

H B
2 33

COMMITTEE REPORT

HOUSE

2/26/81

FURTHER: FINANCE

(5)

Date: Apr. 27, 1981

Mr. Speaker:

The Committee on HEALTH, EDUCATION & SOCIAL SERVICES has had HB 233

"An Act making an appropriation to the Department of Education for the Alaska career information system; and providing for an effective date."

under consideration and (a majority of the committee) (the committee) reports it back with the following recommendations:

- do pass do not pass
- do pass with attached amendments(s)
- replace with CS for HB 233 same title
 new title
- and recommends _____
- AND attaches a "Letter of Intent" New Fiscal Note
- reports it back without recommendation
- referred to the _____ Committee

MEMBERS SIGNING

DO PASS

[Signature]
[Signature]
[Signature]

MEMBERS HAVING

OTHER RECOMMENDATIONS:

[Signature]

[Signature]
 CHAIRMAN

THE LEGISLATURE OF THE STATE OF ALASKA
TWELFTH LEGISLATURE

FISCAL NOTE

I. REQUEST

Bill/Resolution No. Committee Substitute for House Bill 233
 Title An Act making an appropriation to the DOE for the AK CIS; & providing for an effective
 Requested by House Hess Date 5/1/81 date.

II. FISCAL DETAIL

Agency Affected Department of Education
 Program Category Affected Elementary and Secondary Education
 BRU, Program, or Subprogram(s) Affected Program Evaluation/Career and Vocational Education
 (Note: If more than one budget component is affected, separate line-item amounts and funding for each component in the analysis section.)

EXPENDITURES (Thousands of Dollars)

	FY 81	FY 82	FY 83	FY 84	FY 85	FY 86
100 PERSONAL SERVICES	-0-	88.7	88.7	88.7	88.7	88.7
200 TRAVEL						
300 CONTRACTUAL	-0-	71.3	71.3	71.3	71.3	71.3
400 COMMODITIES						
500 EQUIPMENT						
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS, ETC.						
TOTAL	-0-	160.0	160.0	160.0	160.0	160.0

FUNDING (Thousands of Dollars)

GENERAL FUND	160.0	160.0	160.0	160.0	160.0
FEDERAL FUNDS					
OTHER (Specify Fund Source)					

POSITIONS

FULL TIME	-0-	-0-	-0-	-0-	-0-
PART TIME					
TEMPORARY					

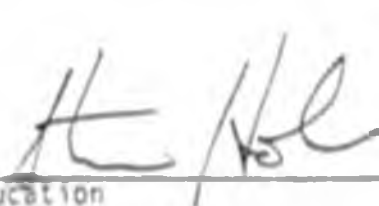
III ANALYSIS (See Fiscal Note Preparation Instructions, Section III)

See Attached

IV. DATE May 1, 1981

PREPARED BY Steve Hole
 AGENCY Department of Education
 PHONE 465-2800

Original Legislative Finance
 cc. Budget and Management



\$160,000.00 will maintain 5.5 full time equivalent (FTE) positions within the Departments of Labor and Education in FY 82 for the Alaska Career Information System (AKCIS). The funds will offset a reduction in other funding sources including a two year matching federal developmental grant.

\$88,700.00 will pay for 3.0 FTE positions in the Department of Education. \$71,300.00 will partially pay for 2.5 FTE positions with the Department of Labor, Research and Analysis Section. Funds acquired through user fees (fees paid by users of AKCIS) will pay the additional expense of the 2.5 FTE position plus other program expenses comprising the 400.0 FY 82 budget.

Funds required during succeeding years should remain constant or decrease depending on whether an increase in user fees will offset inflation. Any funds requested in the future will go through the Department of Education's normal budget process.

The Alaska Department of Education position paper on HB 233.


The department supports this bill.

The Alaska Career Information System (AKCIS) provides Alaskan and selected out-of-state occupational and educational information to individuals involved in making career decisions. Originally, the AKCIS was funded by contributions from the State Manpower Services Council; the Alaska State Advisory Council on Vocational and Career Education; the Alaska Vocational Education Planning Council, the Alaska Department of Education; the Alaska Department of Labor, Research and Analysis Section; the Alaska Occupational Information Coordinating Committee (AOICC); and the National Occupational Information Coordinating Committee (NOICC). A cooperative effort and a one time only pooling of funds by the above agencies resulted in the completion of the initial development stages of an Alaskan system, which is the best single source of Alaskan occupational and educational information available.

Presently, the main financial support of the AKCIS comes from the Department of Education, NOICC, and fees charged to users of the system. The NOICC grant expires November 30, 1981. User fees and other sources of funding will provide only part of the funds necessary to continue operating the program required by the present users, which are:

- . 30 out of 52 school districts;
- . five Department of Labor Job Service Offices;
- . The Alaska Skill Center;
- . six Department of Community and Regional Affairs CETA offices;
- . Correspondence Study;
- . the Education Opportunity Center;
- . the Hutchison Career Development Center;
- . six community colleges;
- . the Northern Institute for Research, Training and Development, Inc.
- . Southeast Regional Resource Center;
- . Adult Basic Education
- . four Native Associations;
- . three correctional institutions, and
- . the Homer Community Mental Health Center.

The system is designed to become self-supporting through the receipt of user fees. It is a realistic aim as the potential "market" is there. However, in the near future, the chances of that do seem slim. Therefore, in order to maintain the system with current, accurate Alaskan data, partial support by the State is necessary.

 5-4-81
Steve Hole

April 23, 1981

Alaska State Legislators
Pouch V
Juneau, Alaska 99811

Dear Alaska State Legislators,

Please be informed that on Monday, April 20, 1981 the Alaska Native Brotherhood, Juneau Camp # 2 officially endorsed the following House bills:

- HB # 27 - "An Act making a special appropriation for the Women's Center at Anchorage Community College; and providing for an effective date."
- HB # 34 - "An Act requiring the preparation of a course articulation guide covering courses offered in community colleges, colleges, and universities; and providing for an effective date."
- HB # 46 - "An Act prohibiting the changing of tuition at community colleges."
- HB # 99 - An Act prohibiting sex discrimination in education in the State implementing Art. I, Sec. 3 of the Alaska Constitution."
- HB #110 - An Act relating to the WICHE student exchange program; and providing for an effective date."
- HB #217 - "An Act making an appropriation to the Department of Labor for a contract with the CCTHITA for a comprehensive South east Alaska Native training and employment plan; and providing for an effective date."
- HB #233 - "An Act making an appropriation to the Department of Education for the Alaska career information system; and providing for an effective date."
- HB #492 - "An Act relating to Student loans: ..."

The action came after research, discussion and the recommendation of our Alaska Native Brotherhood, Sisterhood Education Committee.

We will appreciate your support of these bills.

Thank You.

Sincerely,

Al McKinley,
President ANB
510 W Willoughby Ave.



SOUTH EAST REGIONAL RESOURCE CENTER S.E.R.R.C.

538 Willoughby Ave • Juneau, Alaska 99801
(907) 586-6806

April 27, 1981

To Whom It May Concern:

The Alaska Vocational Education Planning Council recognizes the importance and relevance of the Alaska Career Information System as a counseling and planning tool in our school system.

The Council is presently preparing a document entitled, "Occupational Preparation Plan", and support for increasing the use of the Alaska Career Information System is one of the many components of the Plan.

Therefore, the Alaska Vocational Education Planning Council supports House Bill 233, including the appropriation level of \$160,000 dollars. It is in the best interests of Alaskan students to continue and increase the use of the Alaska Career Information System in our secondary school system.

Sincerely,

Kevin C. Duffy
Education Planner
Alaska Vocational Education Planning Council

April 24, 1981

Representative Donald E. Clocksin
 Chairman, Health, Education, and Social
 Services Committee
 Pouch V
 State Capitol
 Juneau, Ak 99811

Dear Representative Clocksin:

The Alaska State Advisory Council on Vocational and Career Education wishes to express unanimous support for the passage of HB 233, which would make an appropriation to continue the existence of the Alaska Career Information System (AKCIS).

The AKCIS is an example of economists working with educators to produce an informational system which bridges the market place and the classroom. This exemplary system includes a comprehensive listing of Alaskan occupations and of vocational education programs available in the State which can prepare students for employment in the various occupations. The AKCIS has proven itself to be effective--educational institutions are buying it and students are using it.

It is in the best interest of all Alaskans to support any program which strengthens the opportunities available to Alaskan citizens to prepare themselves for gainful employment. The Alaska Career Information System is such a program.

