review the documentation and may recommend up to 38 credits of course work following completion of all courses listed in the degree requirements section. Students are encouraged to begin the required courses while completing the apprenticeship program to expand the quality and breadth of the program. Students who complete this program may be eligible to enroll in the B.S. technology degree program at UAA or the B.T. technology degree program at UAF.



## Major—A.A.S. Degree

1. Complete the general university requirements (page 76).
2. Complete the A.A.S. degree requirements (page 79. As part of the A.A.S. degree requirements, complete ANTH/SOC 100X; MATH 107X or MATH 131X.)
3. Complete the following:  
EMS 152—Emergency Trauma Training First Responder..... 3  
STAT 200—Elementary Probability and Statistics..... 3
4. Complete 3 credits from the following:  
AIS 101—Effective Personal Computer Use ..... 3  
CIOS 100—Introduction to Personal Computers ..... 1  
CIOS 103—Computer Survey ..... 1-3  
CIOS 105—Computer Software Application ..... 1-3  
CIOS 110—Microcomputer Operating Systems ..... 1-3  
CIOS 111—Computer Software for Beginners..... 1-2  
CIOS 150—Computer Business Applications ..... 1-3  
CIOS 152—Introduction to Microcomputers in  
Small Businesses ..... 1-3  
CIOS 251—Integrated Software ..... 1-3
5. Approved apprenticeship program transfer of credit maximum.....38
6. Minimum credits required .....60

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# Associate of Arts



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## A.A. Degree

Minimum Requirements for Degree: 60 credits

The associate of arts degree is offered at all UAF campuses. The degree offers a rigorous program of study for the serious student who eventually intends to transfer to a baccalaureate program. The degree may serve as a starting point for a career or as a stepping-stone to a baccalaureate program. You may only earn one A.A. degree.

### Major—A.A. Degree

- 1. Complete the general university requirements (page 76).
- 2. Complete the A.A. degree requirements (page 78).
- 3. Minimum credits required .....60

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# Business, Applied

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## A.A.S. Degree

Minimum Requirements for Degree: 60 credits

Planning and preparation are the keys to success in business. The A.A.S. degree in applied business provides students with the skills and training needed to run a business effectively. The program covers basic knowledge and skills, emerging technologies, advanced procedures, and interpersonal skills. Courses teach the principles of accounting, management, human relations, math, communications, customer service, computers, law, finance and logic.

Instructors provide a practical understanding of the marketplace—not just a textbook view of business. The applied business program may prepare a student to enter the rural development B.A. degree program and the B.T. degree program.

Potential careers for graduates include entrepreneurship and entry-level positions in business management, tourism human resources and public administration.

## Major—A.A.S. Degree

**Concentrations: Computer Applications, Entrepreneurship, Finance, Human Resources, International Business, Marketing, Public Management, Tourism**

1. Complete the general university requirements (page 76).
  2. Complete the A.A.S. degree requirements (page 79). As part of the A.A.S. degree requirements, complete ABUS 154 for the human relations requirement.)
  3. Complete the following general business requirements:\*
- |  |   |
|--|---|
| ABUS 101—Principles of Financial Accounting I..... | 3 |
| ABUS 175—Customer Service .....                    | 3 |
| ABUS 179—Fundamentals of Supervision.....          | 3 |
| ABUS 232—Contemporary Management Issues.....       | 3 |
| ABUS 241—Applied Business Law.....                 | 3 |
| ABUS 260—Marketing Practices.....                  | 3 |
| BA 151—Introduction to Business.....               | 3 |
| CIOE elective appropriate to skill level .....     | 3 |

4. Complete 1 of the following concentrations:\*

### Computer Applications

- a. Complete the following:
- |  |   |
|--|---|
| CIOE 100-level or above word processing elective .....           | 3 |
| CIOE 100-level or above microcomputer spreadsheet elective ..... | 3 |
| CIOE 100-level or above microcomputer database elective .....    | 3 |
| CIOE 100-level or above microcomputer graphics elective .....    | 3 |
| CIOE 100-level or above Internet or web design elective .....    | 3 |
| ABUS, ACCT, BA or CIOE electives .....                           | 6 |

### Entrepreneurship

- a. Complete the following:
- |  |  |
|--|--|
| ABUS 201—Principles of Accounting II (3) |  |
| or ABUS 210—Income Tax (3)               |  |
| or ABUS 220—Quickbooks Accounting (3)    |  |

- |   |   |
|---|---|
| or ABUS 221—Microcomputer Accounting (3)              |   |
| or ABUS 235—Fund Accounting for Non-Profits (3) ..... | 3 |
| ABUS 233—Financial Management .....                   | 3 |
| ABUS 265—Seminar in Applied Marketing .....           | 3 |
| ABUS 272—Small Business Planning.....                 | 3 |
| ABUS 273—Managing a Small Business.....               | 3 |
| ABUS 274—E-commerce.....                              | 3 |
| ABUS, ACCT, BA or CIOE electives .....                | 3 |

### Finance

- a. Complete the following:
- |   |   |
|---|---|
| ABUS 120—Basics of Investing .....                  | 3 |
| ABUS 160—Principles of Banking .....                | 3 |
| ABUS 201—Principles of Financial Accounting II..... | 3 |
| ABUS 210—Income Tax.....                            | 3 |
| ABUS 220—Quickbooks Accounting (3)                  |   |
| or ABUS 221—Microcomputer Accounting (3) .....      | 3 |
| ABUS 233—Financial Management .....                 | 3 |
| ABUS 272—Small Business Planning.....               | 3 |

### Human Resources

- a. Complete the following:
- |  |   |
|--|---|
| ABUS 141—Payroll Accounting.....                                 | 3 |
| ABUS 178—Business and Professional Presentations .....           | 3 |
| ABUS 231—Introduction to Personnel .....                         | 3 |
| ABUS 242—Employment Law .....                                    | 3 |
| CIOE 100-level or above microcomputer spreadsheets elective..... | 3 |
| CIOE 100-level or above microcomputer databases elective.....    | 3 |
| ABUS, ACCT, BA or CIOE electives .....                           | 3 |

### International Business

- a. Complete the following:
- |  |   |
|--|---|
| ABUS 178—Business and Professional Presentations ..... | 3 |
| ABUS 233—Financial Management .....                    | 3 |
| ABUS 265—Seminar in Applied Marketing .....            | 3 |
| ABUS 275—Applied International Business .....          | 3 |
| Foreign language elective .....                        | 3 |
- b. Complete 1 of the following elective options:
- |   |   |
|---|---|
| <b>Option 1</b>   |   |
| ABUS 272—Small Business Planning (3)                        |   |
| or ABUS 273—Managing a Small Business (3) .....             | 3 |
| PS 201—Comparative Politics (3)                             |   |
| or PS 321W—International Politics (3).....                  | 3 |
| <b>Option 2</b>   |   |
| ABUS 299—Practicum in Applied Business (Study Abroad) ..... | 6 |

### Marketing

- a. Complete the following:
- |   |   |
|---|---|
| ABUS 178—Business and Professional Presentations .....            | 3 |
| ABUS 265—Seminar in Applied Marketing .....                       | 3 |
| ABUS 274—E-commerce.....  | 3 |
| CIOE 200-level or above desktop publishing or graphics elective.. | 3 |
| CIOE 200-level or above Internet or web design elective .....     | 3 |
| ABUS, BA or CIOE electives .....                                  | 6 |

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## Public Management

### a. Complete the following:

ABUS 235—Fund Accounting.....	3
PS 100X—Political Economy.....	3
PS 101—Introduction to American Government and Politics.....	3
PS 212—Introduction to Public Administration.....	3
PS 403W—Public Policy.....	3
ABUS, ACCT, CIOS or PS electives.....	6

## Tourism

### a. Complete the following:

ABUS 158—Introduction to Tourism.....	3
ABUS 199—Practicum in Applied Business.....	3
ABUS 265—Seminar in Applied Marketing.....	3
ABUS 275—Applied International Business.....	3

### b. Complete 3 credits from the following electives:

ABUS 256—Small Hotel, Bed and Breakfast, and Lodge Operations.....	1-3
ABUS 267—Transportation and Logistics Management.....	1-3
ABUS 268—Rural Tourism: Planning and Principles.....	1-3
ABUS 269—Food and Beverage Management.....	1-3

### c. Complete 1 of the following elective options:

#### Option 1

ABUS, ACCT, BA, CAH or CIOS electives.....	6
--	---

#### Option 2

ABUS 299—Practicum in Applied Business (Study Abroad).....	3
Foreign language.....	3

### 5. Minimum credits required.....60

\* Student must earn a C grade or better in each course.

## Minor

### 1. Complete the following:

ABUS 101—Principles of Financial Accounting I.....	3
ABUS 175—Customer Service.....	3
ABUS 232—Contemporary Management Issues.....	3
ABUS 260—Marketing Practices.....	3
BA 151—Introduction to Business.....	3
CIOS elective appropriate to skill level.....	3

### 2. Minimum credits required.....18

*Note: Other courses specific to individual education and career goals may be substituted with program approval.*

**Note: Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).**

# Business Management, Applied



College of Rural Alaska  
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Chukchi Campus (907) 442-3400  
Interior-Aleutians Campus (907) 474-5439  
Kuskokwim Campus (907) 543-4500  
Northwest Campus (907) 443-2201  
Tanana Valley Campus (907) 455-2800

## Certificate

Minimum Requirements for Certificate: 30 credits

Planning and preparation are keys to success in business. The applied business management certificate provides students with the basic principles necessary to run a business effectively. Graduates of the program will have the foundation of contemporary management needed to successfully lead private, public and non-profit organizations through ever-changing social and economic conditions.

The program covers basic knowledge and skills, emerging technologies, advanced procedures, and interpersonal skills. Course work includes accounting, management, human relations, math, communications, customer service, computers, law, finance, and logic. The curriculum also serves as the first year of training toward the A.A.S. degree in applied business.

Potential careers for graduates include entrepreneurship and entry-level positions in business management, tourism human resources and public administration.

## Certificate Program

**Concentrations: Computer Applications, Finance, General Business, Human Resources, International Business, Marketing, Public Management, Tourism**

1. Complete the general university requirements (page 76).
2. Complete the following certificate requirements:
  - a. Complete 3 credits from one of the following communication courses:
    - CIOS 160—Business English (3)
    - or CIOS 260—Business Communications (3)
    - or ENGL 111X—Introduction to Academic Writing (3)
    - or ENGL 212—Business, Grant, and Report Writing (3)..... 3
  - b. Complete 3 credits from one of the following computation courses:
    - ABUS 155—Business Math (3)
    - or CIOS 116—Business Math Using Calculators (3)
    - or any MATH course at the 100-level or above (3)..... 3
  - c. Complete the following human relations course:
    - ABUS 154—Human Relations ..... 3
3. Complete the following general business courses:
  - ABUS 101—Principles of Financial Accounting I (3)
  - or ABUS 142—Office Accounting I (3) ..... 3
  - BA 151—Introduction to Business..... 3
  - CIOS elective appropriate to skill level ..... 3
4. Complete 1 of the following concentrations:

### Computer Applications

- a. Complete the following:
  - CIOS 100-level or above word processing elective ..... 3
  - CIOS 100-level or above microcomputer spreadsheet elective ..... 3

- CIOS 100-level or above microcomputer database elective ..... 3
- CIOS 100-level or above microcomputer graphics elective ..... 3

### Finance

- a. Complete the following:
  - ABUS 120—Basics of Investing ..... 3
  - ABUS 160—Principles of Banking ..... 3
  - ABUS 210—Income Tax..... 3
  - ABUS 233—Financial Management ..... 3
  - CIOS 135—Microcomputer Spreadsheets..... 3

*Note: CIOS 135 is the required CIOS elective for this certificate.*

### General Business

- a. Complete the following:
  - ABUS 201—Principles of Accounting II (3)
  - or ABUS 210—Income Tax (3)
  - or ABUS 220—Quickbooks Accounting (3)
  - or ABUS 221—Microcomputer Accounting (3)
  - or ABUS 235—Fund Accounting for Non-Profits (3) ..... 3
  - ABUS 179—Fundamentals of Supervision ..... 3
  - ABUS 232—Contemporary Management Issues ..... 3
  - ABUS 260—Marketing Practices ..... 3

### Human Resources

- a. Complete the following:
  - ABUS 141—Payroll Accounting ..... 3
  - ABUS 179—Fundamentals of Supervision ..... 3
  - ABUS 231—Introduction to Personnel ..... 3
  - ABUS 242—Employment Law ..... 3

### International Business

- a. Complete the following:
  - ABUS 178—Business and Professional Presentations ..... 3
  - ABUS 275—Applied International Business ..... 3
  - PS 201—Comparative Politics ..... 3
  - Foreign language elective ..... 3

### Marketing

- a. Complete the following:
  - ABUS 175—Customer Service ..... 3
  - ABUS 178—Business and Professional Presentations ..... 3
  - ABUS 260—Marketing Practices ..... 3
  - CIOS 200-level graphics or web design elective ..... 3

### Public Management

- a. Complete the following:
  - ABUS 235—Fund Accounting..... 3
  - PS 100X—Political Economy ..... 3
  - PS 101—Introduction to American Government and Politics ..... 3
  - PS 212—Introduction to Public Administration..... 3

### Tourism

- a. Complete the following:
  - ABUS 158—Introduction to Tourism ..... 3
  - ABUS 175—Customer Service ..... 3
  - ABUS 199—Practicum in Applied Business..... 3
  - ABUS 256—Small Hotel, Bed and Breakfast, and Lodge Operations (1-3)
  - or ABUS 267—Transportation and Logistics Management (1-3)
  - or ABUS 268—Rural Tourism: Planning and Principles (1-3)
  - or ABUS 269—Food and Beverage Management (1-3) ..... 3
5. Minimum credits required ..... 30

*Note: Other courses specific to individual education and career goals may be substituted with program approval.*

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# Community Health

College of Rural Alaska

Bristol Bay Campus (907) 842-5109

Chukchi Campus (907) 442-3400

Interior-Aleutians Campus (907) 474-5439

Kuskokwim Campus (907) 543-4500

Northwest Campus (907) 443-2201

CHA/P Training Centers:

Anchorage CHA Training Program, ANMC (907) 729-2427

Norton Sound Health Corp., Nome (907) 443-3404

Southeast Alaska Regional Health Corp., Sitka (907) 966-8758

Tanana Chiefs Conference, Inc., Fairbanks (907) 452-8251,  
ext. 3410

Yukon-Kuskokwim Health Corp., Bethel (907) 543-6150

## Certificate; A.A.S. Degree

Minimum Requirements for Certificate: 34 credits;  
for Degree: 60 credits

The community health aide/practitioner (CHA/P) training program prepares residents to provide primary health care services in villages, under the supervision of a referral physician. As a prerequisite, students entering the program must be employed by a regional health corporation.

