

UAF CTC Fall Classes

High School Students! You could be *earning dual credit* for your UAF classes!
Contact your high school counselor for more information about earning dual credit.

AUGUST (REGISTRATION DEADLINE AUGUST 9)

MS Word

August 14 - September 132.0 CR
Mon/Wed 6:00 - 9:00 pm..... Stephanie Prestwich

Become proficient in using and customizing Microsoft Word while learning to create a clean and appealing resume or fine tune an existing one. Explore how to create, edit and format many types of Word documents.

CRN: 52557 CIOS F130 TD1

Standard UAF tuition = \$483 Delta tuition = \$330 High school students = \$230

SEPTEMBER (REGISTRATION DEADLINE AUGUST 30)

Medical Terminology

September 5 - October 243.0 CR
Tues/Thurs 5:00 - 8:00 pm..... Diana Newman

Study of medical terminology including analysis and origin of word roots, prefixes and suffixes. Understanding the word components, students will be able to build, spell and define medical words. Content will be presented by body systems focusing on terms for anatomy, diagnostic, laboratory and medical specialties. Includes use of medical dictionary, word pronunciation and abbreviations. Designed for health care professionals. Recommended prep course for CNA class.

CRN: TBA HLTH F100 TD1

BOOK REQUIRED: Medical Terminology, (Rice) 8th edition ISBN: 978-0133807707

Standard UAF tuition = \$831 Delta tuition = \$540 High school students = \$390

Russian 1A

September 11 - October 303.0 CR
Mon/Wed 4:00 - 7:00 pm.....Lindsay Ohlert

An introduction to the Russian language and culture with an emphasis on the spoken and written language, including basic vocabulary, speaking and listening and comprehension.

BOOK REQUIRED: English Russian Dictionary - The Kenneth Katzner (red cover) recommended

CRN: TBA RUSS F100A TD1

Standard UAF tuition = \$831 Delta tuition = \$540 High school students = \$390

Personal Awareness and Growth

September 19 - November 142.0 CR
Tues 6:00 - 9:00 pm..... Amy Stephens

Interpersonal and intrapersonal communication explored. Personal growth process presented from a holistic perspective. Focus will identify opportunities for personal enrichment through increased awareness of self and others.

BOOK REQUIRED: I Never Knew I had a Choice (Corey) 10th edition ISBN 978-1285067681

CRN: TBA HUMS F105 TD1

Standard UAF tuition = \$483 Delta tuition = \$330 High school students = \$230

OCTOBER (REGISTRATION DEADLINE SEPTEMBER 27)

Beginning Auto CAD

October 3 - November 213.0 CR
Tues/Thurs 5:30 - 8:30 pm..... Mike Adams

Instruction in basic working knowledge of CAD (Computer Aided Drafting) software and its applications in drafting. Topics covered include an introduction to CAD software applications, basic CAD skills and tools, through plotting finished drawings.

CRN: TBA DRT F170 TD1

Standard UAF tuition = \$831 Delta tuition = \$540 High school students = \$390

Metal Fabrication

October 3 - November 213.0 CR
Tues/Thurs 5:30 - 8:30 pm..... Sam Porter

Metal fabrication done by hand and with the aid of equipment is the focus of this class. Plan, layout, bend, form raw metal and fabricate metal projects. Attendance at first two classes is mandatory. Prerequisite: Welding I.

CRN: TBA WMT F140 TD1

Standard UAF tuition = \$831 + 250 special fees Delta tuition = \$540 + 250 special fees

High school students = \$390 + 250 special fees

Filing and Records Management

October 30 - December 183.0 CR
Tues/Thurs 5:00 - 8:00 pm..... Diana Newman

Instruction in basic alphabetic storage with filing rules and cross-referencing and procedures for retrieving records manually. Includes adaptations of the alphabetic storage method including geographic, numeric and subject; storing and retrieving special records (card files, visible records, microrecords); organization and operation of records management programs and control of records systems.

CRN: TBA ABUS F264 TD1

Standard UAF tuition = \$831 Delta tuition = \$540 High school students = \$390

NOVEMBER (REGISTRATION DEADLINE NOVEMBER 1)

Digital Aurora Photography

November 6 - November 201.0 CR
Mon/Wed 7:00 to 9:00pm.....Lindsay Ohlert

Learn to capture aurora photography. Receive an overview of basic digital photography, types of equipment and techniques used for night photography, and the how-to of aurora predictions. Some digital photography experience recommended. Students must have a digital camera with advanced options. Alternate class end date will be based on aurora forecast. Must have own transportation for field work.

CRN: TBA CIOS F258 TD1

Standard UAF tuition = \$262 Delta tuition = \$165 High school students = \$115

DELTA CAREER ADVANCEMENT CENTER

1696 North Clearwater Ave. 907.895.4605

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An educational consortium funded through the Alaska Dept. of Labor and Workforce Development, Division of Business Partnerships. Partners for Progress in Delta helps operate the Delta Career Advancement Center.

Partners for Progress in Delta, Inc.



UAF is an AA/EO employer and educational institution.

UAF Courses at the Delta Career Advancement Center

APPLICATION INSTRUCTIONS for High School Students

High school students can no longer register with just a High School Enrollment form.

All high school students must now apply for admissions as a non-degree seeking student at UAonline - <https://uaonline.alaska.edu/>

A parent will need to fill out a Secondary Student Parent/Guardian Agreement and submit along with the High School Enrollment form to Delta Career Advancement Center.

* The student ONLY has to do the admissions process and agreement form once and it is valid until the student turns 18 or graduates from high school.

The High School Enrollment form and Secondary Student Parent/Guardian Agreement forms can be obtained at the Delta Career Advancement Center. Call 895.4605 to receive forms via e-mail.

UAonline admissions instructions:

- Go to the UAF Application home page - https://university-alaska.force.com/UAF/Portal_Login
- Select New User and complete the section with an email unique to you.
- Select My Profile (at top of page) and complete this section.
- Select My Application (at top of page) and complete this section.
- Complete the application to the point of agreement.
- Submit all of the required documentation to the Delta Career Advancement Center.

* Current high school students will have the option to upload their unofficial transcript at the time of application.

Call 895.4605 or stop by for more information.

Proctored Exam Information

If you are taking online distance education classes and need to take a proctored exam, you must select an appropriate proctor before requesting your exam. A local educational institution like a public school, university, community college, library, or a learning center is the best choice. Relatives, close friends, peer coworkers, or students cannot be proctors.

You must request your exams or passwords two weeks ahead of time by going to: <http://elearning.uaf.edu/students/exams/request-an-exam/> and submitting the online request form from UAF eLearning's website. Then call your proctor and make the required arrangements for taking the exam.

If you have questions concerning the exam process visit our website: <http://elearning.uaf.edu/students/exams/> or you can contact us at: uaf-elearning-exam@alaska.edu or by phone: 907.479.4715/907.479.3444

You must schedule an appointment at least one week in advance if you have chosen the Delta Career Advancement Center as your proctor.

ALEKS and Accuplacer placement testing done by appointment at DCAC.

Delta Career Advancement Center • 1696 North Clearwater Avenue • (907) 895.4605

Mon - Thurs 12:00 pm to 4:00 pm • Fri 8:00 am to 12:00 pm

www.ctc.uaf.edu www.partnersforprogressindelata.org