We respectfully urge you to pass HB 233 on to the Finance Committee with your full support.

Sincerely,

Dick Bower, Chairman

V. Lynn Wright, Executive Director

VLW:arf

cc: All Members House Health, Education
 and Social Services Committee
 Representative Samuel R. Cotton
 Commissioner Marshall Lind
 Vince Casey, President, State Board of Education

- 27.01

The Alaska Department of Education position paper on HB 233.

The department supports this bill.

The Alaska Career Information System (AKCIS) provides Alaskan and selected out-of-state occupational and educational information to individuals involved in making career decisions. Originally, the AKCIS was funded by contributions from the State Manpower Services Council; the Alaska State Advisory Council on Vocational and Career Education; the Alaska Vocational Education Planning Council; the Alaska Department of Education; the Alaska Department of Labor, Research and Analysis Section; the Alaska Occupational Information Coordinating Committee (AOICC); and the National Occupational Information Coordinating Committee (NOICC). A cooperative effort and a one time only pooling of funds by the above agencies resulted in the completion of the initial development stages of an Alaskan system, which is the best single source of Alaskan occupational and educational information available.

Presently, the main financial support of the AKCIS comes from the Department of Education, NOICC, and fees charged to users of the system. The NOICC grant expires November 30, 1981. User fees and other sources of funding will provide only part of the funds necessary to continue operating the program required by the present users, which are:

- 29 out of 52 school districts;
- five Department of Labor Job Service Offices;
- the Alaska Skill Center;
- six Department of Community and Regional Affairs CETA offices;
- Correspondence Study;
- the Education Opportunity Center;
- the Hutchison Career Development Center;
- five community colleges;
- the Northern Institute for Research, Training and Development, Inc
- Southeast Regional Resource Center;
- Adult Basic Education;
- four Native Associations;
- three correctional institutions; and
- the Homer Community Mental Health Center.

The system is designed to become self-supporting through the receipt of user fees. It is a realistic aim as the potential "market" is there. However, in the near future, the chances of that do seem slim. Therefore, in order to maintain the system with current, accurate Alaskan data, partial support by the State is necessary.

Bill No. House Bill No. 233

Date March 19, 1981

Title "An Act making an appropriation to the Department of Education for the Alaska Career Information System; and providing for an effective date."

Contact: Judy Knight
465-2700
John Post
465-2720

JJE

The Alaska Department of Labor supports House Bill 233 to appropriate \$60,000 of general funds to support the Alaska Career Information System. Our Department has worked cooperatively with the Department of Education and knows the quality of the information being developed and the usefulness of the system. Our Research and Analysis Section is developing Alaska-based occupational information for the system.

Together with user fees, the funds would help ensure the continuation of this excellent system which provides career and vocational guidance information to over one-half of the school districts in Alaska. We understand that Anchorage school districts may join the system in the near future. The Career Information System is also used in our Job Service offices to assist youths and others in making career choices or career transitions. These funds would help to ensure continuation and further improvements to this excellent system.

The Alaska Department of Education position paper on HB 233.

The department supports this bill.

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we are to become self sufficient; only 10,000 users last yr

Deed grant - 155 g last yr

User fees - \$90,000 collected last yr.

5 Copies

ALASKA STATE ADVISORY COUNCIL ON VOCATIONAL & CAREER EDUCATION

205 N. FRANKLIN ST., RM. 2
JUNEAU, AK. 99801
TELEPHONE (907) 586-1736
April 24, 1981

DICK H. BOWER
Chairperson
(907) 276-0006 (Anchorage)
V. LYNN WRIGHT
Executive Director

WALTER WARD
Vice Chairperson

Representative Donald E. Clocksin
Chairman, Health, Education, and Social
Services Committee
Pouch V
State Capitol
Juneau, Ak 99811

*Gino
for hearing Monday*

Dear Representative Clocksin:

The Alaska State Advisory Council on Vocational and Career Education wishes to express unanimous support for the passage of HB 233, which would make an appropriation to continue the existence of the Alaska Career Information System (AKCIS).

The AKCIS is an example of economists working with educators to produce an informational system which bridges the market place and the classroom. This exemplary system includes a comprehensive listing of Alaskan occupations and of vocational education programs available in the State which can prepare students for employment in the various occupations. The AKCIS has proven itself to be effective--educational institutions are buying it and students are using it.

It is in the best interest of all Alaskans to support any program which strengthens the opportunities available to Alaskan citizens to prepare themselves for gainful employment. The Alaska Career Information System is such a program.

We respectfully urge you to pass HB 233 on to the Finance Committee with your full support.

Sincerely,
Dick Bower
Dick Bower, Chairman
V. Lynn Wright
V. Lynn Wright, Executive Director

VLW:arf
cc: All Members House Health, Education
and Social Services Committee
Representative Samuel R. Cotton
Commissioner Marshall Lind
Vince Casey, President, State Board of Education

JOHN ALEXANDER
Anchorage
DICK H. BOWER
Anchorage
JAMES E. CARROLL
Juneau
JEANMARIE CRUMB
Anchorage
JAMES EVANS
Anchorage

DAVID HASSINGER
Anchorage
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Fairbanks
CAROLE HUNTINGTON
Galena
PATRICIA JONES
Cordova
LOUIS J. LICARI
Seward

FRANCIS McHMARGY
Seldovia
RUSSEL H. MOODY
Wadli
LINDA PIERSON
Fairbanks
ELI REYES
Anchorage
LOUIS B. RIGLE
Anchorage

FRANCES ROSE
Anchorage
MARJORIE SCHMIEGE
Anchorage
WAYNE TAYLOR
Nenah
WALTER WARD
Kenai
DON WILSON
Seward

ALASKA CAREER INFORMATION SYSTEM
PRINTOUT BOOKS

NEEDLE-SORT WORKSHOP
1980-81

ALASKA DEPARTMENT OF EDUCATION
POUCH F-A
JUNEAU, ALASKA 99811

OCCUPATIONAL INFORMATION INCLUDING DESCRIPTIONS, PREPARATION,
& BIBLIOGRAPHY

PREP 54

5400 METAL WORKING OCCUPATIONS:
PERSONS IN METALWORKING OCCUPATIONS USE SPECIALIZED TOOLS
& MACHINES TO SHAPE METAL GEARS, CYLINDERS, HEATING DUCTS &
AUTO BODIES AND THEN ASSEMBLE THE PARTS INTO FINISHED OR SEMI-
FINISHED PRODUCTS. CAREER PREPARATION COULD INCLUDE THE
FOLLOWING HIGH SCHOOL SUBJECTS:

ALGEBRA	GEOMETRY
COOPERATIVE WORK EXPERIENCE	MECHANICS
DRAFTING	METALS

SOME HIGH SCHOOLS OFFER SPECIAL COURSES IN THE METALS
CLUSTER. ON THE OTHER HAND, STUDENTS MAY MAKE CAREER
PREPARATION LATER THROUGH ON-THE-JOB TRAINING.

YOU CAN LEARN MORE BY LOOKING AT THE DESCRIPTIONS FOR THESE
OCCUPATIONS:

5464 MACHINISTS
5483 STRUCTURAL METAL & BOILER MAKERS
5484 SHEET METAL WORKERS
5486 BODY AND FENDER REPAIRERS
5492 WELDERS

OCCUPATIONAL INFORMATION INCLUDING DESCRIPTIONS, PREPARATION,
& BIBLIOGRAPHY

5492 WELDERS

OCCUPATIONAL DESCRIPTION:

WELDERS JOIN PIECES OF METAL BY CREATING A PERMANENT BOND IN ORDER TO MAKE PARTS USED IN A VARIETY OF PRODUCTS. THEY CONTROL THIS PROCESS BY PROPERLY CONCENTRATING THE HEAT FROM A GAS TORCH OR ELECTRIC ARC, & BY USING METAL RODS TO SUPPLY EXTRA METAL.

SPECIALTIES: ARC WELDERS (DOT# 810.384-014), COMBINATION WELDERS (819.384-010), GAS WELDERS (811.684-014). AKCIS RELATED OCCUPATIONS: STRUCTURAL METAL & BOILER MAKERS (SEE DESC 5483), SHEET METAL WORKERS (5484), MILLWRIGHTS (3142).

---APTITUDES: AVERAGE MANUAL DEXTERITY AND EYE-HAND COORDINATION; GOOD PHYSICAL CONDITION AND EYESIGHT.