The educational program consists of four basic training sessions, each four weeks long and followed by a field component in the CHA's village clinic. The curriculum includes the knowledge and skills necessary to provide acute care for common medical problems, emergency care, follow-up care for patients with chronic illnesses, and preventive services including prenatal and well-child care. The training also includes state-approved emergency care courses, completion of a skills checklist, a supervised clinical preceptorship, and passing the CHP statewide examination.

Upon successful completion of all certification requirements, students are awarded a community health practitioner (CHP) certificate by the training center. Students completing the training program also meet the requirements for a university certificate recognizing the credits earned. These credits may be used to satisfy requirements for the A.A.S. degree.

The CHA/P academic review committee (ARC), composed of representatives from the regional health corporations, training centers and university, ensures that the curriculum and certification process is kept uniform throughout the state. The ARC reports to the Association of CHA/P Program Directors and serves in an advisory role to the dean of the College of Rural Alaska.

For more information about the CHA/P basic training program, contact one of the CHA/P training centers. For more information about the A.A.S. degree, contact the Kuskokwim Campus.



## Certificate Program

1. Complete the general university requirements (page 76).
  2. Complete the certificate requirements (page 77).
  3. Complete the following:\*
- |   |   |
|---|---|
| CHP 131—Community Health Aide, Session I.....     | 8 |
| CHP 132—Community Health Aide, Session II .....   | 8 |
| CHP 133—Community Health Aide, Session III .....  | 8 |
| CHP 134—Community Health Aide, Session IV .....   | 8 |
| CHP 135—Community Health Aide, Preceptorship..... | 2 |
4. Minimum credits required .....

\* This sequence replaces the CHP 120 series listed in the UAF 1992-93 catalog. The course designator changes represent the addition of CHP 134 and the integration of the field experience within each 8-credit session.

Note: The student may take CHP 082 prior to CHP 131 as an option when regionally available.

## Major—A.A.S. Degree

1. Complete the general university requirements (page 76).
  2. Complete the A.A.S. degree requirements (page 79).
  3. Complete the following program (major) requirements:\*
- a. Complete the following:
- |   |   |
|---|---|
| CHP 131—Community Health Aide, Session I.....     | 8 |
| CHP 132—Community Health Aide, Session II .....   | 8 |
| CHP 133—Community Health Aide, Session III .....  | 8 |
| CHP 134—Community Health Aide, Session IV .....   | 8 |
| CHP 135—Community Health Aide, Preceptorship..... | 2 |
- b. Complete 5 or more credits from the following:
- |   |     |
|---|-----|
| CHP 203—Clinical Update for Community Health Practitioners .....    | 1-3 |
| CHP 206—Mental Health and Substance Abuse.....                      | 1-3 |
| CHP 207—Maternal and Infant Health.....                             | 1-3 |
| CHP 208—Communicable Diseases .....                                 | 1-3 |
| CHP 211—Health Education .....                                      | 1-3 |
| CHP 212—Diabetes: Primary Prevention and Village Medical Care ..... | 1-3 |
| CHP 214—Cancer: Risks, Diagnosis and Treatment.....                 | 3   |
| CHP 215—Death and Dying .....                                       | 3   |
| CHP 220—Women's Health: Breast and Cervical Cancer Screening.....   | 2   |
| CHP 250—Current Issues in Rural Health Care** .....                 | 1-3 |
| CHP 293—Special topic courses                                       |     |
| EMS—any 200-level courses   |     |
| HLTH—any 200-level courses  |     |
4. Complete electives .....
  5. Minimum credits required .....

\* Student must earn a C grade or better in each course.

\*\* May repeat up to 3 credits toward A.A.S. degree.

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# Culinary Arts

College of Rural Alaska  
Tanana Valley Campus  
(907) 455-2800  
[www.tvc.uaf.edu/programs/cah-info.html](http://www.tvc.uaf.edu/programs/cah-info.html)

## Certificate; A.A.S. Degree

Minimum Requirements for Certificate: 34 credits;  
for Degree: 64 credits

The culinary arts department offers associate degree and certificate programs designed to prepare students for careers in the expanding field of food production and the management of restaurants, bakeries, hotels, hospitals, camps, or other facilities that require food service.

### Certificate Program

**Concentrations: Baking, Cooking, Culinary Arts, Food and Beverage Management**

1. Complete the general university requirements (page 76).
2. Complete the following certificate requirements:
  - a. Complete 3 credits from one of the following communication courses:
    - CIOS 160—Business English (3)
    - or CIOS 260—Business Communications (3)
    - or ENGL 111X—Introduction to Academic Writing (3)
    - or ENGL 212—Business, Grant and Report Writing.....3
  - b. Complete 3 credits from one of the following computation courses:
    - ABUS 155—Business Math (3)
    - or CIOS 116—Business Math Using Calculators (3)
    - or any MATH course at the 100-level or above.....3
  - c. Complete the following human relations course:
    - ABUS 154—Human Relations.....
3. Complete the following:

CAH 105—Principles of Food Service .....	3
CAH 140—Food Production I .....	5
CAH 145—Bakery Production I.....	5
CAH 150—Sanitation.....	1
CAH 161—Pastry Tube Art .....	1
4. Complete 1 of the following concentrations:
  - a. Baking:

CAH 146—Bakery Production II.....	5
CAH 247—Bakery Production III .....	5
  - b. Cooking:

CAH 141—Food Production II .....	5
CAH 242—Food Production III .....	5
  - c. Culinary Arts:

CAH 141—Food Production II .....	5
CAH 146—Bakery Production II.....	5
  - d. Food and Beverage Management:

BA 151—Introduction to Business.....	3
ABUS 175—Customer Service .....	3
ABUS 179—Fundamentals of Supervision.....	3
ABUS 269—Food and Beverage Management.....	1
5. Minimum credits required.....34

## Major—A.A.S. Degree

**Concentrations: Food and Beverage Management, Hospitality Operations**

1. Complete the general university requirements (page 76).
2. Complete the A.A.S. degree requirements (page 79. As part of the A.A.S degree requirements, ABUS 154 for the human relations requirement and ABUS 155 for the computation requirement are recommended.)
3. Complete the following program (major) requirements:\*

CAH 105—Principles of Food Service .....	3
CAH 140—Food Production I .....	5
CAH 141—Food Production II .....	5
CAH 145—Bakery Production I.....	5
CAH 146—Bakery Production II.....	5
CAH 150—Sanitation.....	1
CAH 160—Principles of Nutrition.....	2
ABUS 199—Practicum in Applied Business.....	1

4. Complete 1 of the following concentrations:\*

  - a. Food and Beverage Management:

ABUS 101—Principles of Financial Accounting .....	3
ABUS 175—Customer Service .....	3
ABUS 179—Fundamentals of Supervision.....	3
ABUS 210—Income Tax (3)	
or ABUS 272—Small Business Planning (3)	
or ABUS 273—Managing A Small Business (3).....	3
ABUS 256—Small Hotel, Bed & Breakfast, and Lodge Operations.	1
ABUS 269—Food and Beverage Management.....	1
BA 151—Introduction to Business.....	3
CIOS Elective Appropriate to Skill Level .....	3
CAH, CIOS or ABUS elective .....	2
  - b. Hospitality Operations:

CAH 242—Food Production III .....	5
CAH 243—Food Production IV .....	5
CAH 247—Bakery Production III .....	5
CAH 248—Bakery Production IV .....	5
CAH 250—Garde Manger .....	2

5. Minimum credits required.....64

\* Student must earn a C grade or better in each course.

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# Drafting Technology

College of Rural Alaska

Tanana Valley Campus

(907) 455-2868

[www.tvc.uaf.edu/programs/draft-info.html](http://www.tvc.uaf.edu/programs/draft-info.html)

## Certificate

Minimum Requirements for Certificate: 34-36 credits

The drafting technology program offers three concentrations: architectural drafting, civil drafting, and architectural and civil drafting.

Courses combine the technical know-how and hands-on experience necessary for work in a variety of drafting fields. Students gain on-the-job experience by working side-by-side with professional architects and engineers. In the classroom, students use conventional drawing techniques and computer-aided drafting. They develop skills in mathematics, drawing and lettering, architectural concepts, and design and construction techniques.

Students may request credit by examination for any DRT class.

## Certificate Program

### Concentrations: Architectural Drafting, Architectural and Civil Drafting, and Civil Drafting

1. Complete the general university requirements (page 76).
2. Complete the certificate requirements (page 77).
3. Complete the following program requirements:

DRT 101—Beginning Drafting I.....	4
DRT 102—Beginning Drafting II.....	2
DRT 121—Reading Construction Blueprints.....	3
DRT 170—Beginning AutoCad.....	3
DRT 270—Advanced AutoCad.....	3
MATH 107X—Functions for Calculus.....	3
MATH 108—Trigonometry.....	2
4. Complete 1 of the following:

CIOS 160—Business English (3)	
or CIOS 260—Business Communications (3)	
or ENGL 212—Business, Grant, and Report Writing (3).....	3
5. Complete 3 credits from the following:

DRT 115—Graphics I.....	3
DRT 123—Uniform Building Code.....	3
DRT 125—Lettering I.....	2
DRT 130—Perspective Drafting I.....	4
DRT 132—Perspective Drafting II.....	4
DRT 160—Drafting Co-Op Work Experience.....	2-3
DRT 250—Civil Drafting III—Advanced.....	4
ART 104—Introduction to Drawing.....	1-3
ART 105—Beginning Drawing.....	3
ART 161—Two-Dimensional Design.....	3
ART 162—Color and Design.....	3
ART 163—Three-Dimensional Design.....	3
ART 205—Intermediate Drawing.....	3
ES 101—Introduction to Engineering.....	2
ES 201—Computer Techniques.....	3

6. Complete 1 of the following concentrations:

### Architectural Drafting

- a. Complete the following:

DRT 140—Architectural Drafting.....	4
DRT 151—Civil Concepts.....	2
- b. Minimum credits required.....34

### Architectural and Civil Drafting

- a. Complete the following:

DRT 140—Architectural Drafting.....	4
DRT 150—Civil Drafting.....	4
- b. Minimum credits required.....36

### Civil Drafting

- a. Complete the following:

DRT 141—Architectural Concepts.....	2
DRT 150—Civil Drafting.....	4
- b. Minimum credits required.....34

*Note: DRT 140, 141, 150 and 151 are available through the Center for Distance Education and Independent Learning. For information phone (907) 474-5353.*

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# Early Childhood Education



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Interior-Aleutians Campus (907) 474-5207  
Kuskokwim Campus (907) 543-4500  
Northwest Campus (907) 443-2201  
Tanana Valley Campus (907) 455-2883

## Certificate; A.A.S. Degree

Minimum Requirements for Certificate: 30 credits;  
for Degree: 60 credits

This program prepares students for employment as early childhood and child care providers and improves the skills of those already employed in the field. Graduates pursue opportunities with child care centers, head start programs, early childhood education programs, child welfare service agencies, scouting services, staff training, program licensing and public school teacher aide programs. This program meets standards specified by the National Association for the Education of Young Children (NAEYC) and leads to state certification as an Early Childhood Education Associate II.

The certification program in early childhood is for students enrolling in college for the first time as well as for those who are educated in other subject areas but desire retraining for employment in this field. Through course work, students gain the knowledge and skills they need to pursue the field-based Child Development Associate Credential (CDA) and to meet state of Alaska requirements for employment as directors or teachers in licensed centers. Course work also fulfills minor or concentration requirements for degrees in other disciplines.

Students entering either the A.A.S. degree or certificate program should meet with an advisor to discuss a specific course of study. The required early childhood courses offered by any of the UAF campus sites may be used to meet graduation requirements for the certificate or degree.

An agreement between the UAF College of Rural Alaska and the University of Alaska Southeast allows students to take courses in early childhood education and obtain an A.A.S. degree via distance delivery. Students should contact their advisor for assistance with the selection of general education courses and electives that meet the degree requirements of their campus.

## Certificate Program

1. Complete the general university requirements (page 76).
2. Complete the following certificate requirements:
  - a. Complete 1 of the following communication courses:
    - ENGL 111X—Introduction to Academic Writing..... 3
    - COMM 131X—Fundamentals of Oral Communication:
      - Group Context..... 3
      - Public Context..... 3
    - COMM 141X—Fundamentals of Oral Communication:
      - Public Context..... 3
  - b. Complete 1 of the following computation courses:
    - CIOS 116—Business Math Using Calculators..... 3
    - Any MATH course at the 100-level or above..... 3
  - c. Complete the following human relations course:
    - ECE 245—Child Development..... 3

3. Complete the following:
  - ECE 110—Safe, Healthy, Learning Environments (3)
  - or ECE 112—Healthy Learning Environment for Young Children (1)
    - and ECE 113—Safe Environment for Young Children (1)
    - and ECE 114—Learning Environment for Young Children (1)..... 3
  - ECE 120—Curriculum and Activities for Young Children (4)
  - or ECE 121—Physical Activities for Young Children (1)
    - and ECE 122—Cognitive Activities for Young Children (1)
    - and ECE 123—Language and Literature Activities for Young Children (1)
    - and ECE 124—Creative Activities for Young Children (1)..... 4
  - ECE 140—Positive Social Development (3)
  - or ECE 141—Class Management (1)
    - and ECE 142—Social Development of the Young Child (1)
    - and ECE 143—Developing Positive Self-Concepts in Young Children (1)..... 3
  - ECE 170—Practicum I\* (3)
  - or ECE 171—Program Management (1)
    - and ECE 172—Professionalism (1)
    - and ECE 170—Practicum I\* (1)..... 3
  - ECE 205—Overview of Early Childhood Profession..... 3
  - ECE 221—Young Child and the Family ..... 1
  - ECE electives approved by advisor..... 4
4. Minimum credits required ..... 30

\* Students holding a Child Development Associate Credential (CDA) may enroll in ECE 170—Practicum I for 1 credit. Students without a CDA must enroll for 3 credits.

## Major—A.A.S. Degree

1. Complete the general university requirements (page 76).
2. Complete the A.A.S. degree requirements (page 79).
3. Complete the following:
  - ECE 110—Safe, Healthy, Learning Environments (3)
  - or ECE 112—Healthy Learning Environment for Young Children (1)
    - and ECE 113—Safe Environment for Young Children (1)
    - and ECE 114—Learning Environment for Young Children (1)..... 3
  - ECE 120—Curriculum and Activities for Young Children (4)
  - or ECE 121—Physical Activities for Young Children (1)
    - and ECE 122—Cognitive Activities for Young Children (1)
    - and ECE 123—Language and Literature Activities for Young Children (1)
    - and ECE 124—Creative Activities for Young Children (1)..... 4
  - ECE 130—Culture, Learning and the Young Child ..... 2
  - ECE 140—Positive Social Development (3)
  - or ECE 141—Class Management (1)
    - and ECE 142—Social Development of the Young Child (1)
    - and ECE 143—Developing Positive Self-Concepts in Young Children (1)..... 3
  - ECE 170—Practicum I\*\* (3)
  - or ECE 171—Program Management (1)
    - and ECE 172—Professionalism (1)
    - and ECE 170—Practicum I\*\* (1)..... 3
  - ECE 205—Overview of Early Childhood Profession..... 3

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ECE 210—Child Guidance .....	3
ECE 220—Infant and Toddler Care .....	2
ECE 221—Young Child and the Family .....	1
ECE 230—Introduction to Children with Special Needs .....	3
ECE 245—Child Development .....	3
Electives approved by advisor .....	15
4. Minimum credits required .....	60

*\* Student must earn a C grade or better in each course.*

*\*\* Students holding a Child Development Associate Credential (CDA) may enroll in ECE 170—Practicum I for 1 credit. Students without a CDA must enroll for 3 credits.*

#### **Minor**

1. Complete the following:	
ECE 110—Safety, Health and Learning Environments .....	3
ECE 120—Curriculum and Activities for Young Children .....	4
ECE 130—Culture, Learning and the Young Child .....	2
ECE 140—Positive Social Development .....	3
ECE 245—Child Development .....	3
Complete 1 upper-division ECE elective .....	3
2. Minimum credits required .....	18

**Note:** Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).

# Educator: Para-Professional

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Social Sciences Division  
Bristol Bay Campus (907) 842-5109  
Chukchi Campus (907) 442-3400  
Interior-Aleutians Campus (907) 474-5439  
Kuskokwim Campus (907) 543-4500  
Northwest Campus (907) 443-2201  
Tanana Valley Campus (907) 455-2800

## Certificate; A.A.S. Degree

Minimum Requirements for Certificate: 30 credits;  
for A.A.S. Degree: 60 credits

The educator: para-professional (EDPA) program is designed to prepare students to work in classrooms assisting the classroom teacher. The EDPA curriculum emphasizes school protocols, classroom methods, management and assessment. This program prepares students for employment as a para-professional educator and will improve the skills of those currently employed in various educational settings.

The certificate provides students with fundamental knowledge of how a school system 'works' as well as hands-on training in content, methodology, classroom management and student assessment. The curriculum leads into the educator: para-professional associate of applied science degree. Graduates of the A.A.S. degree program may pursue many opportunities with school districts and local education agencies. The program meets mandates established by the No Child Left Behind Act of 2002 for teacher aides as well as the competencies developed by the state of Alaska. Students entering either the certificate or the A.A.S. degree program must meet with a program advisor to discuss a program of studies and to develop an individual learning plan. Students may receive credit for prior learning for prior work-based experience after evaluation of their learning experiences.

## Certificate Program

1. Complete the general university requirements (page 76).
2. Complete the certificate requirements (page 77).
3. Complete the following core requirements:
 

CIOS 100—Intro to Personal Computers .....	1
ED 110—Becoming a Teacher in the 21st Century.....	1
PSY 101—Intro to Psychology .....	3
EDPA 190—Integrating Local Knowledge into the Curriculum.....	1
EDPA 199—Practicum .....	1
EDPA 210—Technology in the Classroom.....	1
ECE/PSY 245—Child Development .....	3
4. Complete the following program requirements:
 

EDPA 110—Intro to Para-Professional Education .....	2
EDPA 120—Classroom Management .....	2
EDPA 130—Differentiating Instruction .....	2
EDPA 140—Developing Children as Writers .....	1
EDPA 150—Developing Children as Readers .....	1
EDPA 160—Primary Math Methods (1)	
or EDPA 170—Upper Elementary Math Methods (1) .....	1
EDPA 250—Current Topics for Educators (1)	
or EDPA 299—Practicum II (1) .....	1
5. Minimum credits required .....

## Major—A.A.S. Degree

1. Complete the general university requirements (page 76).
2. Complete the A.A.S. degree requirements (page 79).
3. Complete the following program requirements:\*
 

CIOS 100—Intro to Personal Computers .....	1
PSY 101—Intro to Psychology .....	3
ED 110—Becoming a Teacher in the 21st Century.....	1
EDPA 110—Intro to Para-Professional Education .....	2
EDPA 120—Classroom Management .....	2
EDPA 130—Differentiating Instruction .....	2
EDPA 140—Developing Children as Writers .....	1
EDPA 150—Developing Children as Readers .....	1
EDPA 160—Primary Math Methods (1)	
or EDPA 170—Upper Elementary Math Methods (1) .....	1
EDPA 190—Integrating Local Knowledge into the Curriculum.....	1
EDPA 199—Practicum I.....	1
EDPA 210—Technology in the Classroom.....	1
EDPA 250—Current Topics for Educators (1)	
or EDPA 299—Practicum II (1) .....	1
ECE/PSY 245—Child Development .....	3
4. Complete 12 credits from one of the following concentration areas or combine no more than 2 concentration areas with 6 credits of course work in each of the two concentration areas\*:

### Alaska Native Languages

ANL 199—Practicum in Native Language Education.....	3
ANL 251—Introduction to Athabascan Linguistics .....	3
ANL 255—Introduction to Alaska Native Languages:	
Eskimo-Aleut (3)	
or ANL 256—Introduction to Alaska Native Languages:	
Indian Languages (3) .....	3
ANL 287—Teaching Methods of Alaska Native Languages .....	3
ANL 288—Curriculum & Materials Development for ANL.....	3
ANL Elective.....	3

### Elementary Education

ED 102—Orientation to Alaska Native Education.....	2
ED 201—Introduction to Education.....	3
ED Elective .....	3

### Special Education

ED 201—Introduction to Education.....	2
ECE 230—Introduction to Children with Special Needs .....	3
ECE 240—Inclusion of Children with Special Needs.....	3
ECE Elective.....	3

### Counseling/Social Work

HSV 120—Cultural Diversity in Human Services.....	3
HSV 125—Introduction to the Addictive Process.....	3
HSV 205—Basic Principles of Group Counseling.....	3
HSV Elective .....	3

### Early Childhood Education

ECE 105—Developing Appropriate Practice .....	1
ECE 120—Curriculum and Activities for Young Children .....	4
or	
ECE 121—Physical Activities for Young Children.....	1
ECE 122—Cognitive Activities for Young Children .....	1
ECE 123—Communicative Activities .....	1
ECE 124—Creative Activities for Young Children.....	1
ECE 130—Culture, Learning and the Young Child .....	1

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ECE 140—Positive Social Development .....	3
or	
ECE 141—Class Management .....	1
ECE 142—Social Development of the Young Child.....	1
ECE 143—Developing Positive Self-Concepts in Young Children .	1
ECE 210—Child Development and Guidance .....	3
ECE 235—Screening, Assessment and Recording .....	2
ECE Elective .....	3

#### **Information Technology Specialist**

CIOS 150—Computer Business Applications .....	1-3
CIOS 110—Microcomputer Operating Systems .....	1-3
CIOS 146—Using the Internet .....	1-3
CIOS 233—Desktop Publishing.....	1-3
CIOS 255—Microcomputer Graphics.....	1-3
CIOS Elective .....	1-3

#### **Rural Development**

ANTH 230—The Oral Tradition: Folklore and Oral History .....	3
HIST 250—Alaska History for Local Historians .....	3
RD 255—Rural Alaska Land Issues.....	3
RD 256—Co-Management of Renewable Resources (3)	
or RD 265—Perspectives on Subsistence in Alaska (3)	
or RD 280—Resource Management Research Techniques (3)	
or WLF 201—Wildlife Management Principles (3) .....	3
Elective .....	3
or	
Any advisor approved discipline-based concentration area .....	12
5. Minimum credits required .....	60

\* Student must earn a C grade or better in each course.

**Note: Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).**

# Emergency Services

College of Rural Alaska  
Tanana Valley Campus  
(907) 455-2823  
www.tvc.uaf.edu/programs/fire



## A.A.S. Degree

Minimum Requirements for Degree: 68-73 credits

The UAF emergency services program provides classroom education, hands-on training and practical vocational experience through 10 local fire and rescue organizations. The program offers students a fundamental working knowledge of the various aspects of municipal fire, wildland fire, emergency medical services and hazardous materials control.

Instructors provide a high level of technical expertise on a variety of specialty emergency services. The primary goal of this program is to make our students the most attractive candidates for job openings and promotions within fire and other emergency services fields.

Associate degrees in municipal fire control, wildlands fire control, hazardous materials, emergency medical services and public safety are offered.

## Major—A.A.S. Degree

**Concentrations: Emergency Medical Services, Hazardous Materials Control, Municipal Fire Control, Public Safety and Wildland Fire Control**

### Emergency Medical Services

1. Complete the general university requirements (page 76).
  2. Complete the A.A.S. degree requirements (page 79).
  3. Complete the following program (major) requirements:\*
- |   |    |
|---|----|
| EMS 170—EMT: Emergency Medical Technician I.....      | 6  |
| EMS 180—Paramedicine I .....                          | 8  |
| EMS 182—Paramedicine II .....                         | 8  |
| EMS 186—Clinical Rotation I.....                      | 4  |
| EMS 271—Paramedicine III .....                        | 9  |
| EMS 275—Clinical Rotation II.....                     | 4  |
| EMS 277—Clinical Rotation III .....                   | 3  |
| EMS 283—Paramedic Internship .....                    | 12 |
| HLTH 114—Fundamentals of Anatomy and Physiology ..... | 4  |
4. Minimum credits required .....

\* Student must earn a C grade or better in each course.

### Hazardous Materials Control

1. Complete the general university requirements (page 76).
  2. Complete the A.A.S. degree requirements (page 86).
  3. Complete the following program (major) requirements:\*
- a. Complete the following:
- |   |   |
|---|---|
| EMS 170—EMT: Emergency Medical Technician I.....                                    | 6 |
| FIRE 110—Introduction to Hazardous Waste Operations and<br>Emergency Response ..... | 3 |
| FIRE 121—Fire Behavior and Combustion .....   | 3 |
| FIRE 131—Fire Fighter I Series I.....   | 3 |
| FIRE 133—Fire Fighter I Series II.....  | 3 |
| FIRE 135—Fire Fighter I Series III .....  | 3 |
| FIRE 137—Fire Fighter I Series IV .....   | 3 |
| FIRE 203—Hazardous Materials Chemistry I.....                                       | 3 |
| FIRE 205—Hazardous Materials Chemistry II.....                                      | 3 |
| FIRE 207—Hazardous Materials Technician.....  | 3 |

- |   |   |
|---|---|
| FIRE 209—Hazardous Materials Command/Safety Officer ..... | 3 |
| FIRE 210—Fire Administration I.....                       | 3 |
- b. Complete 9 credits from the following major elective courses:
- |   |   |
|---|---|
| FIRE 212—Building and Fire Codes.....                                   | 3 |
| FIRE 215—Advanced Hazardous Materials Technician.....                   | 3 |
| FIRE 216—Methods of Instruction for Emergency Services<br>Training..... | 3 |
| FIRE 231—Hazardous Materials Tactical Operations.....                   | 3 |
| FIRE 249—Computer Aided Management of<br>Emergency Operations.....      | 3 |
| FIRE 293—Special Topics .....   | 3 |
4. General electives .....
  5. Minimum credits required .....

\* Student must earn a C grade or better in each course.

Note: Major electives and general electives must be approved by the student's advisor.

## Municipal Fire Control

1. Complete the general university requirements (page 76).
  2. Complete the A.A.S. degree requirements (page 86).
  3. Complete the following program (major) requirements:\*
- a. Complete the following:
- |   |   |
|---|---|
| EMS 170—EMT: Emergency Medical Technician I (6).....      | 6 |
| FIRE 101—Principles of Emergency Services .....           | 3 |
| FIRE 105—Fire Prevention .....                            | 3 |
| FIRE 107—Strategy and Tactics .....                       | 3 |
| FIRE 117—Rescue Practices .....                           | 3 |
| FIRE 121—Fire Behavior and Combustion .....               | 3 |
| FIRE 131—Fire Fighter I Series I.....                     | 3 |
| FIRE 133—Fire Fighter I Series II.....                    | 3 |
| FIRE 135—Fire Fighter I Series III .....                  | 3 |
| FIRE 137—Fire Fighter I Series IV .....                   | 3 |
| FIRE 202—Fire Protection Hydraulics and Water Supply..... | 3 |
| FIRE 203—Hazardous Materials Chemistry I.....             | 3 |
| FIRE 206—Building Construction for Fire Protection .....  | 3 |
| FIRE 210—Fire Administration I.....                       | 3 |
| FIRE 214—Fire Protection Systems .....                    | 3 |
- b. Complete 6 credits from the following major specialty electives:
- |   |   |
|---|---|
| FIRE 115—Fire Apparatus and Equipment .....                             | 3 |
| FIRE 123—Fire Investigations I.....                                     | 3 |
| FIRE 151—Wildland Fire Control I.....                                   | 3 |
| FIRE 205—Hazardous Materials Chemistry II.....                          | 3 |
| FIRE 212—Building and Fire Codes.....                                   | 3 |
| FIRE 216—Methods of Instruction for Emergency Services<br>Training..... | 3 |
| FIRE 218—Advance Rescue Practices.....                                  | 3 |
| FIRE 232—Fire Fighter II .....  | 3 |
| EMS 261—EMT: Emergency Medical Technician II .....                      | 3 |
4. Minimum credits required .....

\* Student must earn a C grade or better in each course.

Note: Major electives must be approved by the student's advisor.

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## Public Safety

1. Complete the general university requirements (page 76).
2. Complete the A.A.S. degree requirements (page 86).
3. Complete the following program (major) requirements\*:
  - a. Complete the following:

AVTY 231/EMS 257—Arctic Survival.....	3
EMS 170—EMT: Emergency Medical Technician I.....	6
EMS 176—Aeromedical Evacuations in Alaska .....	1
FIRE 105—Fire Prevention.....	3
FIRE 110—Introduction to Hazardous Waste Operations and Emergency Response .....	3
FIRE 117—Rescue Practices .....	3
FIRE 127—Vessel Safety: Emergency Equipment and Procedures ..	1
FIRE 131—Firefighter I, Series I.....	3
FIRE 133—Firefighter I, Series II.....	3
FIRE 135—Firefighter I, Series III .....	3
FIRE 137—Firefighter I, Series IV .....	3
FIRE 218—Advanced Rescue Practices .....	3
JUST 110—Introduction to Justice .....	3
JUST 340—Rural Justice in Alaska .....	3
JUST 358—Juvenile Delinquency .....	3
  - b. Complete 9 credits from the following major electives:

EMS 261—EMT: Emergency Medical Technician II .....	3
FIRE 123—Fire Investigations I.....	3
FIRE 151—Wildland Fire Control I.....	3
FIRE 212—Building and Fire Codes.....	3
FIRE 216—Methods of Instruction for Emergency Services Training.....	3
JUST 345W—Police Problems .....	3
JUST 352—Criminal Law.....	3
JUST 354—Procedural Law.....	3
4. Minimum credits required.....68

\* Student must earn a C grade or better in each course.