---WORK SETTING: WORK BOTH INDOORS & OUTDOORS; OFTEN WELDING IN AWKWARD POSITIONS & WEARING PROTECTIVE CLOTHES, SHOES, HOODS AND GOGGLES TO PREVENT BURNS AND EYE INJURIES. MOST BELONG TO ONE OF SEVERAL UNIONS. EMPLOYERS: METAL PRODUCTS, TRANSPORTATION EQUIPMENT, CONSTRUCTION, MACHINERY, MACHINE SHOPS & THE TIMBER PRODUCTS INDUSTRY.

---HIRING PRACTICES: PAST EXPERIENCE AND TRAINING IS USUALLY NEEDED FOR THE MORE SKILLED SPECIALTIES SUCH AS FLUX-CORE WELDING. TRAINING: PROGRAMS IN WELDING TECHNOLOGY ARE OFFERED AT MANY COMMUNITY COLLEGES AND TECHNICAL SCHOOLS. SKILLS CAN ALSO BE LEARNED THROUGH INFORMAL ON-THE-JOB TRAINING OR FORMAL APPRENTICESHIP PROGRAMS. SEE PREP 5492.

---CURRENT EMPLOYMENT: THIS IS A MEDIUM-SIZED OCCUPATION WITH APPROXIMATELY 560 EMPLOYED IN ALASKA.

---WAGES: JOURNEYMAN WAGES FOR UNION WELDERS IN ALASKA ARE BETWEEN \$17-18/HR. NON-UNION WELDERS EARN BETWEEN \$12-15/HR.

---OUTLOOK: SURPLUS. THE OUTLOOK FOR WELDERS IN ALASKA DEPENDS MAINLY ON THE LEVEL OF CONSTRUCTION ACTIVITY, METAL MANUFACTURING, AND LOGGING OPERATIONS THROUGHOUT THE STATE. DUE TO THE INSUFFICIENT SUPPLY OF QUALITY TIMBER AND THE ABSENCE OF METAL MANUFACTURING IN ALASKA, STUDIES INDICATE LIMITED OPENINGS FOR WELDERS IN MOST AREAS OF THE STATE. HOWEVER, MAJOR CONSTRUCTION PROJECTS SUCH AS THE PROPOSED NATURAL GAS PIPELINE AND THE CAPITAL MOVE PROJECT COULD AFFECT DEMAND SUBSTANTIALLY. OTHER FACTORS SUCH AS THE NEED TO REPLACE WORKERS WHO LEAVE THE OCCUPATION AND THE MAINTENANCE OF HEAVY EQUIPMENT VEHICLES, SHIPS, RAILROAD CARS, AND FARM MACHINERY SHOULD PROVIDE ADDITIONAL EMPLOYMENT OPPORTUNITIES.

PREPARATION:

---SKILLS: ABILITY TO PLAN & LAY OUT WORK FROM DRAWINGS, BLUEPRINTS OR OTHER WRITTEN SPECIFICATIONS; ABILITY TO WELD ALL TYPES OF JOINTS; & KNOWLEDGE OF THE WELDING PROPERTIES OF METALS AND ALLOYS.

(CONTINUED ON NEXT PAGE)

OCCUPATIONAL INFORMATION INCLUDING DESCRIPTIONS, PREPARATION,
& BIBLIOGRAPHY

(5492 WELDERS)

---LICENSING: CERTIFICATION, WHICH INVOLVES PRACTICAL EXAMS & PAYMENT OF A FEE, IS REQUIRED FOR SOME SPECIALIZED WELDING JOBS SUCH AS BRIDGES, WHERE THE STRENGTH OF THE WELD IS IMPORTANT. THE EXAM IS USUALLY GIVEN BY THE EMPLOYER OR A GOVERNMENT AGENCY.

---PREPARATION: GENERALLY IT TAKES SEVERAL YEARS TO BECOME A COMBINATION WELDER; SOME JOBS CAN BE LEARNED AFTER A FEW MONTHS OF ON-THE-JOB TRAINING. MOST WELDERS ACQUIRE THEIR SKILLS THROUGH COMMUNITY COLLEGE OR INFORMAL ON-THE-JOB TRAINING; SOME LEARN THE TRADE WHILE IN THE NAVY; OTHERS THROUGH AN APPRENTICESHIP PROGRAM.

RELATED EDUCATIONAL PROGRAMS: WELDING (SEE PROG 283), AP-
PRENTICESHIP PROGRAMS (631).

---TIPS: IN ADDITION TO WELDING COURSES, HIGH SCHOOL OR COMMUNITY COLLEGE CLASSES IN MATHEMATICS, MECHANICAL DRAWING, METALLURGY, MACHINE SHOP, AND BLUEPRINT READING WILL IMPROVE CHANCES FOR GETTING AN ENTRY-LEVEL JOB.

BIBLIOGRAPHY OF RELATED PUBLICATIONS:

'OCCUPATIONAL OUTLOOK HANDBOOK' (1980-81 ED.), P. 74.

PROGRAMS OF STUDY & TRAINING

PROGRAM DESCRIPTION: 283 WELDING

MANY SCHOOLS OFFER WELDING PROGRAMS WHICH VARY IN LENGTH FROM SHORT PROGRAMS AT PRIVATE VOCATIONAL SCHOOLS TO AN OPTION WITHIN A 4-YEAR BACHELOR'S DEGREE PROGRAM. MOST PROGRAMS TAKE 2 YEARS AT A COMMUNITY COLLEGE. WELDING PROGRAMS PROVIDE BASIC WELDING SKILLS SUCH AS ARC WELDING, CUTTING, MINOR PIPEFITTING, BLUEPRINT READING, ETC. FOR ENTRY LEVEL EMPLOYMENT (SEE DESC 5492 WELDERS). MOST INTEND TO PREPARE PEOPLE TO PASS A CERTIFIED WELDER EXAM.

COURSEWORK: VARIES, BUT MOST INCLUDES:

ARC WELDING	SHOP ARITHMETIC
GAS PROCESSES	BLUEPRINT READING
ESTIMATING	DRAFTING FUNDAMENTALS

INSTRUCTION CONSISTS OF LECTURES AND TECHNICAL READING IN THE CLASSROOM, ALONG WITH PRACTICAL SHOP EXPERIENCE. EMPHASIS IS ON LEARNING-BY-DOING. CONSULT SCHOOL CATALOGS FOR COMPLETE DESCRIPTION OF CURRICULUM.

RELATED PROGRAMS: 277 DRAFTING; 288 CONSTRUCTION INDUSTRY PROGRAMS; 287 INDUSTRIAL MECHANICS PROGRAMS; 631 APPRENTICESHIP PROGRAMS.

SCHOOLS:

ANCHORAGE AREA SCHOOLS

- - - - - 49158 TESTING INSTITUTE OF ALASKA - ANCHORAGE:
ALL COURSES ARE OPEN-ENTRY/OPEN EXIT AND INDIVIDUALIZED. LENGTH AND COST OF COURSES DEPEND ON STUDENT SHOWING COMPETENCY IN THAT AREA.

'SHIELD METAL ARC WELDING': 60-70 HOUR CERTIFICATE COURSES.
COST: \$.25-\$15.00/HR.

'GAS TUNGSTEN ARC WELDING': 40- HOUR CERTIFICATE COURSES.
COST: \$25/HR.

'OXYACETYLENE WELDING': 20-40 HOUR CERTIFICATE COURSES.
COST: \$12.50-\$20/HR.

'GAS METAL ARC WELDING': 40 HOUR CERTIFICATE COURSES.
COST: \$20-\$25/HR.

'FLUX CORE WELDING': 40 HOUR CERTIFICATE COURSE. COST: \$20/HR.

'PLASMA ARC CUTTING': 10 HOUR CERTIFICATE COURSE. COST: \$25/HR.

'WELDING INSPECTOR'S TRAINING': 60 HOUR CERTIFICATE COURSE.
COST: \$600/COURSE.

'NON-DESTRUCTIVE INSPECTION TRAINING': 12-40 HOUR WELD INSPECTION CERTIFICATE COURSES AVAILABLE IN FOLLOWING SPECIALTY AREAS: GAMMA RAY RADIATION SAFETY; BEGINNING, INTERMEDIATE AND ADVANCED INDUSTRIAL RADIOGRAPH; INDUSTRIAL AND AIRCRAFT MAGNETIC PARTICLE AND LIQUID PENETRANT INSPECTION; INDUSTRIAL ULTRASONIC INSPECTION; AND AIRCRAFT EDDY CURRENT INSPECTION.