## Wildland Fire Control

1. Complete the general university requirements (page 76).
2. Complete the A.A.S. degree requirements (page 86).
3. Complete the following program (major) requirements\*:
  - a. Complete the following:

EMS 170—EMT: Emergency Medical Technician I.....	6
FIRE 131—Firefighter I, Series I.....	3
FIRE 133—Firefighter I, Series II.....	3
FIRE 135—Firefighter I, Series III .....	3
FIRE 137—Firefighter I, Series IV .....	3
FIRE 151—Wildland Fire Control I.....	3
FIRE 155—Wildland Fire Behavior .....	3
FIRE 157—Wildland Air Operations and Safety.....	3
FIRE 159—Wildland Fire Operations Function .....	3
FIRE 252—Wildland Fire Prevention .....	3
FIRE 254—Wildland Fire Finance Function .....	3
FIRE 262—Wildland Fire Control II .....	3
  - b. Complete 9 credits from the following major elective courses:

FIRE 161—Wildland Fire Logistics Function.....	3
FIRE 165—Wildland Fire Planning Function.....	3
FIRE 216—Methods of Instruction for Emergency Services Training.....	3
FIRE 256—Wildland Fire Planning and Multiple Use Management.....	3
FIRE 258—Wildland Fuels Management.....	3
FIRE 270—Wildland Fire Command Function .....	3

4. Complete general electives .....6
5. Minimum credits required .....69

\* Student must earn a C grade or better in each course.

Note: Major electives and general electives must be approved by the student's advisor.

## Minor

1. Complete the following:

FIRE 131—Firefighter I, Series I.....	3
FIRE 133—Firefighter I, Series II.....	3
FIRE 135—Firefighter I, Series III .....	3
FIRE 137—Firefighter I, Series IV .....	3
EMS 170—Emergency Medical Technician I .....	6
2. Minimum credits required.....18

Note: Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).

# Human Services

College of Rural Alaska  
Bristol Bay Campus (907) 842-5109  
Chukchi Campus (907) 442-3400  
Interior-Aleutians Campus (907) 474-5439  
Kuskokwim Campus (907) 543-4500  
Northwest Campus (907) 443-2201  
Tanana Valley Campus (907) 455-2800  
Human Services Program (907) 455-2842

## A.A.S. Degree

Minimum Requirements for Degree: 60 credits

Students in the human services program receive skills-based training based on a foundation of theory. After completing foundation courses, students select an area of concentration (addictions counseling, mental health and developmental disabilities, residential care, supervision and management in human services, or workforce development). They learn interviewing and assessment, case management, crisis intervention, group counseling and specific skills needed within their concentration area.

The program prepares students for entry-level positions in human services agencies. Persons with a strong desire to help others, a sincere respect for mankind and a commitment to their own personal growth may find this field rewarding. They must be emotionally stable, flexible and interested in working with people of diverse social, cultural and economic backgrounds. Recovery from life traumas and addictions can be a positive attribute if the student has successfully worked through specific issues and is willing to continue personal growth.

Students completing a concentration will receive a credential from the human service program. Those who complete an addictions concentration are eligible for certification as substance abuse counselor technicians through the Alaska Commission for chemical dependency professionals certification board. A credential in family empowerment is also offered to students who complete specific classes.

Each concentration is available to B.A. degree students as a minor. The B.A. degree student must complete the concentration and six HSV elective credits. Concentrations provide students with skills needed for employment. See minor requirements.

## Major—A.A.S. Degree

**Concentrations: Addictions Counseling, Mental Health and Developmental Disabilities, Residential Care, Supervision and Management in Human Services, Workforce Development**

1. Complete the general university requirements (page 76).
2. Complete the A.A.S. degree requirements (page 79. As part of the A.A.S. degree requirements, complete: PSY 101 for the social sciences requirement.)
3. Complete the following:
  - HSV 120—Cultural Diversity in Human Services..... 3
  - HSV 125—Introduction to Addictive Processes..... 3
  - HSV 215—Individual Interviewing..... 3
  - HSV 232—Human Service Practicum I..... 3
  - HSV 233—Human Service Practicum II ..... 3
  - HSV 301—Ethics in Human Service..... 3
  - PSY 240—Lifespan Developmental Psychology (3)  
or ECE 245—Child Development (3)..... 3
  - SWK 103—Introduction to Social Work (3)

- or JUST 110—Introduction to Justice (3) ..... 3
- 4. Complete 1 of the following family courses:
  - ECE 342O—Family Relationships..... 3
  - HSV 140—Family Empowerment I..... 3
  - RHS 120—Family Systems I..... 2
  - SOC 242—The Family: A Cross-Cultural Perspective..... 3
- 5. Complete 3 credits from the following:
  - HSV 205—Basic Principles of Group Counseling..... 3
  - HSV 210—Crisis and Grief Counseling..... 3
  - HSV 310—Management of Complex Cases ..... 3
- 6. Complete 1 of the following concentrations:\*

### Addictions Counseling

- a. Complete the following:
  - HSV 205—Basic Principles of Group Counseling..... 3
  - HSV 305—Substance Abuse Counseling ..... 3
- b. Complete a minimum of 6 credits from the following:
  - HSV 105—Personal Awareness and Growth ..... 2-3
  - HSV 260—History of Alcohol in Alaska ..... 1
  - HSV 261—Substance Abuse Assessment: ASAM PPC II..... 1
  - HSV 262—Pharmacology of Addictions ..... 1
  - HSV 263—Service Delivery—ARND (FAS/E) ..... 1
  - HSV 264—Cultural Considerations in Providing  
Chemical Dependency Services to Alaska Native People ..... 1
  - HSV 265—Substance Abuse and the Family..... 2
  - HSV 266—Dual Diagnosis Intervention and Treatment ..... 2

### Mental Health and Developmental Disabilities

- a. Complete the following:
  - HSV 130—Introduction to Mental Health and Developmental  
Disabilities (3)  
or HUMS 135—Introduction to Mental Illness (PWSCC) (2)  
or HUMS 183—Community Services for People with  
Disabilities (PWSCC) (3)  
or RHS 275—Introduction to Recovery and  
Mental Illness (2)..... 2-3
  - HUMS 205—Introduction to Human Exceptionality (PWSCC) .... 3
  - HUMS 231—Applied Behavioral Analysis I (PWSCC) ..... 3
- b. Complete 3 credits from the following:
  - HUMS 252—Employment Support Services (PWSCC) ..... 3
  - HUMS 253—Positive Behavioral Supports (PWSCC) ..... 3
  - HUMS 255—Assistive Technology (PWSCC)..... 3
  - Or other approved course..... 3

*Note: This concentration is offered in collaboration with Price William Sound Community College through distance delivery.*

*Note: For course descriptions of PWSCC courses see current Prince William Sound Community College catalog.*

### Residential Care

- a. Complete the following:
  - HSV 170—Residential Child Care..... 3
  - HSV 263—Service Delivery—ARND (FAS/E)..... 1
  - HSV 270—Adolescent Issues and Therapeutic Interventions..... 3
  - HSV 271—Managing Aggressive Behavior ..... 1
  - HSV 272—Attachment, Separation and Loss ..... 1
- b. Complete 3 additional approved elective credits..... 3

*Note: Not guaranteed to be available via distance delivery.*

### Supervision and Management in Human Services

- a. Complete the following:



ABUS 179—Fundamentals of Supervision.....	3
ABUS 232—Contemporary Management Issues.....	3
HSV 310—Management of Complex Cases.....	3
b. Complete 3 credits from the following:.....	3
RD 250—Grant Writing for Community Development.....	1-3
RD 351—Strategic Planning for Rural Communities.....	3
ABUS 231—Introduction to Personnel.....	1-3
HSV 233—Human Service Practicum II (repeated for credit) .....	3

#### Workforce Development

a. Complete the following:	
HSV 150—Workforce Development I .....	3
HSV 255—Workforce Development II.....	3
HSV 310—Management of Complex Cases.....	3
b. Complete 3 HSV elective credits.....	3
<i>Note: Not guaranteed to be available via distance delivery.</i>	
7. Minimum credits required .....	60
<i>* Student must earn a C grade or better in each course.</i>	

#### For holders of the rural human services certificate

1. Complete the general university requirements (page 76).	
2. Complete the A.A.S. degree requirements (page 79. As part of the A.A.S. degree requirements, complete: PSY 101 for the social sciences requirement.)	
3. Complete the rural human services certificate.	
4. Complete the following:*	
HSV 301—Ethics in Human Service .....	3
SWK 103—Introduction to Social Work (3)	
or JUST 110—Introduction to Justice (3) .....	3
PSY 240—Lifespan Developmental Psychology (3)	
or ECE 245—Child Development (3) .....	3
5. Complete 1 of the following:*	
ECE 342O—Family Relationships.....	3
HSV 140—Family Empowerment I.....	3
SOC 242—The Family: A Cross-Cultural Perspective.....	3
RHS 120—Family Systems I.....	2
6. Complete 6-9 credits from 1 of the following concentrations: *	

#### Addictions Counseling

a. Complete the following:	
HSV 205—Basic Principles of Group Counseling.....	3
HSV 260—History of Alcohol in Alaska .....	1
HSV 305—Substance Abuse Counseling .....	3
b. Complete at least 2 credits from the following:	
HSV 105—Personal Awareness and Growth .....	2-3
HSV 261—Substance Abuse Assessment: ASAM PPC II.....	1
HSV 262—Pharmacology of Addictions .....	1
HSV 263—Service Delivery—ARND (FAS/E).....	1
HSV 264—Cultural Considerations in Providing	
Chemical Dependency Services to Alaska Native People .....	1
HSV 265—Substance Abuse and the Family.....	2
HSV 266—Dual Diagnosis Intervention and Treatment .....	2

#### Mental Health and Developmental Disabilities

a. Complete the following:	
HUMS 205—Introduction to Human Exceptionality (PWSCC) ....	3
HUMS 231—Applied Behavioral Analysis I (PWSCC) .....	3
b. Complete 3 credits from the following:	
HSV 130—Introduction to Mental Health and Developmental	
Disabilities (3)	
or HUMS 135—Introduction to Mental Illness (PWSCC) (2)	
or HUMS 183—Community Services for People with	
Disabilities (PWSCC) (3)	
or RHS 275—Introduction to Recovery and	
Mental Illness (2).....	2-3

HUMS 252—Employment Support Services (PWSCC) .....	3
HUMS 253—Positive Behavioral Supports (PWSCC) .....	3
HUMS 255—Assistive Technology (PWSCC).....	3
Or other approved course.....	3

*Note: This concentration is offered in collaboration with Prince William Sound Community College through distance delivery.*

*Note: For course descriptions of PWSCC courses see current Prince William Sound Community College catalog.*

#### Residential Care

a. Complete the following:	
HSV 170—Residential Child Care.....	3
HSV 263—Service Delivery—ARND (FAS/E) .....	1
HSV 270—Adolescent Issues and Therapeutic Interventions.....	3
HSV 271—Managing Aggressive Behavior .....	1
HSV 272—Attachment, Separation and Loss .....	1
b. Complete 3 approved elective credits.....	3
<i>Note: Not guaranteed to be available via distance delivery.</i>	

#### Supervision and Management in Human Services

a. Complete the following:	
ABUS 179—Fundamentals of Supervision.....	3
ABUS 232—Contemporary Management Issues .....	3
HSV 310—Management of Complex Cases .....	3

#### Workforce Development

a. Complete the following:	
HSV 150—Workforce Development I .....	3
HSV 255—Workforce Development II.....	3
HSV 310—Management of Complex Cases .....	3
b. Complete HSV elective credits.....	3
<i>Note: Not guaranteed to be available via distance delivery.</i>	

7. Minimum credits required .....	60
<i>* Student must earn a C grade or better in each course.</i>	
<i>Note: Certificates of Completion (Credentials) awarded by the Human Services Program for each concentration completed.</i>	

#### Minor

1. Complete 1 concentration in human services .....	12
2. Complete HSV elective credits.....	6
3. Minimum credits required .....	18

#### Substance Abuse Counselor Certification by the State of Alaska

1. Complete the following:*	
HSV 125—Introduction to Addictive Processes.....	3
HSV 205—Basic Principles of Group Counseling.....	3
HSV 210—Crisis and Grief Counseling .....	3
HSV 215—Individual Interviewing.....	3
HSV 260—History of Alcohol in Alaska .....	1
HSV 301—Ethics in Human Service .....	3
HSV 305—Substance Abuse Counseling .....	3

*\* The Alcohol and Drug Abuse Certification Review Board has approved the following courses for 45 training hours each toward certification or recertification of Substance Abuse Counselors in the state of Alaska.*

*Note: Currently certified Substance Abuse Counselors are eligible for transfer credit toward the human services degree. Contact the human services program coordinator at (907) 455-2842 for more information.*

**Note: Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).**

# Information Technology Specialist



College of Rural Alaska

Bristol Bay Campus (907) 842-5109

Chukchi Campus (907) 442-3400

Interior-Aleutians Campus (907) 474-5439

Kuskokwim Campus (907) 543-4500

Northwest Campus (907) 443-2201

Tanana Valley Campus (907) 455-2800

## Certificate; A.A.S. Degree

Minimum Requirements for Certificate: 32-33 credits; for A.A.S. Degree: 60 credits

The certificate program trains students in the entry-level skills required to provide microcomputer support in educational, governmental and corporate settings, or to begin their own enterprises in the field.

The A.A.S. degree program builds on the certificate program through additional general education and skill development in microcomputer support. Graduates are qualified for more advanced positions such as the state of Alaska's microcomputer/network specialist I and II.

As computer complexity increases, more and more employers are looking for workers with specific training in computer technology and support skills. The state of Alaska's microcomputer/network technician I and II are examples of such positions. Students not interested in employment opportunities may enroll in these programs to improve their computer skills.

Minimum computer knowledge is required for admission to either program. An individualized program of courses, projects, readings, practica and other activities is designed with the help of a faculty mentor based on the student's background and skill level. Students must achieve competency in applications, networking, troubleshooting, hardware and software configuration, and human relations and support.