(CONTINUED ON NEXT PAGE)

PROGRAMS OF STUDY & TRAINING

(283 WELDING)

- - - - - 22141 ANCHORAGE COMMUNITY COLLEGE - ANCHORAGE:
'WELDING TECHNOLOGY': CERTIFICATE AND 2-YEAR ASSOCIATE DEGREE PROGRAM.
- - - - - 49147 ALASKA SKILL CENTER - SEWARD:
'MAINTENANCE WELDING': 12-WEEK PROGRAM AVAILABLE. COST: \$246.70
- - - - - 49159 PENINSULA INSTITUTE OF WELDING TECHNOLOGY - KENAI:
ALL COURSES ARE OPEN ENTRY/OPEN EXIT AND INDIVIDUALIZED. LENGTH AND COST OF COURSES DEPEND ON STUDENT SHOWING COMPETENCY IN THAT AREA.
- 'SHIELDED METAL ARC WELDING': 100-160 HOUR CERTIFICATE COURSES.
COST: \$12.50-\$14.50/HR. RATE WILL CHANGE TO \$14.50/HR. ON 1/1/81.
- 'GAS TUNGSTEN ARC WELDING': 120 HOUR CERTIFICATE COURSE.
COST: \$14.50/HR. RATE WILL CHANGE TO \$21/HR ON 1/1/81.
- 'ADVANCED ARC WELDING': 100 HOUR CERTIFICATE COURSE.
COST: \$16/HR.
- 'PIPE WELDING-UPHILL': 120 HOUR CERTIFICATE COURSE. COST: \$16/HR.
- 'PIPE WELDING-DOWNHILL': 120 HOUR CERTIFICATE COURSE.
COST: \$16/HR.
- 'OXYACETYLENE WELDING & CUTTING': 100 HOUR CERTIFICATE COURSE.
COST \$14.50/HR.
- 'BLUEPRINT READING FOR WELDERS AND FITTERS': 70 HOUR CERTIFICATE PROGRAM. COST: \$14.50/HR.
- 'SYMBOLS FOR WELDING': 48 HOUR CERTIFICATE PROGRAM.
COST: \$12.50/HR.
- 'QUALIFICATION TEST PREPARATION': TRAINING AVAILABLE FOR WELDERS WHO WISH TO QUALIFY UNDER SPECIFIC CODES OR SPECIFICATIONS. COST: \$90-\$250/DAY PLUS \$25 REGISTRATION FEE.

FAIRBANKS AREA SCHOOLS

- - - - - 49153 HUTCHISON CAREER DEVELOPMENT CENTER - FAIRBANKS:
'WELDING': PROJECT-ORIENTED COURSE AVAILABLE
- - - - - FORT WAINWRIGHT - FAIRBANKS:
'WELDING': CERTIFICATE PROGRAM OFFERED THROUGH THE HUTCHISON CAREER DEVELOPMENT CENTER.

SOUTHEAST ALASKA SCHOOLS

- - - - - 21139 UNIVERSITY OF ALASKA, JUNEAU - JUNEAU:
'WELDING TECHNOLOGY': ONE YEAR CERTIFICATE PROGRAM.
- - - - - 22147 KETCHIKAN COMMUNITY COLLEGE - KETCHIKAN:
'MATERIALS/WELDING TECHNOLOGY': CERTIFICATE PROGRAM.
- - - - - 22161 SITKA COMMUNITY COLLEGE - SITKA:
'WELDING': 22-26 CREDIT HOUR CERTIFICATE PROGRAM.

(CONTINUED ON NEXT PAGE)

PROGRAMS OF STUDY & TRAINING

IDAHO SCHOOLS

- - - - - 21454 IDAHO STATE UNIVERSITY - POCA TELLO:
'WELDING TECHNOLOGY': 2-YEAR ASSOCIATE DEGREE PROGRAM.

OREGON SCHOOLS

- - - - - 22613 LANE COMMUNITY COLLEGE - EUGENE:
'WELDING TECHNOLOGY': 2-YEAR ASSOCIATE DEGREE PROGRAM.
- - - - - 22616 MOUNT HOOD COMMUNITY COLLEGE - GRESHAM:
'WELDING TECHNOLOGY': 2-YEAR ASSOCIATE DEGREE PROGRAM.
- - - - - 22619 PORTLAND COMMUNITY COLLEGE - PORTLAND:
'WELDING TECHNOLOGY': 2-YEAR ASSOCIATE DEGREE PROGRAM.

WASHINGTON SCHOOLS

- - - - - 22731 CLARK COLLEGE - VANCOUVER:
'WELDING': 2-YEAR ASSOCIATE DEGREE PROGRAM.
- - - - - 22734 EVERETT COMMUNITY COLLEGE - EVERETT:
'WELDING TECHNOLOGY': 2-YEAR ASSOCIATE DEGREE PROGRAM.
- - - - - 22737 GREEN RIVER COMMUNITY COLLEGE - AUBURN:
'WELDING TECHNOLOGY': 2-YEAR ASSOCIATE DEGREE PROGRAM.
- - - - - 22742 HIGHLINE COMMUNITY COLLEGE - MIDWAY:
'WELDING TECHNOLOGY': 2-YEAR ASSOCIATE DEGREE PROGRAM.
- - - - - 22745 OLYMPIA TECHNICAL COMMUNITY COLLEGE - OLYMPIA:
'WELDING': 2-YEAR ASSOCIATE DEGREE PROGRAM.
- - - - - 22748 SEATTLE CENTRAL COMMUNITY COLLEGE - SEATTLE:
'WELDING TECHNOLOGY': 2-YEAR ASSOCIATE DEGREE PROGRAM.

SCHOOL INFORMATION

(The following School Topics are available for all Alaska schools. Selected topics are available for out-of-state schools - refer to User's Handbook.)

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- 74 Grading System

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- 08 Architecture
- 11 Area Studies
- 13 Biological Sciences
- 14 Business & Management
- 19 Communications
- 21 Computer & Information Sciences
- 23 Education
- 25 Engineering
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SCHOOL INFORMATION

22147 KETCHIKAN COMMUNITY COLLEGE

7TH & MADISON
KETCHIKAN
99901
CONTACT
RICHARD
FITZGERALD
225-6177

01 GENERAL INFORMATION

TYPE OF SCHOOL 2-YEAR PUBLIC
GRADUATE DEGREES NONE
SCHEDULE OF CLASSES COMPLETE DAY
AND NIGHT

CORRESPONDENCE COURSES NO
ACCREDITATION NW ASSN OF
SCHOOLS AND
COLLEGES

UNDERGRAD SUMMER LIMITED
CURRICULUM KETCHIKAN
LOCATION OF SCHOOL 8,542
POPULATION

02 ENROLLMENT FALL, 1979

TOTAL ENROLLMENT 795
WOMEN 453
MEN 342
FULL-TIME STUDENTS 43
PART-TIME STUDENTS 752
GRADUATE STUDENTS 0
FOREIGN STUDENTS 1
NEW 1ST-YEAR STUDENTS 230
OUT-OF-STATE STUDENTS 3

03 MINORITY ENROLLMENT FALL, 1979
TOTAL AMERICAN MINORITY 80
BLACK 1
AK NATIVE/AM INDIAN 68
ASIAN AMERICAN 9
HISPANIC 2
(THESE FIGURES REFLECT RESPONSES OF
PEOPLE WHO CHOOSE TO INDICATE THEIR
MINORITY GROUP MEMBERSHIP)

04 ENROLLMENT BY
AGE GROUP
UNDER 25 29%
25 TO 30 20%
31 TO 39 41%
OVER 40 10%

05 CONTACT FOR
MORE INFORMATION
CONTACT PERSON

RICHARD
FITZGERALD,
COUNSELOR
225-6177
YES
RICHARD
FITZGERALD
YES, OFF-
CAMPUS \$30-\$45

SCHOOL VISITS
SCHOOL VISIT CONTACT

OVERNIGHT LODGING

(CONTINUED ON NEXT PAGE)

AKCIS Board Members:

**S. Glenn Erickson, Administrator, Career and Vocational Education,
Department of Education, Chairperson**

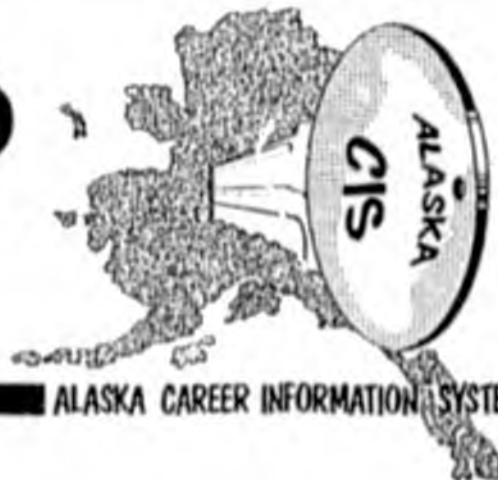
**Mark Mickelson, Grants Administrator, CETA Division,
Department of Community and Regional Affairs**

**Charles Caldwell, Chief, Research and Analysis Section,
Department of Labor**

**John Schlichting, Chief, Planning and Research, Vocational Rehabilitation,
Department of Education**

Alaska Career Information System
Alaska Department of Education
Pouch F
Juneau, Alaska 99811

AKCIS



What is AKCIS?

The Alaska Career Information System (AKCIS) is an interactive system designed to help individuals at any age in career exploration and decision-making. AKCIS integrates localized occupational and educational information by providing:

- QUEST:** A self-assessment questionnaire which helps individuals explore occupations related to their interests and abilities.
- DESC:** Descriptions of occupations including job duties, working conditions, wages, and employment outlook.
- PREP:** Ways to prepare for an occupation.
- PROG:** Programs of study and training available at Alaska postsecondary institutions, as well as at selected out-of-state schools.
- SCH:** The services offered at all postsecondary schools in Alaska and selected out-of-state schools, as well as associated costs.
- FIN-AID:** Financial aid programs available to Alaskans. Eligibility requirements, limitations, who to contact for applications.

What information is available through AKCIS?

Specifically, AKCIS can help users answer the following questions:

- What occupations match an individual's interests and abilities?
- What are the functions and duties of a particular occupation?
- What are the working conditions?
- What are the wages and fringe benefits?
- What skills and aptitudes are necessary?
- Where can a person go to develop the skills and obtain training in Alaska?
- What is the long-range job outlook?

Who are AKCIS Users?

Individuals at any age making career decisions. . . and individuals who assist in that process.

How is the Information Accessed?

There are two delivery methods:

- (1) A computerized version that may be accessed through the University of Alaska Computer Network (UACN); and
- (2) A manual version which consists of a deck of needle-sort cards and printout books containing the occupational and educational information.

Either or both of the delivery methods may be used.

Who pays for AKCIS?

AKCIS is partially supported by the agencies it serves through user service fees and through funding from state and federal sources.

Why use AKCIS instead of other systems on the market?

AKCIS is the only truly Alaska data based system available. It offers occupational educational information which is relevant to planning an Alaskan Career Program. The computerized version is updated daily.

Want more information?

Contact AKCIS and a staff member will:

- help you determine the best delivery method for your agency;
- help you determine the cost to your agency;
- negotiate a User Services Agreement; and
- arrange for on-site staff training and delivery of materials.

Alaska Career Information System
Alaska Department of Education
Pouch F
Juneau, Alaska 99811
(907) 465-2816

MASTER INDEX

Subject Areas & Learning Activities

	ACTIVITY NUMBER	CLASS PERIOD ACTIVITY	2 - 3 CLASS PERIODS	1 WEEK ACTIVITY OR LONGER	CLASSROOM ACTIVITY	FIELD ACTIVITY	RESOURCE CENTER ACTIVITY	GROUP ACTIVITY	INDIVIDUALIZED ACTIVITY	USE WITH TERMINAL	USE WITH NEEDLE-SE	JUNIOR HIGH LEVEL	SENIOR HIGH LEVEL	APPLICABLE FOR OTHER SUBJECT ARE
A. GUIDANCE														
If Only . . .	A-1			X	X		X	X		X	X	X	X	
Learning Package	A-2			X	X		X		X	X		X	X	
Do You Want to Work With People?	A-3	X			X			X	X		X	X	X	
Personal Characteristics and Occupational Choice	A-4	X			X			X	X	X	X	X	X	C
What to Be -- That is the Question	A-5			X	X	X	X		X	X	X	X	X	C
Quick Wits	A-6	X			X			X	X	X	X	X	X	
Education & Training: Do They Determine <u>Your</u> Job?	A-7	X			X			X	X	X	X	X	X	
Life-Line to Your Career	A-8		X		X			X	X	X	X	X	X	C
Now Hear This!	A-9		X		X		X	X	X	X	X		X	
Selling, Persuading and Your Future Job	A-10	X			X			X	X		X	X	X	I
Career Search	A-11			X	X	X	X		X	X	X	X	X	C
Planning Your Post High School Education	A-12	X			X	X	X	X	X	X	X		X	

MASTER INDEX

Subject Areas & Learning Activities

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A. GUIDANCE														
If Only . . .	A-1			X	X		X	X		X	X	X	X	
Learning Package	A-2			X	X		X		X	X		X	X	
Do You Want to Work With People?	A-3	X			X			X	X		X	X	X	
Personal Characteristics and Occupational Choice	A-4	X			X			X	X	X	X	X	X	C
What to Be -- That is the Question	A-5			X	X	X	X		X	X	X	X	X	C
Quick Wits	A-6	X			X			X	X	X	X	X	X	
Education & Training: Do They Determine Your Job?	A-7	X			X			X	X	X	X	X	X	
Life-Line to Your Career	A-8		X		X			X	X	X	X	X	X	C
Now Hear This!	A-9		X		X		X	X	X	X	X		X	
Selling, Persuading and Your Future Job	A-10	X			X			X	X		X	X	X	I
Career Search	A-11			X	X	X	X		X	X	X	X	X	C
Planning Your Post High School Education	A-12	X			X	X	X	X	X	X	X		X	

MASTER INDEX

Subject Areas & Learning Activities

(Continued)

	ACTIVITY NUMBER	CLASS PERIOD ACTIVITY	2 - 3 CLASS PERIODS	1 WEEK ACTIVITY OR LONGER	CLASSROOM ACTIVITY	FIELD ACTIVITY	RESOURCE CENTER ACTIVITY	GROUP ACTIVITY	INDIVIDUALIZED ACTIVITY	USE WITH TERMINAL	USE WITH NEEDLE-SORT	JUNIOR HIGH LEVEL	SENIOR HIGH LEVEL	APPLICABLE FOR OTHER SUBJECT AREAS
B. LANGUAGE ARTS														
Panel of Experts	B-1	X			X		X	X		X	X	X		
To Tell the Truth	B-2	X			X			X				X	X	
Vocabulary and the World of Work	B-3	X			X		X	X	X		X	X	X	A, E
Password to Careers	B-4		X		X			X			X	X	X	
Writing a Skill-Related Resume	B-5		X		X				X	X	X		X	D, F, G
Dear Diary	B-6		X		X				X	X	X	X	X	D, F, G
Research Paper	B-7			X	X		X		X	X	X	X	X	
Is It All It's Cracked Up To Be???	B-8			X	X	X	X	X	X	X	X	X	X	
Pre-Work Observation Activity	B-9			X	X	X		X	X		X	X	X	
C. SOCIAL STUDIES														
Interests, Occupations & Employment	C-1		X		X	X	X		X	X	X	X	X	A
What Shall I Do Now?	C-2		X		X		X	X		X	X	X	X	A
From Raw Resources to Jobs	C-3	X			X			X		X	X	X	X	
How Well Do You Know Your Parents?	C-4		X		X		X		X	X	X	X	X	A

MASTER INDEX

Subject Areas & Learning Activities

(Continued)

	ACTIVITY NUMBER	CLASS PERIOD ACTIVITY	2 - 3 CLASS PERIODS	1 WEEK ACTIVITY OR LONGER	CLASSROOM ACTIVITY	FIELD ACTIVITY	RESOURCE CENTER ACTIVITY	GROUP ACTIVITY	INDIVIDUALIZED ACTIVITY	USE WITH TERMINAL	USE WITH NEEDLE-SOFT	JUNIOR HIGH LEVEL	SENIOR HIGH LEVEL	APPLICABLE FOR OTHER SUBJECT AREAS
F. PHYSICAL EDUCATION														
Finding Out About P.E. Careers	F-1			X	X	X		X			X	X	X	D, G, I
G. ART														
Creativity and Your Career	G-1		X		X			X	X		X		X	
Exploring Careers in Art	G-2		X		X		X		X	X	X		X	D
H. PERSONAL FINANCE														
Economics and Your Life Style	H-1	X			X			X	X		X	X	X	
I. CAREER CLUSTERS														
BUSINESS														
Exploring Business Careers	I-1		X		X	X			X	X	X		X	D, E, G
INDUSTRIAL ARTS														
Tools Used Within Shop Careers	I-2		X		X			X	X	X	X	X		
HEALTH														
Careers as Health Technicians/Technologists	I-3		X		X				X	X	X		X	D
FOOD SERVICES														
Commercial Kitchens	I-4		X		X			X	X	X	X	X	X	