## Certificate Program

- Complete the general university requirements (page 76).
- Complete the following certificate requirements (or demonstrate competency):
  - ENGL 111X—Introduction to Academic Writing (3)
    - or CIOS 160—Business English (3)
    - or approved applied written communication course (3).....2-3
  - ABUS 155—Business Math (2)
    - or CIOS 116—Business Math Using Calculators (3)
    - or approved math course at the 100-level or above (3).....3
  - ABUS 154—Human Relations (3)
    - or approved human relations course (3) .....3
- Complete the following core courses:
  - CIOS 110—Microcomputer Operating Systems\*\* (3)
    - or CIOS 212—Advanced Microcomputer Operating Systems (3) .....3
  - CIOS 210—Hardware and Software Configuration and Troubleshooting\*\*\* .....3
  - CIOS 211—Computer Technical Support\*\*\* .....3
  - CIOS 245—Networking and Communications\*\*\* (3)
    - or CIOS 247—Advanced Networking and Communications (3).....3
  - CIOS 276—Independent Project\*\*\* (3)
    - or CIOS 282—Cooperative Work Experience\*\*\* (3) .....3

- Complete 9 credits from the following (or demonstrate competency):
  - CIOS 105—Computer Software Applications.....3
  - CIOS 130—Microcomputer Word Processing .....3
  - CIOS 133—Microcomputer Presentation Software.....3
  - CIOS 135—Microcomputer Spreadsheets.....3
  - CIOS 146—Using the Internet.....3
  - CIOS 212—Advanced Microcomputer Operating Systems.....3
  - CIOS 215—Information Technology Certification I .....3
  - CIOS 216—Information Technology Certification II.....3
  - CIOS 217—Information Technology Certification III.....3
  - CIOS 218—Information Technology Certification IV.....3
  - CIOS 233—Desktop Publishing.....3
  - CIOS 234—Advanced Desktop Publishing.....3
  - CIOS 240—Microcomputer Databases .....3
  - CIOS 242—Advanced Databases.....3
  - CIOS 246—Advanced Internet.....3
  - CIOS 247—Advanced Networking and Communications.....3
  - CIOS 251—Integrated Software .....3
  - CIOS 255—Microcomputer Graphics.....3
  - CIOS 256—Internet Authoring and Design.....3
  - CIOS 270—Microcomputer Programming .....3
  - CIOS 275—Information Technology: Special Topics \*\*\*\* .....3
- Pass a certification review of the following skill areas:
  - Application Skills
  - Networking Skills
  - Hardware and Software Configuration and Troubleshooting Skills
  - Independent Thinking Skills
  - Human Relations and Support Skills
- Minimum credits required ..... 32-33

## Major—A.A.S. Degree

- Complete the general university requirements (page 76).
- Complete the A.A.S. degree requirements (page 79. As part of the human relations requirement complete ABUS 154 or approved human relations course.)
- Complete the following core courses:\*
  - CIOS 110—Microcomputer Operating Systems\*\* (3)
    - or CIOS 212—Advanced Microcomputer Operating Systems (3) .....3
  - CIOS 210—Hardware and Software Configuration and Troubleshooting\*\*\* .....3
  - CIOS 211—Computer Technical Support\*\*\* .....3
  - CIOS 245—Networking and Communications\*\*\* (3)
    - or CIOS 247—Advanced Networking and Communications (3).....3
  - CIOS 276—Independent Project\*\*\* (3)
    - or CIOS 282—Cooperative Work Experience\*\*\* (3) .....3
- Complete 15 credits from the following degree (major) requirements (or demonstrate competency):\*
  - CIOS 105—Computer Software Applications\*\*\*\* .....3
  - CIOS 130—Microcomputer Word Processing .....3
  - CIOS 133—Microcomputer Presentation Software.....3
  - CIOS 135—Microcomputer Spreadsheets.....3
  - CIOS 146—Using the Internet.....3
  - CIOS 212—Advanced Microcomputer Operating Systems.....3
  - CIOS 215—Information Technology Certification I .....3

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CIOs 216—Information Technology Certification II.....	3
CIOs 217—Information Technology Certification III.....	3
CIOs 218—Information Technology Certification IV.....	3
CIOs 233—Desktop Publishing.....	3
CIOs 234—Advanced Desktop Publishing.....	3
CIOs 240—Microcomputer Databases.....	3
CIOs 242—Advanced Databases.....	3
CIOs 246—Advanced Internet.....	3
CIOs 247—Advanced Networking and Communications.....	3
CIOs 251—Integrated Software.....	3
CIOs 255—Microcomputer Graphics.....	3
CIOs 256—Internet Authoring and Design.....	3
CIOs 270—Microcomputer Programming.....	3
CIOs 275—Information Technology: Special Topics ****.....	3
5. Complete CIOs electives* .....	6
6. Complete general electives (may be CIOs courses) .....	6
7. Pass a certification review of the following skill areas:	
Application Skills	
Networking Skills	
Hardware and Software Configuration and Troubleshooting Skills	
Independent Thinking Skills	
Human Relations and Support Skills	
8. Minimum credits required .....	60

\* Student must earn a C grade or better in each course.

\*\* May be satisfied through credit by exam or prior learning.

\*\*\* May not be satisfied through credit by exam or prior learning under any circumstances and constitute a culminating experience for the course sequence.

\*\*\*\* May be repeated for different topics.

*Note: Upon admission to the certificate or degree program, each student will be assigned a mentor/committee chairperson who will be responsible for: determining the student's current level of competency in the various skill areas; assisting the student in determining the courses/experiences necessary for gaining competency in the deficient skill areas; setting up the student's committee to consist of the mentor and at least one other individual who may be a UA faculty member, an adjunct faculty member, or an expert in the student's community; arranging for practica experiences in the student's community; and organizing the committee's final assessment of the student's work and recommending award of the certificate or degree.*

*Note: A 9 credit core sequence, required of all students no matter what their level of expertise, will be assessed by a committee of permanent and adjunct faculty for the final granting of the certificate or degree.*

**Note: Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).**

# Interdisciplinary Studies

(907) 474-7464



**A.A.S. Degree**

Minimum Requirements for Degree: 60 credits

The interdisciplinary program provides flexibility to undergraduate and graduate students who have well-defined goals but who do not fit into one of the established majors offered by the university.

**Major**

1. Contact the UAF Office of the Graduate School and Interdisciplinary Programs for materials and procedures.
2. Contact three faculty to serve as the INDS committee.
3. Prepare rationale/justification letter.
4. Conduct committee meeting to finalize degree proposal, title of degree and assessment plan.
5. Submit proposal to appropriate dean for approval.
6. Submit to the vice provost for instructional affairs for final approval.
7. Minimum credits required .....60

*Note: Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).*



# Maintenance Technology

College of Rural Alaska  
Tanana Valley Campus  
(907) 455-2809



## Certificate; A.A.S. Degree

Minimum Requirements for Certificate: 31-49 credits;  
for Degree: 64-69 credits

Maintenance technology offers an A.A.S. degree and certificates in four areas: airframe, powerplant, airframe and powerplant, or ground vehicle maintenance technology.

Students who receive a certificate in airframe and powerplant or ground vehicle maintenance technology may elect to complete the A.A.S. degree in maintenance technology to enhance their employability.

Students in the airframe and powerplant certificate program may complete requirements for the Federal Aviation Administration mechanic's certificate with both airframe and powerplant ratings in as little as one year. The aviation maintenance program covers many subject areas, but it places special emphasis on those skills most sought after in the Alaska job market. Through classroom and hands-on laboratory instruction, this intensive curriculum prepares students for entry into the aviation field. Graduates who pass the FAA examinations for the airframe and powerplant ratings are qualified for entry-level positions in the maintenance, repair, overhaul and modification of aircraft.

Students interested in qualifying for an FAA airframe mechanic's certificate may choose to earn only the airframe certificate, and those who wish to qualify for an FAA powerplant mechanic's certificate may choose to earn only the powerplant certificate.

The ground vehicle maintenance technology certificate program offers training in the maintenance and repair of trucks, buses, light-duty trucks, automobiles and heavy equipment. This one-year program emphasizes hands-on training and in-class experience as students perform preventive maintenance inspections, determine causes of equipment problems and make necessary repairs and adjustment from tune-ups to complete engine and equipment overhauls. Students work on large truck, small truck, and passenger car fuel, electrical and air systems; diesel engines, gasoline engines, transmissions and differentials; and crawler tractor undercarriages, steering and final drives.

Admission to the airframe and powerplant program concentration is at the discretion of the program faculty and requires an interview with the faculty advisor.

## Airframe and Powerplant—Certificate Program

1. Complete the general university requirements (page 76. As part of the certificate requirements, the communication, computation and human relations content is embedded in the major required courses for this program).
2. Complete the certificate requirements (page 77).
3. Complete the following general requirements:
 

AFPM 145—Basic Mathematics .....	1
AFPM 146—Basic Electricity .....	2
AFPM 147—Physics for Mechanics .....	0.5
AFPM 148—Aircraft Drawing .....	1
AFPM 149—Fluid Lines and Fitting .....	0.5
AFPM 150—Materials and Processes .....	2

AFPM 151—Cleaning and Corrosion Control .....	1
AFPM 152—Federal Aviation Regulations .....	1
AFPM 153—Weight and Balance .....	1
AFPM 154—Ground Operations and Servicing .....	0.5

4. Complete the following airframe structures requirements:
 

AFPM 261—Non Metallic Structures .....	1
AFPM 262—Aircraft Coverings .....	1
AFPM 263—Aircraft Finishes .....	0.5
AFPM 264—Sheet Metal Structures .....	3
AFPM 265—Aircraft Welding .....	1.5
AFPM 266—Assembly and Rigging .....	1.5
AFPM 267—Airframe Inspections .....	0.5
AFPM 270—Airframe Testing .....	0.5
5. Complete the following airframe systems and components requirements:
 

AFPM 230—Aircraft Electrical Systems .....	2.5
AFPM 253—Transport Category Aircraft .....	1
AFPM 254—Ice and Rain Control Systems .....	0.5
AFPM 256—Communications and Navigation Systems .....	0.5
AFPM 258—Cabin Atmosphere Control Systems .....	1
AFPM 259—Hydraulic and Pneumatic Systems .....	1.5
AFPM 260—Aircraft Landing Gear Systems .....	1.5
6. Complete the following powerplant theory and maintenance requirements:
 

AFPM 235—Aircraft Reciprocating Engines .....	4.5
AFPM 240—Turbine Engines .....	2
AFPM 271—Powerplant Inspections .....	0.5
AFPM 272—Powerplant Testing .....	0.5
7. Complete the following powerplant systems and components requirements:
 

AFPM 231—Powerplant Electrical Systems .....	1.5
AFPM 244—Lubrication Systems .....	1.5
AFPM 245—Ignition Systems .....	2
AFPM 246—Fuel Metering Systems .....	2
AFPM 248—Induction Systems .....	0.5
AFPM 249—Powerplant Cooling Systems .....	0.5
AFPM 250—Powerplant Exhaust Systems .....	0.5
AFPM 252—Propellers .....	2
8. Complete the following combined systems and components requirements:
 

AFPM 251—Fuel Systems .....	1.5
AFPM 255—Fire Protection Systems .....	0.5
AFPM 257—Instrument Systems .....	0.5
9. Minimum credits required .....

## Airframe—Certificate Program

1. Complete the certificate requirements (page 77. As part of the certificate requirements, the communication, computation and human relations content is embedded in the major required courses for this program)
2. Complete the following general requirements:
 

AFPM 145—Basic Mathematics .....	1
AFPM 146—Basic Electricity .....	2
AFPM 147—Physics for Mechanics .....	0.5
AFPM 148—Aircraft Drawing .....	1
AFPM 149—Fluid Lines and Fitting .....	0.5

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AFPM 150—Materials and Processes .....	2
AFPM 151—Cleaning and Corrosion Control .....	1
AFPM 152—Federal Aviation Regulations .....	1
AFPM 153—Weight and Balance .....	1
AFPM 154—Ground Operations and Servicing .....	0.5
3. Complete the following airframe structures requirements:	
AFPM 261—Non Metallic Structures .....	1
AFPM 262—Aircraft Coverings .....	1
AFPM 263—Aircraft Finishes .....	0.5
AFPM 264—Sheet Metal Structures .....	3
AFPM 265—Aircraft Welding .....	1.5
AFPM 266—Assembly and Rigging .....	1.5
AFPM 267—Airframe Inspections .....	0.5
AFPM 270—Airframe Testing .....	0.5
4. Complete the following airframe systems and components requirements:	
AFPM 230—Aircraft Electrical Systems .....	2.5
AFPM 253—Transport Category Aircraft .....	1
AFPM 254—Ice and Rain Control Systems .....	0.5
AFPM 256—Communications and Navigation Systems .....	0.5
AFPM 258—Cabin Atmosphere Control Systems .....	1
AFPM 259—Hydraulic and Pneumatic Systems .....	1.5
AFPM 260—Aircraft Landing Gear Systems .....	1.5
5. Complete the following combined systems and components requirements:	
AFPM 251—Fuel Systems .....	1.5
AFPM 255—Fire Protection Systems .....	0.5
AFPM 257—Instrument Systems .....	0.5
6. Minimum credits required .....	31

#### Powerplant—Certificate Program

1. Complete the certificate requirements (page 77. As part of the certificate requirements, the communication, computation and human relations content is embedded in the major required courses for this program).	
2. Complete the following general requirements:	
AFPM 145—Basic Mathematics .....	1
AFPM 146—Basic Electricity .....	2
AFPM 147—Physics for Mechanics .....	0.5
AFPM 148—Aircraft Drawing .....	1
AFPM 149—Fluid Lines and Fitting .....	0.5
AFPM 150—Materials and Processes .....	2
AFPM 151—Cleaning and Corrosion Control .....	1
AFPM 152—Federal Aviation Regulations .....	1
AFPM 153—Weight and Balance .....	1
AFPM 154—Ground Operations and Servicing .....	0.5
3. Complete the following powerplant theory and maintenance requirements:	
AFPM 235—Aircraft Reciprocating Engines .....	4.5
AFPM 240—Turbine Engines .....	2
AFPM 271—Powerplant Inspections .....	0.5
AFPM 272—Powerplant Testing .....	0.5
4. Complete the following powerplant and systems components requirements:	
AFPM 231—Powerplant Electrical Systems .....	1.5
AFPM 244—Lubrication Systems .....	1.5
AFPM 245—Ignition Systems .....	2
AFPM 246—Fuel Metering Systems .....	2
AFPM 248—Induction Systems .....	0.5
AFPM 249—Powerplant Cooling Systems .....	0.5
AFPM 250—Powerplant Exhaust Systems .....	0.5
AFPM 252—Propellers .....	2

5. Complete the following combined systems and components requirements:	
AFPM 251—Fuel Systems .....	1.5
AFPM 255—Fire Protection Systems .....	0.5
AFPM 257—Instrument Systems .....	0.5
6. Minimum credits required .....	31
<i>Note: This is a one-year program, usually starting at the end of May or beginning of June. Entry at other times is allowed only with departmental approval. A personal background check and drug test will be required prior to acceptance into the airframe and powerplant, airframe or powerplant certificate programs.</i>	

#### Ground Vehicle Maintenance—Certificate Program

##### Concentrations: Automotive, Diesel/Heavy Equipment, Power Generation

1. Complete the general university requirements (page 76).	
2. Complete the certificate requirements (page 77).	
3. Complete the following:	
AUTO 110—Auto/Diesel Electrical Systems Fundamentals .....	4
AUTO 113—Gasoline Fuel Delivery Systems .....	4
DSLT 135—Internal Combustion Engines .....	5
4. Complete and pass an applied math proficiency exam to complete certificate requirements.	
5. Complete 1 of the following concentrations:	

##### Automotive

a. Complete the following:	
AUTO 106—Auto/Diesel Engine Cooling and Climate Control Systems .....	4
AUTO 107—Hydraulic Brake and Traction Control Systems .....	4
AUTO 108—Suspension, Steering and Wheel Alignment .....	4
AUTO 111—Automotive Electronic System Fundamentals .....	4
AUTO 114—Auto/Diesel Emission Control Systems .....	4
b. Minimum credits required .....	39

##### Diesel/Heavy Equipment

a. Complete the following:	
DSLT 123—Heavy Duty Braking Systems .....	2
DSLT 201—Manual Transmissions and Differentials .....	4
DSLT 253—Diesel Fuel Delivery Systems .....	5
MECN 210—Hydraulics .....	2
WMT 103—Welding I .....	3
WMT 105—Welding II .....	3
b. Minimum credits required .....	38

##### Power Generation

a. Complete the following:	
MECN 201—Advanced Mobile Equipment Electronics .....	2
MECN 202—Principles of Electric Drive Vehicles .....	2
MECN 203—Basic Power Generation .....	3
MECN 204—Basic Alternating Current Electrician Skills .....	2
MECN 205—Uninterruptable Power Supplies .....	1
MECN 206—Emergency Backup Power Generation .....	1
MECN 207—Power Generation Governors .....	2
MECN 208—Alternative Fuels .....	2
AUTO, DSLT or MECN electives* .....	4
b. Minimum credits required .....	38

\* Any AUTO, DSLT or MECN elective credits.