RECIPE

No. B-5

title: WRITING A SKILL-RELATED RESUME
by Violet Cooper Linn-Benton Community College Albany, Oregon
submitted by Mike Neill CIS Eugene, Oregon

objective: To acquaint the student with the skills required for an occupation and to have the student state the extent to which he or she possesses these skills.

time: 2-3 class periods

materials & facilities:

AKCIS Terminal or AKCIS Occupational Information Printouts

procedures:

1. Each student should choose an occupation in the AKCIS file.
2. From the occupational description have the student list all of the verbs and/or verb phrases that serve to describe what a person does in that occupation. For example, architects design construction, monitor construction, provide cost information, prepare sketches, etc.
3. For each verb selected, the student will write a paragraph on his or her ability to perform those tasks. For example, I have skill in drafting and artistic ability, enabling me to produce sketches which are technically correct and aesthetically pleasing.
4. Have the student write a resume or a statement to go with a job application in which the student includes the paragraphs on his or her skills.



RECIPE

No. A-1

title: IF ONLY . . .

by Brad Paulsen

and Carole Ishimaru

revised by Jeff Wiles

Colorado CIS

Oregon CIS

Boulder, Colorado

Eugene, Oregon

objective: To provide students an awareness of how jobs can be made meaningful by changing attitudes/perspectives toward the job. ✓

time: 1 week

materials & facilities:

AKCIS Terminal and/or Needle-Print Printout Books

IF ONLY . . . Worksheets (attached)

Five speakers for a panel presentation

procedures:

1. Have students individually complete Parts I and II of the attached worksheet.
2. Invite a panel of five people in different occupations to speak to the class about their jobs without naming the company for which each works, nor the job name (they are to be given a maximum of five minutes each to talk about such things as interesting/uninteresting job duties, work environment, preparation for job, how they keep from being bored).
3. Have students guess each speaker's occupation with a short explanation of the kinds of evidence that lead to the guess.
4. Ask speakers to identify their job name and company and to do any necessary clarification to summarize the presentation.
5. Have students individually complete Part III of worksheet.
6. Summary discussion questions:
 - a. What makes work meaningful to people; how can this be maintained?
 - b. When/why is it necessary for work to be meaningful?

IF ONLY . . . Worksheet

Name: _____

Part I: Look through pages 8-15 of your Computer User's Handbook (11-18 of the Needle-sort User's Handbook). Choose an occupation that would probably be the last one on earth you'd choose to do.

1. The name and code number of this occupation is: _____
2. Go to the AKCIS terminal and/or Needle-sort Printout Books to read its description.
3. Pretend that you have been forced into this occupation. There are absolutely no other jobs available and you really need to do well in this job because you need the money, possible raise and good recommendation for future jobs. You must remain in this job for at least three consecutive years. How can you create a pleasant, meaningful experience for yourself in this occupation? List five suggestions:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

Part II: Go through pages 8-15 again. Now choose an occupation that you think would be the very best one.

1. This occupation name and code number is: _____
2. Go to the AKCIS terminal and/or Needle-sort Printout Books to read its description.
3. List five situations that would make you despise this job:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

Part III: After listening to the classroom speakers, choose one for which the following questions are to be answered:

1. The speaker's name and occupation is: _____

2. The speaker was enthusiastic about the occupation because:

3. The speaker was unenthusiastic about the occupation because:

4. What could you recommend that this person do to make the occupation even more meaningful (check AKCIS terminal and/or Needle-sort Print-out Book description if you need additional information)?

ALASKA CAREER INFORMATION SYSTEM

PRICING SCHEDULE

The development and maintenance of the Alaska Career Information System (AKCIS) is partially supported by the institutions that use the service.



USER SERVICE FEE

All user agencies pay this fee and delivery system costs (either computer costs, needle-sort rental or both).

The user service fee is a yearly fee based on your user population. It is computed in the following way:

Multiply the number of estimated potential users by two-thirds then multiply that result by the appropriate \$8.00 or \$6.00 rate. Even if more than this number use AKCIS, no further service fee is charged for the year.

Rates

\$8.00 per user for the first 1000 estimated potential users

\$6.00 per user for the estimated users over 1000

For example, if you estimate your agency will serve 1,800 students/clients in a twelve month period:

$1,800 \times 2/3 = 1,200$ estimated potential users

First 1000 users at \$8.00/user = \$8,000

200 users at \$6.00/user = \$1,200

Total AKCIS service fee for the 12 month period = \$9,200

If your agency serves 300 students/clients:

$300 \times 2/3 = 200$ estimated potential users

$200 \times \$8.00/\text{user} = \$1,600$

Total AKCIS service fee for the 12 month period = \$1,600

DELIVERY SYSTEM COSTS

COMPUTER

Agencies using the computerized system provide their own computer terminal(s) and pay for computer time and telephone costs.

Computer Terminal: Prices are in the \$1,300 - \$2,100 price range as a one time cost

Computer Time: Estimated at \$1.15 per user per year on the University of Alaska Computer Network (UACN)

Telephone Costs: Accessing UACN is a local call in Anchorage, Fairbanks, Kenai, and Kodiak; other locations dial long distance to Anchorage, Fairbanks, or Juneau

Computer Paper: Cost varies with type of terminal but usually ranges around 15 cents per user per year

MANUAL (NEEDLE SORT)

Manual of the month cost is \$150.00 for materials. Each month cost includes a check of monthly card costs, base month, and three printed booklets containing the UACN, and counseling and other personal information.

AKCIS SUBSCRIBERS RECEIVE THE FOLLOWING

SERVICES

OCCUPATIONAL INFORMATION

Current, localized information outlines job duties, work setting, required aptitudes, outlook, wages and ways to prepare for most Alaska occupations.

PROGRAM AND SCHOOL INFORMATION

Current information describes programs of study and training in 135 areas and gives complete information on all postsecondary schools in Alaska and selected out-of-state schools.

TRAINING

Comprehensive on-site training is provided for new users.

USER'S HANDBOOKS

Each student/client receives a user's handbook that assists him/her in getting started by asking questions concerning his/her interests and abilities as well as explaining how to use the system.

IMPLEMENTATION HANDBOOK

Each site coordinator receives this manual, which outlines in detail the what and how of AKCIS. Of particular interest to educators is the section which demonstrates over 50 different learning activities that employ AKCIS in guidance and instruction.

NEWSLETTER

User sites periodically receive the AKCIS newsletter that highlights important AKCIS activities as well as notes of interest for vocational and career counselors, teachers, and administrators.

FOLLOW UP SERVICES

AKCIS staff will work with schools and agencies to solve problems, plan new users, improve the system's operation, and help the agency evaluate AKCIS use.