*Note: A student may request credit by examination for any AUTO, DSLT or MECN class. See department coordinator for details.*



## Major—A.A.S. Degree

### Concentrations: Automotive, Airframe and Powerplant, Diesel/ Heavy Equipment

1. Complete the general university requirements (page 76).
2. Complete the A.A.S. degree requirements (page 79).
3. Complete 1 of the following concentrations:\*

#### Automotive

- a. Complete the requirements for the ground vehicle maintenance technology – automotive certificate.....33
- b. Complete the following maintenance technology A.A.S. degree core courses:  
AUTO 209—Automatic Transmissions and Transaxles ..... 5  
AUTO 215—Engine Analyzers, Scopes and Scan Tools ..... 4  
AUTO 219—The Auto/Diesel Repair Business ..... 2  
DSLT 201—Manual Transmissions and Differentials..... 4  
DSLT 253—Diesel Fuel Delivery Systems..... 5
- c. Minimum credits required .....68

#### Airframe and Powerplant

- a. Complete the requirements for the airframe and powerplant certificate .....49
- b. Minimum credits required .....64

#### Diesel/Heavy Equipment

- a. Complete the requirements for the ground vehicle maintenance technology—diesel/heavy equipment certificate .....32
- b. Complete the following maintenance technology A.A.S. degree core courses:  
DSLT 202—Heavy Duty Automatic Transmissions..... 2  
DSLT 255—Final Drives, Tracked Vehicles..... 2  
AUTO 106—Auto/Diesel Engine Cooling and Climate Control Systems ..... 4  
AUTO 107—Hydraulic Brake and Traction Control Systems ..... 4  
AUTO 108—Suspension, Steering and Wheel Alignment ..... 4  
AUTO 114—Auto/Diesel Emission Control Systems..... 4  
AUTO 219—The Auto/Diesel Repair Business ..... 2
- c. Minimum credits required .....69

\* Student must earn a C grade or better in each course.

**Note:** Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).

# Native Language Education

College of Liberal Arts  
Department of Alaska Native Languages  
(907) 474-7874  
www.uaf.edu/anlc/



## Certificate; A.A.S. Degree

Minimum Requirements for Certificate: 30 credits;  
for Degree: 60 credits

The Native language education program trains teachers of Native language and culture, providing course work in Athabascan, Inupiaq Eskimo or Central Yup'ik Eskimo. The certificate and degree are recognized by some Alaska school districts and serve as steps toward a four-year degree. Candidates for the Central Yup'ik option must score advanced oral proficiency on an oral proficiency exam before being admitted into the program.

### Certificate Program

**Concentrations: Athabascan, Inupiaq Eskimo, Central Yup'ik Eskimo**

1. Complete the general university requirements (page 76).
2. Complete the certificate requirements (page 77. As part of the certificate requirements, the communication, computation, and human relations content is embedded in some of the major required courses for this program.)
3. Complete 1 of the following concentrations:

#### Athabascan

- a. Candidates must demonstrate proficiency or complete a two-semester sequence in the language of the degree.
- b. Complete the following program (major) requirements:
 

ANL 108—Beginning Athabascan Literacy .....	3
ANL 199—Practicum in Native Language Education.....	6
ANL 208—Advanced Athabascan Literacy .....	3
ANL 251—Introduction to Athabascan Linguistics .....	3
ANL 256—Alaska Native Languages: History, Status, and Maintenance .....	3
ANL 287—Teaching Methods for Alaska Native Languages.....	3
ANL 288—Curriculum and Materials Development for Alaska Native Languages .....	3
ED 299—Practicum in Education .....	6

#### Inupiaq Eskimo

- a. Candidates must demonstrate proficiency or complete a two-semester sequence in the language of the degree.
- b. Complete the following program (major) requirements:
 

ANL 199—Practicum in Native Language Education.....	6
ANL 256—Alaska Native Languages: History, Status and Maintenance .....	3
ANL 287—Teaching Methods for Alaska Native Languages.....	3
ANL 288—Curriculum and Materials Development for Alaska Native Languages .....	3
ED 299—Practicum in Education .....	6
ESK 118—Inupiaq Orthography .....	3
ESK 218—Inupiaq Composition .....	3
Eskimo linguistics elective .....	3

## Central Yup'ik Eskimo

- a. Demonstrate advanced oral/aural proficiency in Yup'ik.
- b. Complete the following program (major) requirements:
 

ESK 130—Beginning Yup'ik Grammar.....	3
ESK 109—Orthography .....	3
ESK 208—Yup'ik Composition .....	3
ESK 250—Yup'ik Literature for Children.....	3
ESK 251—Teaching Yup'ik Reading and Writing.....	3
ANL 199—Practicum in Native Language Education.....	3
ANL 256—Alaska Native Languages: History, Status, Maintenance.....	3
ANL 287—Teaching Methods for Alaska Native Languages.....	3
ANL 288—Curriculum and Materials Development for Alaska Native Languages .....	3
ED 299—Practicum in Education .....	3
4. Minimum credits required .....

### Major—A.A.S. Degree

**Concentrations: Athabascan, Inupiaq Eskimo, Central Yup'ik Eskimo**

1. Complete the general university requirements (page 76).
2. Complete the A.A.S. degree requirements (page 79).
3. Complete 1 of the following concentrations:\*

#### Athabascan

- a. Candidates must demonstrate proficiency or complete a two-semester sequence in the language of the degree.
- b. Complete the following program (major) requirements:
 

ANL 108—Beginning Athabascan Literacy .....	3
ANL 199—Practicum in Native Language Education.....	6
ANL 208—Advanced Athabascan Literacy .....	3
ANL 251—Introduction to Athabascan Linguistics .....	3
ANL 256—Alaska Native Languages: History, Status, and Maintenance .....	3
ANL 287—Teaching Methods for Alaska Native Languages.....	3
ANL 288—Curriculum and Materials Development for Alaska Native Languages .....	3
ED 299—Practicum in Education .....	6

#### Inupiaq Eskimo

- a. Candidates must demonstrate proficiency or complete a two-semester sequence in the language of the degree.
- b. Complete the following program (major) requirements:
 

ANL 199—Practicum in Native Language Education.....	6
ANL 256—Alaska Native Languages: History, Status and Maintenance .....	3
ANL 287—Teaching Methods for Alaska Native Languages.....	3
ANL 288—Curriculum and Materials Development for Alaska Native Languages .....	3
ED 299—Practicum in Education .....	6
ESK 118—Inupiaq Orthography .....	3
ESK 218—Inupiaq Composition .....	3
Eskimo linguistics elective .....	3

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### Central Yup'ik Eskimo

- a. Demonstrate advanced oral/aural proficiency in Yup'ik.
- b. Complete the following program (major) requirements:

ESK 109—Orthography .....	3
ESK 208—Yup'ik Composition .....	3
ESK 250—Yup'ik Literature for Children.....	3
ESK 251—Teaching Yup'ik Reading and Writing.....	3
ANL 199—Practicum in Native Language Education.....	3
ANL 256—Alaska Native Languages: History, Status, Maintenance.....	3
ANL 287—Teaching Methods for Alaska Native Languages.....	3
ANL 288—Curriculum and Materials Development for Alaska Native Languages .....	3
ED 299—Practicum in Education.....	3

4. Minimum credits required .....60

*\* Student must earn a C grade or better in each course.*

*See Alaska Native Languages*

**Note: Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).**

# Office Management and Technology



College of Rural Alaska  
Business Technologies Division  
Bristol Bay Campus (907) 842-5109  
Chukchi Campus (907) 442-3400  
Interior-Aleutians Campus (907) 474-5439  
Kuskokwim Campus (907) 543-4500  
Northwest Campus (907) 443-2201  
Tanana Valley Campus (907) 455-2800

## Certificate; A.A.S. Degree

Minimum Requirements for Certificate: 30 credits;  
for Degree: 61 credits

The program in office management and technology offers career education courses in eight concentration areas leading to a certificate, an associate of applied science degree or a departmental certificate of completion of job enrichment. OMT students develop the skills and qualities required to succeed in a world of technology and rapid change.

Office professionals are at the information center of every office. For years their job titles were confined to secretary and receptionist. However, today's titles—administrative assistant, executive assistant, technical assistant, payroll assistant, information database specialist, desktop publishing/graphics specialist, web designer—reflect the shifting roles and increased responsibilities of the office professional.

The OMT program meets the needs of beginning, experienced or re-entry office workers. It prepares students for entry-level jobs in a wide variety of businesses and teaches the professional and technical skills needed for career advancement and for personal use. Courses require a minimum typing speed of 25 words per minute and essential computer skills. Students participate in a cooperative work experience where they receive on-the-job training in a weekly seminar. Review courses are also available to prepare candidates for industry certifications. The A.A.S. degree in OMT is an approved minor for the B.A. degree program.

## Certificate Program

**Concentrations: Bookkeeping, Desktop Publishing and Graphics, Office Technology, Web Foundations**

1. Complete the general university requirements (page 76).
2. Complete the following certificate requirements:
  - a. Complete the following communications course:  
CIOS 160—Business English ..... 3
  - b. Complete 3 credits from one of the following computations courses:  
ABUS 155—Business Math (3)  
or CIOS 116—Business Math Using Calculators (3)  
or HLTH 116—Mathematics in Health Care (3)  
or any MATH course at the 100-level or above (3)..... 3
  - c. Complete the following human relations course:  
ABUS 154—Human Relations ..... 3
3. Complete the following program (major) requirement:  
CIOS 276—Independent Project (1-3)  
or CIOS 282—Cooperative Work Experience (3) ..... 1-3

4. Complete one of the following concentrations:

### Bookkeeping

- a. Complete 20 credits from the following:
 

ABUS 101—Principles of Financial Accounting I.....	3
or ABUS 201—Principles of Financial Accounting II.....	3
ABUS 141—Payroll Accounting.....	3
ABUS 175—Customer Service .....	3
ABUS 220—Microcomputer Accounting: QuickBooks (3)	
or ABUS/CIOS 221—Microcomputer Accounting (3).....	3
CIOS 135—Microcomputer Spreadsheets.....	3
CIOS 164—Alphabetic Filing.....	1
CIOS 165—Office Procedures .....	3
CIOS 240—Microcomputer Databases .....	3
CIOS 276—Independent Project (1-3)	
or CIOS 282—Cooperative Work Experience (3) .....	1-3
Advisor-approved ABUS or CIOS courses .....	1-6

*Note: Bookkeeping provides the essential skills to handle all financial transactions and record keeping.*

### Desktop Publishing and Graphics

- a. Complete 20 credits from the following:
 

CIOS 130—Microcomputer Word Processing (3)	
or CIOS 132—Microsoft Word (3) .....	3
CIOS 133—Microcomputer Presentation Software.....	3
CIOS 146—Using the Internet .....	3
CIOS 231—Introduction to Desktop Publishing.....	1
CIOS 233—Desktop Publishing.....	3
CIOS 234—Advanced Desktop Publishing.....	3
CIOS 255—Microcomputer Graphics.....	3
CIOS 256—Internet Authoring and Design.....	3
CIOS 260—Business Communications.....	3
CIOS 275—Microcomputer Applications: Special Topics.....	3
CIOS 276—Independent Project (1-3)	
or CIOS 282—Cooperative Work Experience (3) .....	1-3
Advisor-approved courses .....	1-6

*Note: Desktop publishing and graphics is designed to give students the ability to be proficient in a variety of digital software programs in order to produce professional quality print and electronic presentations/documents.*

### Office Technology

- a. Complete 3 credits from the following:
 

CIOS 106—Keyboarding I/Beginning Typewriting .....	3
CIOS 106A—Keyboarding I/Beginning Typewriting.....	1
CIOS 107—Typing Skill Building.....	1-3
CIOS 108—Keyboarding II/Intermediate Typewriting.....	3
- b. Complete 17 credits from the following:
 

ABUS 175—Customer Service .....	3
CIOS 130—Microcomputer Word Processing .....	3
or CIOS 132—Microsoft Word .....	3
CIOS 135—Microcomputer Spreadsheets.....	3
CIOS 161—Proofreading.....	1
CIOS 164—Alphabetic Filing.....	1
CIOS 165—Office Procedures .....	3
CIOS 260—Business Communications.....	3
CIOS 276—Independent Project (1-3)	
or CIOS 282—Cooperative Work Experience (3) .....	1-3
Advisor-approved ABUS or CIOS courses .....	1-6

*Note: Office technology offers comprehensive study in those skills required for the administrative office professional.*

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## Web Foundations

### a. Complete 20 credits from the following:

CIOS 146—Using the Internet .....	3
CIOS 240—Microcomputer Databases .....	3
CIOS 242—Advanced Databases .....	3
CIOS 246—Advanced Internet .....	3
CIOS 255—Microcomputer Graphics .....	3
CIOS 256—Internet Authoring and Design .....	3
CIOS 275—Microcomputer Applications: Special Topics .....	3
CIOS 276—Independent Project (1-3) or CIOS 282—Cooperative Work Experience (3) .....	1-3
Advisor-approved CIOS or CS courses .....	1-6

*Note: Web foundations concentrates on effective information delivery using the web and was created specifically for those responsible for planning, designing, producing and maintaining their organization's Intranet or website.*

### 5. Minimum credits required .....

## Major—A.A.S. Degree

**Concentrations: Administrative Office Management, Bookkeeping, Certified Professional, Desktop Publishing and Graphics, Legal Office Management, Medical Office Management, Office Technology, and Web Foundations**

1. Complete the general university requirements (page 76).
2. Complete the A.A.S. degree requirements (page 77. As part of the A.A.S. degree requirements, complete ABUS 154\* for human relations requirement; ABUS 155\* or CIOS 116\* or HLTH 116\* for computations requirement; and CIOS 260\* for communication requirement.)
3. Complete the following program (major) requirements:\*

ABUS 101—Principles of Financial Accounting I .....	3
CIOS 160—Business English .....	3