For further information or to become a user, please contact:

User Services Manager
Alaska Career Information System
Alaska Department of Education
Pouch F
Juneau, Alaska 99811

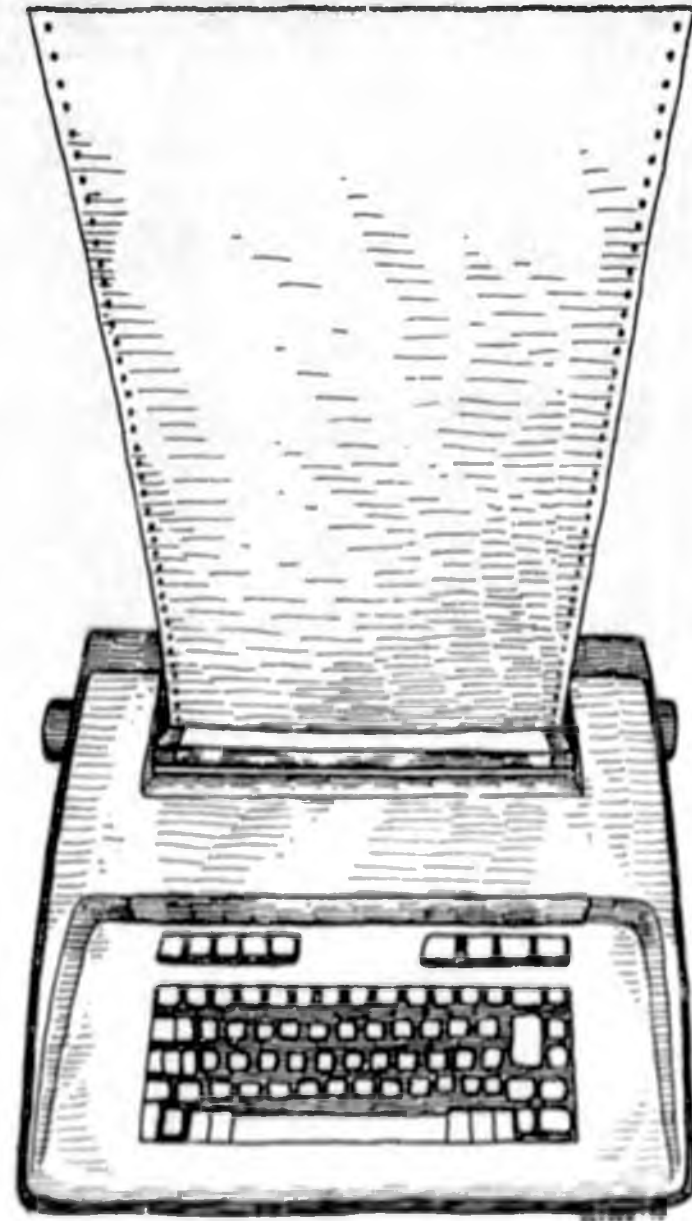
Phone: 465 2816

Alaska Career Information System

The Alaska Career Information System, located in the Department of Education, provides current occupational and educational information in usable form to individuals, schools and social agencies. The purpose is to improve career choices and training opportunities.

Alaska Career Information System
Alaska Department of Education
Pouch F-A
Juneau, Alaska 99811
(907) 465-2818

September 1980



Computer

User's Handbook

THE ALASKA CAREER INFORMATION SYSTEM (AKCIS)

AKCIS provides up-to-date occupational and educational information. The descriptions of occupations and how to prepare for them is the latest information for Alaska and selected out-of-state schools.

You may get descriptions of programs of study and training and a list of the schools where the programs are offered.

The information is stored on a computer, and you can get it by telling the computer just what you want to find.

This handbook will be your guide.

START

We all need information to make decisions. The Alaska Career Information System can help you get current information to use in your own career planning.

There are several places you can start:

- **Are you undecided about what occupations to explore?**
If so, you can state your likes and dislikes and get lists of job titles to explore.
Turn to QUEST on page 1.
- **Do you have some future occupations in mind?**
You can get the most current information available about occupations. AKCIS includes working conditions, hiring requirements, job outlook, ways to prepare for employment, and where to get more career information.
See OCCUPATIONS, page 8.
- **Do you have a field of study in mind?**
You can find out about programs, teaching methods, and degrees. You can get a list of schools and learn about the careers those programs of study can lead to.
See PROGRAMS OF STUDY AND TRAINING, page 16.
- **Are you considering certain schools or colleges?**
Do you have questions about the kind of programs they offer?
See SCHOOLS, page 22.
- **Are you looking for a job right now?**
Sorry, the system does not have information about current job openings. You will need to get help elsewhere. Ask a counselor or work experience coordinator, or you could check with the Employment Division office or other sources of current job openings.
Are you wondering how to get the computer to do what you want?
See instructions, pages 26-28.

For QUEST, turn to page 1.
For OCCUPATIONS, turn to page 8.
For PROGRAMS OF STUDY AND TRAINING, turn to page 16.
For SCHOOLS, turn to page 22.
For HOW TO USE THE COMPUTER TERMINAL, turn to page 26.

QUEST questionnaire

One good way to begin making your career plans is by thinking about your own likes and abilities. QUEST can help you find occupations that use the abilities and interests you report.

QUEST is a tool you can use yourself. It does not test you or tell you what to become. Instead, it helps you find occupations to explore further.

If you think about the questions and are honest with yourself, your list should contain some interesting occupations. If you don't like the list, you can try other answers and get another list.

To fill out the questionnaire just mark the CODE WORD next to your answer. The computer can "read" the code words and will use them to get a QUEST List of occupations for you to explore. You will find instructions for using the computer terminal at the end of the handbook.

Nature of work: People have different personalities, and so do jobs. Your personal likes, values, and interests will affect the kind of work you choose.

1. **Continuous.** On some jobs you do the same things many times a day and you work at a steady pace. Would you want to do this type of work?

ANSWER	(Circle one CODE WORD)
<u>Yes</u> , I would	YES
<u>No</u> , I would not	NO
No preference or I'm <u>not sure</u>	NS

2. **Precise.** On some jobs there is little room for error so you must be very exact in your work. Would you want to do this type of work?

<u>Yes</u> , I would	YES
<u>No</u> , I would not	NO
No preference or I'm <u>not sure</u>	NS

3. **Using facts.** On some jobs you use factual information to decide what to do. Would you want to do this type of work?

<u>Yes</u> , I would	YES
<u>No</u> , I would not	NO
No preference or I'm <u>not sure</u>	NS

QUEST (cont'd)

4. Working with others. On some jobs you must deal with many different people to get your work done. Would you want to do this type of work?

ANSWER	CODE WORD
<u>Yes</u> , I would	YES
<u>No</u> , I would not	NO
No preference or I'm <u>not sure</u>	NS

5. Persuading. On some jobs you talk with people to try to influence their actions or ideas. Would you want to do this type of work?

<u>Yes</u> , I would	YES
<u>No</u> , I would not	NO
No preference or I'm <u>not sure</u>	NS

6. Decision-making. On some jobs you are responsible for making final decisions about projects, plans and other people's duties. Would you want to do this type of work?

<u>Yes</u> , I would	YES
<u>No</u> , I would not	NO
No preference or I'm <u>not sure</u>	NS

7. Change. On some jobs you must move often from one task to another and use several different skills. Would you want to do this type of work?

<u>Yes</u> , I would	YES
<u>No</u> , I would not	NO
No preference or I'm <u>not sure</u>	NS

8. Creative. On some jobs you must express feelings and ideas in artistic ways. Would you want to do this type of work?

<u>Yes</u> , I would	YES
<u>No</u> , I would not	NO
No preference or I'm <u>not sure</u>	NS

QUEST (cont'd)

ABILITIES: Regardless of formal schooling, everyone has abilities that can be used on various jobs. The next seven questions will let you sort occupations by the abilities you want to use on a job. The ability levels refer to the entire U.S. population and not just the people where you work or study, so don't be too hard on yourself.

9. Eye-hand coordination. You would need to be good at handling things as you see them. Mark the highest level of eye and hand coordination you want to use on a job.

ANSWER	CODE WORD
<u>Low level</u> of coordinating eye and hand movements	EL
<u>Medium level</u> of coordinating eye and hand movements	EM
<u>High level</u> of coordinating eye and hand movements	EH
I'm <u>not sure</u> what level of this ability I want to use	NS

10. Working with fingers. You would need to be able to do very precise work with your fingers. You might have to work with small things quickly and carefully. Mark the highest level of working with fingers you want to use on a job.

<u>Low level</u> of working with fingers	FL
<u>Medium level</u> of working with fingers	FM
<u>High level</u> of working with fingers	FH
I'm <u>not sure</u> what level of working with fingers I want to use	NS

11. Checking accuracy. You would need to be very accurate at reading or copying written material. You might have to be good at things like proofreading numbers and words. Mark the highest level of checking accuracy you want to use on a job.

<u>Low level</u> of checking accuracy	CL
<u>Medium level</u> of checking accuracy	CM
<u>High level</u> of checking accuracy	CH
I'm <u>not sure</u> what level of checking accuracy I want to use	NS

12. Use of words. You would need to read and understand instructions. You might have to express yourself clearly when writing or talking with people. Mark the highest level use of words you want in a job.

<u>Low use</u> of words	VL
<u>Medium use</u> of words	VM
<u>High use</u> of words	VH
I'm <u>not sure</u> what level use of words I want in a job	NS

QUEST (cont'd)

13. Use of numbers. You would need to be able to work with numbers or measurements. A sign of this ability is doing basic arithmetic (addition, subtraction, multiplication and division) without difficulty. Mark the highest level use of numbers you want in a job.