### 4. Complete two of the following concentrations:\*

#### Administrative Office Management

##### a. Complete the A.A.S. Office Technology concentration.

##### b. Complete the following:

ABUS 179—Fundamentals of Supervision .....	3
CIOS 264—Filing/Records Management .....	3
CIOS 265—Office Management .....	3

##### c. Complete 11 credits from the following:

ABUS 220—Microcomputer Accounting: Quickbooks (3) or ABUS/CIOS 221—Microcomputer Accounting (3) .....	3
CIOS 133—Microcomputer Presentation Software .....	3
CIS 207—Machine Transcription .....	2
CIOS 240—Microcomputer Databases .....	3
CIOS 251—Integrated Applications .....	3
CIOS 260—Business Communications .....	3
CIOS 275—Microcomputer Applications: Special Topics .....	3
CIOS 276—Independent Project (1-3) or CIOS 282—Cooperative Work Experience (3) .....	1-3
Advisor-approved ABUS or CIOS courses .....	1-6

*Note: Administrative office management provides a solid foundation of administrative, business and communication skills, as well as communication and interpersonal skills which provide a foundation for job opportunities in the business world.*

## Bookkeeping

### a. Complete 20 credits from the following:

ABUS 101—Principles of Financial Accounting I .....	3
or ABUS 201—Principles of Financial Accounting II .....	3
ABUS 141—Payroll Accounting .....	3
ABUS 175—Customer Service .....	3
ABUS 220—Microcomputer Accounting: QuickBooks .....	3
or ABUS/CIOS 221—Microcomputer Accounting .....	3
CIOS 135—Microcomputer Spreadsheets .....	3
CIOS 164—Alphabetic Filing .....	1
CIOS 165—Office Procedures .....	3
CIOS 240—Microcomputer Databases .....	3

### CIOS 276—Independent Project (1-3)

### or CIOS 282—Cooperative Work Experience (3) .....

### Advisor-approved skill-level appropriate ABUS or CIOS courses 1-6

*Note: Bookkeeping provides the essential skills to handle all financial transactions and record keeping.*

## Certified Professional

### a. The certified professional concentration is awarded to students upon proof of attainment of the CPS rating, which UAF grants the following credits:

ABUS 154—Human Relations .....	3
ABUS 179—Fundamentals of Supervision .....	3
ABUS 241—Applied Business Law I .....	3
ACCT 261—Accounting Concepts and Uses I .....	3
ACCT 262—Accounting Concepts and Uses II .....	3
BA 151—Introduction to Business .....	3
CIOS 109—Keyboarding III/Advanced Keyboarding .....	3
CIOS 150—Computer Business Applications .....	3
CIOS 260—Business Communications .....	3
CIOS 264—Records Management .....	3
CIOS 265—Office Management .....	3
ECON 202—Principles of Economics II: Macroeconomics .....	3

## Desktop Publishing and Graphics

### a. Complete 20 credits from the following:

CIOS 130—Microcomputer Word Processing (3) or CIOS 132—Microsoft Word (3) .....	3
CIOS 133—Microcomputer Presentation Software .....	3
CIOS 146—Using the Internet .....	3
CIOS 231—Introduction to Desktop Publishing .....	1
CIOS 233—Desktop Publishing .....	3
CIOS 234—Advanced Desktop Publishing .....	3
CIOS 255—Microcomputer Graphics .....	3
CIOS 256—Internet Authoring and Design .....	3
CIOS 260—Business Communications .....	3
CIOS 275—Microcomputer Applications: Special Topics .....	3
CIOS 276—Independent Project (1-3) or CIOS 282—Cooperative Work Experience (3) .....	1-3
Advisor-approved courses .....	1-6

*Note: Desktop Publishing and Graphics is designed to give students the ability to be proficient in a variety of digital software programs in order to produce professional quality print and electronic presentations/documents.*

## Legal Office Management

### a. Complete the A.A.S. Office Technology concentration.

### b. Complete the following:

ABUS 179—Fundamentals of Supervision .....	3
CIOS 264—Records Management .....	3
CIOS 265—Office Management .....	3
PLS 101—Introduction to Paralegal Studies (3) or ABUS 241—Applied Business Law I (3) .....	3

### c. Complete 8 credits from the following:

CIOS 206—Legal Keyboarding .....	3
CIOS 207—Machine Transcription .....	2
CIOS 209—Legal Machine Transcription .....	2
CIOS 275—Microcomputer Applications: Special Topics .....	3
CIOS 276—Independent Project (1-3) or CIOS 282—Cooperative Work Experience (3) .....	1-3
Advisor-approved ABUS, CIOS, JUST or PLS courses .....	1-6

*Note: Legal Office Management offers concentrated study in those skills that a legal office support professional need to succeed.*

**Note: Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).**

### Medical Office Management

- a. Complete the A.A.S. Office Technology concentration.
- b. Complete the following:
  - CIOS 200—Medical Terminology (3)
  - or HLTH 100—Medical Terminology (3) ..... 3
  - HLTH 132—Administrative Procedures I ..... 2
  - HLTH 234—Administrative Procedures II ..... 4
- c. Complete 11 credits from the following:
  - ABUS 179—Fundamentals of Supervision ..... 3
  - CIOS 130—Microcomputer Word Processing ..... 3
  - CIOS 164—Alphabetic Filing ..... 1
  - CIOS 205—Medical Keyboarding ..... 2
  - CIOS 207—Machine Transcription ..... 2
  - CIOS 208—Medical Machine Transcription ..... 2
  - CIOS 260—Business Communications ..... 3
  - CIOS 275—Microcomputer Applications: Special Topics ..... 3
  - CIOS 276—Independent Project (1-3)
  - or CIOS 282—Cooperative Work Experience (3) ..... 1-3
  - HLTH 118—Medical Law and Ethics ..... 2
  - Advisor-approved CIOS or HLTH courses ..... 1-6

*Note: Medical Office Management provides a solid groundwork that the individuals seeking a support position in a medical office will require.*

### Office Technology

- a. Complete 3 credits from the following:
  - CIOS 106—Keyboarding I/Beginning Typewriting ..... 3
  - CIOS 106A—Keyboarding I/Beginning Typewriting ..... 1
  - CIOS 107—Typing Skill Building ..... 1-3
  - CIOS 108—Keyboarding II/Intermediate Typewriting ..... 3
- b. Complete 17 credits from the following:
  - ABUS 175—Customer Service ..... 3
  - CIOS 130—Microcomputer Word Processing (3)
  - or CIOS 132—Microsoft Word (3) ..... 3
  - CIOS 135—Microcomputer Spreadsheets ..... 3
  - CIOS 161—Proofreading ..... 1
  - CIOS 164—Alphabetic Filing ..... 1
  - CIOS 165—Office Procedures ..... 3
  - CIOS 260—Business Communications ..... 3
  - CIOS 276—Independent Project (1-3)
  - or CIOS 282—Cooperative Work Experience (3) ..... 1-3
  - Advisor-approved ABUS or CIOS courses ..... 1-6

*Note: Office Technology offers comprehensive study in those skills required for the administrative office professional.*

### Web Foundations

- a. Complete 20 credits from the following:
  - CIOS 146—Using the Internet ..... 3
  - CIOS 240—Microcomputer Databases ..... 3
  - CIOS 242—Advanced Databases ..... 3
  - CIOS 246—Advanced Internet ..... 3
  - CIOS 255—Microcomputer Graphics ..... 3
  - CIOS 256—Internet Authoring and Design ..... 3
  - CIOS 275—Microcomputer Applications: Special Topics ..... 3
  - CIOS 276—Independent Project (1-3)
  - or CIOS 282—Cooperative Work Experience (3) ..... 1-3
  - Advisor-approved CIOS or CS courses ..... 1-6

*Note: Web Foundations concentrates on effective information delivery using the web and was created specifically for those responsible for planning, designing, producing and maintaining their organization's Intranet or website.*

5. Minimum credits required ..... 61
- \* Student must earn a C grade or better.

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# Paralegal Studies

College of Rural Alaska  
Tanana Valley Campus  
(907) 455-2800  
[www.tvc.uaf.edu/programs/pls-info.html](http://www.tvc.uaf.edu/programs/pls-info.html)

## A.A.S. Degree

Minimum Requirements for Degree: 60 credits

The paralegal studies program trains students for employment as paralegals to assist in the delivery of legal services under the supervision of a practicing lawyer, and provides continuing education and upgrading of skills for paralegals already employed. In addition, the program offers practical law-related topics for UAF students whose main focus is in other areas of study such as political science and justice.

Paralegals and legal assistants are not authorized to provide direct legal services to the public. However, they are qualified to perform rudimentary legal research and produce drafts of letters, office memoranda, pleadings, contracts, wills and similar documents. Paralegals conduct client and witness interviews, engage in basic fact-finding and investigation, and assist in trial preparation and discovery. At all times they remain cognizant of the ethical responsibilities owed by the supervising lawyer to clients, other lawyers and the court system.

The UAF paralegal studies program does not train lawyers or legal administrators. Its curriculum is approved by the American Bar Association.

## Major—A.A.S. Degree

1. Complete ENGL 111X with a grade of C or better prior to admission to the program.
  2. Complete the general university requirements (page 76).
  3. Complete the A.A.S. degree requirements (page 79).
  4. Complete the following:\*
- |   |   |
|---|---|
| CIOS 150—Computer Applications (3)                      |   |
| or CIOS course appropriate for the skill level          |   |
| of the student (3) .....                                | 3 |
| PLS 101—Introduction to Paralegal Studies .....         | 3 |
| PLS 210—Civil Procedure .....                           | 3 |
| PLS 260—Computers in the Law Office .....               | 3 |
| PLS 280—Legal Research and Writing for Paralegals ..... | 3 |
| PLS 299—Paralegal Studies Internship .....              | 3 |
| PS 101—Introduction to American Government .....        | 3 |
| PS 303—Politics and the Judicial Process .....          | 3 |
| PS 435W—Constitutional Law I: Institutions and          |   |
| Governmental Powers (3)                                 |   |
| or PS 436—Constitutional Law II: Civil Rights and       |   |
| Civil Liberties (3) .....                               | 3 |



5. Complete five of the following:\*
- |  |   |
|--|---|
| PLS 203—Torts .....  | 3 |
| PLS 213—Criminal Law for Paralegals .....                      | 3 |
| PLS 215—Contracts/Real Property .....                          | 3 |
| PLS 240—Family Law .....                                       | 3 |
| PLS 242—Employment and Administrative Law for Paralegals ..... | 3 |
| PLS 250—Probate Law .....                                      | 3 |
| PLS 275—Business Organizations .....                           | 3 |
| PLS 293—(special topics course) .....                          | 3 |
6. Complete law-related electives\*\* .....
  7. Minimum credits required .....

\* Student must earn a C grade or better in each PLS, PS and CIOS course.

\*\*Students may meet this requirement by completing an additional PLS, ANS, CIOS, JUST or PS course; or by completing HSV 215 or JRN 413.

Note: Students interested in the paralegal studies degree should consult the program coordinator before enrolling in paralegal classes. Transfer credits for paralegal courses completed at other institutions are subject to approval by the program coordinator.

## Minor

1. Complete the following:
- |   |    |
|---|----|
| PLS 101—Introduction to Paralegal Studies ..... | 3  |
| PLS electives .....                             | 15 |
2. Minimum credits required .....

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# Piloting, Professional

College of Rural Alaska  
Tanana Valley Campus  
(907) 455-2851  
[www.tvc.uaf.edu/programs/avt-info.html](http://www.tvc.uaf.edu/programs/avt-info.html)



## A.A.S. Degree

Minimum Requirements for Degree: 60 credits

The professional piloting program offers a series of aviation piloting courses ranging from ground school classes for private through commercial flying, arctic survival, weather and aircraft maintenance classes. Rated pilots or military aviators may be eligible for credit based upon experience and FAA certificates, which may be applied towards an associate of applied science degree in professional piloting or a minor in aviation technology. See department personnel for details. UAF does not offer flight instruction.

A minor in aviation technology will give students an opportunity to become familiar with the field of aviation, with particular emphasis on the use of aviation as a tool and economic process within the Alaska environment.

## Major—A.A.S. Degree

1. Complete the general university requirements (page 76).
2. Complete the A.A.S. degree requirements (page 79).
3. Complete the following program (major) requirements: \*  
AVTY 100—Private Pilot Ground School..... 4  
AVTY 102—Commercial Ground Instruction..... 3  
AVTY 155—Preventive Maintenance for Pilots (3)  
or AFPM advisor-approved course(s) (3) ..... 3  
AVTY 200—Instrument Ground School ..... 4  
AVTY 231—Arctic Survival ..... 3  
AVTY 235—Elements of Weather ..... 3
4. Complete 15 credits of program approved major specialty electives (see web page or contact department for suggested list of courses, many of which the applicant may obtain credit for based upon experience or ratings.)
5. Complete general electives ..... 10
6. Minimum credits required ..... 60  
\* Student must earn a C grade or better in each course.

## Minor

Aviation Technology

1. Complete the following foundation courses:  
AVTY 100—Private Pilot Ground School..... 4
2. Complete the following core courses:  
AVTY 155—Preventive Maintenance for Pilots..... 3  
AVTY 231—Arctic Survival ..... 3  
AVTY 235—Elements of Weather ..... 3
3. Complete 3 credits from the following electives:  
AVTY Elective(3)  
or AFPM advisor approved elective (3) ..... 3
4. Minimum credits required ..... 16

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# Process Technology

College of Rural Alaska  
Tanana Valley Campus  
(907) 455-2868

[www.tvc.uaf.edu/programs/protech-info.html](http://www.tvc.uaf.edu/programs/protech-info.html)

## A.A.S. Degree

Minimum Requirements for Degree: 63 credits

The process technology program prepares students for employment as operations technicians in the process industry, which includes oil and gas production, mining and milling, transportation and refining, chemical manufacturing, power generation, utilities, wastewater treatment facilities maintenance, and food processing.

This A.A.S. degree program incorporates technical and academic courses covering topics such as pumps and turbines, instrumentation, safety and quality control. Summer internships give students valuable practical experience and exposure to the true nature of process technology careers.

The Alaska Process Industry Careers Consortium (APICC)/First Alaskans Foundation has scholarships available for Alaska Native students pursuing a degree in process technology. Scholarships are also available from industry.

## Major—A.A.S. Degree

- Complete the following admissions requirements:
  - Complete the ASSET/COMPASS placement at the DEVM 105-level or above.
  - Complete the ASSET/COMPASS placement for reading at the DEVS 106-level or above.
  - Students placing below the ASSET/COMPASS level requirements for math and reading must obtain the permission of a faculty advisor in the process technology program prior to registering for PRT courses.
- Complete the general university requirements (page 76).
- Complete the A.A.S. degree requirements (page 79. As part of the A.A.S. degree requirements, complete ENGL 111X; ENGL 211X, ENGL 212 or ENGL 213X; MATH 131X or MATH 107X; and a social sciences elective for three credits.)
- Complete CIOS 150, a computer business applications, or an approved computer application course.
- Complete the following program major requirements\*:
  - PHYS 115X—Physical Science I (4)
  - and PHYS 116X—Physical Science II (4)
  - or PHYS 103X—College Physics (4)
  - and CHEM 103X—Basic General Chemistry (4) ..... 8
  - PRT 101—Introduction to Process Technology ..... 3
  - PRT 110—Introduction to Occupational Safety, Health, and Environmental Awareness..... 3
  - PRT 130—Process Technology I: Equipment..... 4
  - PRT 140—Industrial Process Instrumentation I ..... 3
  - PRT 144—Industrial Process Instrumentation II ..... 3
  - PRT 230—Process Technology II: Systems ..... 4
  - PRT 231—Process Technology III: Operations ..... 4
  - PRT 250—Process Technology Troubleshooting..... 3
  - PRT 255—Process Technology Quality ..... 1
  - Applied technology electives\*\* ..... 9

6. Minimum credits required: ..... 63

\* Student must earn a C grade or better in each course.

\*\* Electives must be advisor-approved. Select from the following areas of concentration: industrial process instrumentation, electronics, maintenance technology, mining engineering and technology, petroleum engineering and technology, power generation, environmental technology, and industry internship.

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# Renewable Resources

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Rural and Economic Development Division  
Fairbanks Campus (907) 474-5573  
Bristol Bay Campus (800) 478-5109 or (907) 842-5109  
Chukchi Campus (907) 442-3400  
Interior-Aleutians Campus (907) 474-6433  
Kuskokwim Campus (907) 543-4582  
Northwest Campus (907) 443-2201  
<http://danrd.dist-ed.uaf.edu/>

## A.A.S. Degree

Minimum Requirements for Degree: 60 Credits

The A.A.S. degree program is offered by the College of Rural Alaska on the Fairbanks campus and through rural campuses. Students interested in the degree should first contact a faculty advisor at the Bristol Bay Campus (toll free number above) to discuss program content, requirements and expectations. This two-year A.A.S. degree program helps students gain employment with state, federal or tribal resource management agencies, Alaska Native Claims Settlement Act (ANCSA) corporations or other entities. For those already employed in this field, this program provides an opportunity to improve job skills.

### Major—A.A.S. Degree

1. Complete the general university requirements (page 76).
2. Complete the A.A.S. degree requirements (page 79. As part of the A.A.S. degree requirements, complete MATH 107X or MATH 131X, CHEM 103X or CHEM 105X.)
3. Complete the following program (major) requirements:
  - a. Complete the following:

ECON 235—Introduction to Natural Resource Economics .....	3
NRM 101—Natural Resources Conservation and Policy .....	3
NRM 204—Public Lands Law and Policy .....	3
RD 255—Rural Alaska Land Issues .....	3
RD 280—Resource Management Research Techniques .....	3
  - b. Complete 1 course from each of the following groups:

**Group 1**

BIOL 104—Natural History of Alaska .....	3
BIOL 104X—Natural History of Alaska .....	4
BIOL 105X—Fundamentals of Biology I .....	4

**Group 2**

GEOG 205—Elements of Physical Geography .....	3
GEOG 205X—Elements of Physical Geography .....	4
GEOS 100X—Introduction to Earth Science .....	4
NRM 380W—Soils and the Environment .....	3

**Group 3**

NRM 102—Practicum in Natural Resources Management .....	1-2
WLF 304—Wildlife Internships .....	1-3
  - c. Complete the following:

CIO5 100—Introduction to Personal Computers (1)	
and CIO5 111—Computer Software for Beginners (2)	
or CIO5 150—Computer Business Applications (3) .....	3
FISH 101—Introduction to Fisheries (3)	
and WLF 101—Survey of Wildlife Science (1)	
or ABUS 223—Real Estate Law (3)	
and RD 256—Co-Management of Renewable Resources (3)	
or BIOL 271—Principles of Ecology (4)	
and WLF 201—Wildlife Management Principles (3) .....	4-7
  - d. Complete 9-14 credits from the following courses:

ANS 310—The Alaska Native Lands Settlement .....	3
ANTH 242—Native Cultures of Alaska .....	3
BIOL 106X—Fundamentals of Biology II .....	4
BIOL 150—Introduction to Marine Biology .....	3
BIOL 239—Introduction to Plant Biology .....	4
BIOL 271—Principles of Ecology .....	4
CE 112—Elementary Surveying .....	3
EMS 152—Emergency Trauma Training First Responder .....	3
ENGL 314W/O/2—Technical Writing .....	3
FISH 101—Introduction to Fisheries .....	3
MIN 101—Minerals, Man and the Environment .....	3
NRM 251—Silvics and Dendrology .....	4
NRM 304O—Perspectives in Natural Resources Management .....	3
NRM 340—Natural Resources Measurement and Inventory .....	3
RD 265—Perspectives on Subsistence in Alaska .....	3
RD 492—Rural Development Leadership Seminar .....	3
STAT 200—Elementary Probability and Statistics .....	3
WLF 101—Survey of Wildlife Science .....	1
WLF 201—Wildlife Management Principles .....	3
WLF 303W—Wildlife Management Techniques .....	3

Advisor approved elective\*\*

4. Minimum credits required .....

\* Student must earn a C grade or better in each course.

\*\* A maximum of 5 elective credits from the following may be counted as electives for this program: SCIA 130, 157, 161 and 162.

Note: Prerequisites required for many courses.

**Note: Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).**



# Rural Human Services

College of Rural Alaska  
Chukchi Campus (907) 442-3400  
Interior-Aleutians Campus (907) 474-5440  
Kuskokwim Campus (907) 543-4500  
Northwest Campus (907) 443-5602  
[www.iac.uaf.edu/Rhs/](http://www.iac.uaf.edu/Rhs/)



## Certificate

Minimum Requirements for Certificate: 34 Credits

This one-year program is designed to develop strong and healthy rural Alaska Native individuals, families and communities. It provides entry-level training for students preparing for careers as natural helpers/healers in village-based public, private and volunteer human service organizations.

The curriculum draws extensively on resource people from the Native community. It reflects a strong multicultural orientation that validates, incorporates and builds on Native values and principles. Courses are given through a series of four intensive three-week training sessions at selected delivery sites. A practicum and electives round out the program.

Admission is open to anyone employed by a regional Native health corporation or local entity providing village-based human services, or to individuals recognized by their communities as natural helpers/healers. A high school diploma or GED and/or previous training or work experience in the delivery of village-based human services are recommended but not required.

## Certificate Program

1. Complete the general university requirements (page 76).
2. Complete the certificate requirements (page 77. As part of the certificate requirements, complete RHS 110 and 115 for the human relations requirement. The communication and computation courses must be completed from the certificate requirements.)
3. Complete the following courses:

RHS 120—Family Systems I*	2
RHS 130—Processes of Community Change	2
RHS 140—Alaska Native Values and Principles	1
RHS 150—Introduction to Rural Counseling*	2
RHS 220—Family Systems II*	2
RHS 250—Rural Counseling II*	2
RHS 260—Addictions: Intervention and Treatment*	2
RHS 265—Interpersonal Violence*	2
RHS 275—Introduction to Mental Health Recovery	2
RHS 285—Case Management*	2
RHS 287—Rural Human Services Practicum	4
RHS 290—Grief and Healing*	2
4. Minimum credits required .....34

\* The Alcohol and Drug Abuse Certification Review Board has approved these courses toward certification or recertification of Substance Abuse Counselors in the state of Alaska.

Note: Students spend the time in intensive study at selected delivery sites.

**Note: Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).**

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# Tribal Management

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Division of Rural and Economic Development  
Interior-Aleutians Campus (907) 474-5439  
[www.iac.uaf.edu/tmp/catalog.htm](http://www.iac.uaf.edu/tmp/catalog.htm)

## Certificate; A.A.S. Degree

Minimum Requirements for Certificate: 30 credits;  
for Degree: 60 credits

The tribal management program teaches the job-related skills and knowledge needed for entry-level management positions in tribal institutions, local government and other organizations in rural Alaska. Students perform specific tasks, learn basic management rationale and explore issues in tribal government. Each student has an individual educational plan (IEP), which is a critical means of tracking progress and a key part of the process of education in a rural-based learning environment. A student career portfolio demonstrates individual accomplishments and the achievement of specific goal-related skills and competencies. The student career portfolio is developed to meet program standards. (A copy of the standards is available on request.)

Students entering any tribal management course should be familiar with word processing, spreadsheets, databases and the Internet. Each student, with the help of a faculty advisor, is required to organize a personal support team to include a tribal leader or community mentor. Students entering either the A.A.S. degree or certificate program should meet with a faculty advisor to discuss program content, requirements and planning.

## Certificate Program

1. Complete the general university requirements (page 76).
2. Complete the following certificate requirements:
  - a. Complete 3 credits from one of the following computation courses:  
ABUS 155—Business Math (3)  
or approved computations at the 100-level or above (3)..... 3
  - b. Complete 3 credits from one of the following communication courses:  
CIOS 160—Business English (3)  
or approved communications course  
at the 100-level or above (3)..... 3
  - c. Complete 3 credits from the following human relations course:  
ABUS 154—Human Relations (3)  
or approved human relations course  
at the 100-level or above (3)..... 3
3. Complete the following program requirements.  
TM 101—Introduction to Tribal Management..... 3  
TM 105—Introduction to Tribal Finance Applications ..... 3  
TM 199—Tribal Management Practicum I..... 3
4. Complete 12 credits from any of the following categories:

### Environmental and Natural Resources

BIOL 104—Natural History of Alaska.....	3
FISH 101—Introduction to Fisheries.....	3
NRM 101—Natural Resources Conservation and Policy.....	3
Advisor approved environmental technology elective .....	3

### Health and Social/Human Services

HLTH 105—Introduction to Health Careers.....	2
HSV 105—Personal Awareness and Growth .....	3
HSV 120—Cultural Diversity in Human Services.....	3
PSY 101—Introduction to Psychology .....	3
SOC 101—Introduction to Sociology .....	3

### Education and Employment

ED 102—Orientation to Alaska Native Education.....	2
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### Public Administration and Policy

ABUS 150—Time Management .....	1
ABUS 179—Fundamentals of Supervision.....	3
HIST 110—History of Alaska Natives .....	3

### Tribal Business

ABUS 135—Record Keeping for Business .....	3
ABUS 151—Village Based Entrepreneurship.....	1-3
ABUS 158—Introduction to Tourism.....	1-3
BA 151—Introduction to Business.....	3

### Economics

ECON 100X—Political Economy .....	3
ECON 111—Economics of Rural Alaska .....	3

### Tribal Planning

RD 250—Grant Writing for Community Development.....	3
Advisor-approved electives.....	6

5. Minimum credits required .....30

## Major—A.A.S. Degree

1. Complete the general university requirements (page 76).
2. Complete the A.A.S. degree requirements (page 79).
3. Complete the following program (major) requirements:.\*  
TM 101—Introduction to Tribal Management..... 3  
TM 105—Introduction to Tribal Finance Applications ..... 3  
TM 199—Tribal Management Practicum I..... 3  
TM 201—Advanced Tribal Management ..... 3  
TM 205—Advanced Tribal Finance Applications ..... 3  
TM 299—Tribal Management Practicum II ..... 3
4. Complete 18 credits from any of the following categories:\*

### Environmental and Natural Resources

BIOL 104—Natural History of Alaska.....	3
BIOL 271—Principles of Ecology.....	4
FISH 101—Introduction to Fisheries.....	3
NRM 101—Natural Resources Conservation and Policy.....	3
NRM 204—Public Lands Law and Policy .....	3
RD 255—Rural Alaska Land Issues.....	3
WLF 201—Wildlife Management Principles .....	3
Advisor-approved environmental technology elective .....	3

### Health and Social/Human Services

HLTH 105—Introduction to Health Careers.....	2
HSV 105—Personal Awareness and Growth .....	3
HSV 120—Cultural Diversity in Human Services.....	3
PSY 101—Introduction to Psychology .....	3
SOC 101—Introduction to Sociology .....	3

### Education and Employment

ED 102—Orientation to Alaska Native Education.....	2
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UNIVERSITY OF ALASKA FAIRBANKS

UNIVERSITY OF ALASKA FAIRBANKS

Office of Admissions and the Registrar • P.O. Box 757480 • Fairbanks, AK 99775-7480 • [admissions@uaf.edu](mailto:admissions@uaf.edu) • [www.uaf.edu](http://www.uaf.edu)

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**Public Administration and Policy**

ABUS 150—Time Management .....	1
ABUS 179—Fundamentals of Supervision .....	3
ABUS 231—Introduction to Personnel .....	3
ABUS 232—Contemporary Management Issues .....	3
AKNP 230—Federal Indian Law .....	3
HIST 110—History of Alaska Natives .....	3
RD 200—Community Development in the North .....	3
RD 250—Grant Writing for Community Development .....	1-3

**Tribal Business**

ABUS 135—Record Keeping for Business .....	3
ABUS 151—Village Based Entrepreneurship .....	1-3
ABUS 158—Introduction to Tourism .....	1-3
BA 151—Introduction to Business .....	3
CIOB 264—Filing/Records Management .....	3

**Economics**

ECON 100X—Political Economy .....	3
ECON 111—Economics of Rural Alaska .....	3

**Tribal Planning**

RD 250—Grant Writing for Community Development .....	3
Advisor-approved electives .....	6

5. Complete credits in 100-level or higher in consultation with an academic advisor and community mentor .....
6. Minimum credits required .....

*\*Student must earn a C grade or better in each course.*

**Note: Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).**

# Welding and Materials Technology

College of Rural Alaska  
Tanana Valley Campus  
(907) 455-2800



Welding is an important industrial skill with applications in agriculture, mining, transportation, aviation, oil and gas, and construction. Training ranges from welding basics to advanced pipe and metal plate fabrication.

Classes are small to offer hands-on training and maximum interaction between the student and instructor. Students may request credit by examination for any WMT class. Advanced students may work toward A.W.S. certification or pursue advanced projects. Contact the department for details.

## The follow courses are part of the welding and materials technology program:

WMT 101—Introduction to Welding .....	3
WMT 102—Intermediate Welding.....	3
WMT 103—Welding I.....	3
WMT 105—Welding II .....	3
WMT 106—Heat Treating/Metal Finishing/Knife Making I .....	3
WMT 117—Oxy-Acetylene Welding and Cutting .....	3
WMT 130—Shielded Metal Arc Welding (SMAW) .....	1-3
WMT 150—Gas Tungsten Arc Welding (GTAW) .....	1-3
WMT 160—Gas Metal Arc Weld Alum (GMAW) .....	1-3
WMT 170—Military Training Welding I.....	3
WMT 206—Heat Treating/Metal Finishing/Knife Making II .....	3
WMT 210—Uphill Pipe Welding.....	3
WMT 241—Gas Tungsten Arc and Gas Metal Arc Welding.....	3
WMT 270—Military Training Welding II .....	3
WMT 280—Military Training Welding III .....	3
WMT 290—Welding Proficiency Maintenance.....	3

**Note: Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).**