ANSWER	CODE WORD
<u>Low</u> use of numbers	NL
<u>Medium</u> use of numbers	NM
<u>High</u> use of numbers	NH
I'm <u>not sure</u> what level use of numbers I want in a job	NS

14. Catching on to things. You would need the ability to understand procedures and the reasoning behind them. You might have to be good at figuring out complicated things. Mark the highest level of catching on to things you want to use on a job.

<u>Low</u> level of catching on to things	GL
<u>Medium</u> level of catching on to things	GM
<u>High</u> level of catching on to things	GH
I'm <u>not sure</u> what level of catching on to things I want to use	NS

15. Seeing detail. You would need to be able to tell slight differences in shapes of objects and lengths of lines. You might have to be able to see detail in objects, pictures or drawings. Mark the highest level of seeing detail you want to use on a job.

<u>Low</u> level of seeing detail	DL
<u>Medium</u> level of seeing detail	DM
<u>High</u> level of seeing detail	DM
I'm <u>not sure</u> what level of seeing detail I want to use	NS

16. Physical Activity. Jobs require different amounts of physical activity.

Would you be able and willing to be very active, often handling 50 pound objects and sometimes more?

<u>Yes</u> , I would	YES
<u>No</u> , (I couldn't or wouldn't want to)	CD
No preference or I'm <u>not sure</u>	NS

QUEST (cont'd)

PREPARATION: Different jobs require different types and levels of skills. There are various ways to prepare for a career. Some jobs require a certain amount of schooling or formal apprentice-training; others do not.

17. Education and training. How much education and training will you have when you enter your career field? Consider your present education plus additional education you would take. Circle the longest education or training program you have or would be willing to complete.

<u>No</u> special education, training or experience before starting the job	NO
No more than <u>high school</u> graduation (or GED) and a short training period	HS
Up to <u>one year</u> of full-time schooling (or two years of apprentice-type training)	ONE
Up to <u>two to three years</u> of full-time schooling (or three to four years of apprentice-type training)	TWO
Up to a <u>four-year</u> degree or equivalent	FOUR
<u>Any</u> amount of education, including university graduate school training	ANY

EARNINGS:

18. Beginning wage. How much must an occupation pay (for regular, full-time work) before you would consider it? These wages refer to the average starting rate before deductions; you would earn more with experience.

<u>Not sure</u> or not important at this time	NS
At least the <u>minimum</u> wage to start	MIN
At least \$1,000-\$1,499 per month (\$8.76-\$8.64 per hour)	1000
At least \$1,500-\$1,999 per month (\$8.65-\$11.53 per hour)	1500
At least \$2,000-\$2,499 per month (\$11.54-\$14.41 per hour)	2000
At least <u>\$2,500</u> per month (\$14.42 per hour or more)	2500

WORKING CONDITIONS:

19. Work setting. Where would you like to work?

Mostly <u>indoors</u> or under shelter	IN
Mostly <u>outdoors</u>	OUT
No preference or I'm <u>not sure</u>	NS

QUEST (cont'd)

LOCATION:

20. **City size.** Some people want to work only in a large city; others want to work in a small city; others want to work in a small town. In which size community are you willing to work?

Only in a <u>large city</u> (like Anchorage)	LM
Only in a <u>small city</u> (like Fairbanks or Juneau)	SC
Only in a <u>small town-rural area</u>	RUR
In a <u>large city or small city</u> , but not a small town rural area	LMSC
In a <u>small city or small town-rural area</u> , but not a large city	SCR
No preference or I'm <u>not sure</u> about city size; I am willing to work in any size community	NS

21. **Region.** Where are you willing to work?

Only in the <u>Anchorage Area</u>	ANC
Only in <u>Alaska</u>	AK
Only in the <u>Pacific Northwest</u>	NW
Anywhere in the <u>U.S.</u>	US

What occupations have you been considering? Write down some occupations you have been thinking about. (Titles and codes begin on the next page.)

You will want to see how the QUEST list compares with the occupations you have been considering. If any of them don't show up on your first QUEST list, you will be able to learn why not. You will also be able to change answers to see what would happen if you made different choices.

Now you can use the computer terminal to put in your answers and search the occupational files. See page 26.

Occupational Clusters

Occupations in the Alaska Career Information System are grouped by their major function within the following 28 categories. See the list of occupations for specific occupational titles and code numbers.

Number	Cluster Title
1100	Administrative
1400	Clerical
1600	Bookkeeping and Accounting
2100	Social Research
2300	Mathematical and Computing
2400	Engineering and Design
2600	Science and Laboratory
3100	Mechanics
3400	Building Maintenance
4100	Agriculture, Forestry, and Fishery
4200	Construction
4300	Food Processing
4400	Textile and Apparel
4500	Timber Products
4600	Mining
4700	Graphic Arts
5400	Metalworking
5800	Electricity and Electronics
5900	Other Production
6100	Transportation
7100	Stock Control
7400	Sales
7800	Food Service
8100	Health Service
8400	Social Service
8600	Personal Care
9400	Protective Service
9800	Art and Entertainment

OCCUPATIONS (cont'd)

1438 Data Entry Operators
 Data Processing Occupations, see:
 2356 Computer Operators
 2354 Computer Programmers
 1438 Data Entry Operators
 2353 Systems Analysts
 6182 Deck Hands
 2491 Decorators & Designers, Interior
 8176 Dental Assistants
 8162 Dental Hygienists
 2655 Dental Laboratory Technicians
 8142 Dentists
 Denturists (see 2655 Dental Laboratory Technicians)
 4662 Derrick Workers, Petroleum
 2491 Designers & Decorators, Interior
 4442 Designers, Clothes & Pattern-makers
 4724 Designers, Commercial Artists &
 4146 Designers, Floral
 Detectives (see 9414 Law Enforcement Officers)
 Diesel Mechanics (see 3114 Truck & Heavy Equipment Mechanics)
 8136 Dietitians
 6132 Dispatchers
 Doctors (see 8112 Physicians)
 2484 Drafters
 4664 Drillers, Rotary
 4464 Dry Cleaning Workers, Laundry &
 4244 Drywall Installers, Plasterers &
 263* Earth Scientists
 Ecologists (see 2611 Life Scientists)
 2176 Editors, Writers and
 1136 Education Administrators
 8458 Education Program Specialists
 EEG and/or EKG Technicians (see 2654 Health Technicians)
 24114 Electrical Engineers
 Electrical Technicians (see 5668 Electronics Technicians)
 5626 Electricians
 5668 Electronics Technicians
 8456 Elementary & Secondary Teachers
 8168 Emergency Medical Technicians
 Energy/Solar Occupations, see:
 2464 Architects
 4254 Carpenters
 241 Engineers
 4274 Plumbers
 2451 Engineering Technicians
 2411 Engineers
 6184 Engineers, Ship Officers &
 Environmental Occupations, see:
 2631 Earth Scientists
 4126 Fish & Wildlife Technicians
 4124 Foresters
 2611 Life Scientists
 5946 Water and Sewage Plant Operators
 1144 Executives, Business
 4514 Fallers and Buckers
 4164 Farmers and Ranchers
 Fast Food Workers (see 7862 Counter Attendants)
 1146 Financial Managers
 9426 Fire Fighters
 Fire Inspectors (see 9482 Health & Safety Inspectors)
 Fish and Wildlife Biologists (see 2611 Life Scientists)
 4126 Fish and Wildlife Technicians
 4182 Fishers, Commercial
 Fishing & Hunting Guides (see 8484 Recreation Guides)
 Fishing Boat Deck Hands (see 6182 Deck Hands)
 7856 Flight Attendants
 8188 Fight Engineers, Pilots &
 4276 Floor & Carpet Layers
 4146 Floral Designers
 Food & Drug Inspectors (see 9482 Health & Safety Inspectors)
 Food Processing Occupations, see:
 4324 Bakers
 4348 Cannery & Frozen Food Workers
 4182 Commercial Fishers
 4326 Meat Cutters
 4346 Food Processing Workers
 Food Service Occupations, see:

OCCUPATIONS (cont'd)

7852 Bartenders
 7888 Buspersons
 7824 Chefs & Dinner Cooks
 7862 Counter Attendants
 7856 Flight Attendants
 7826 Fry Cooks
 7884 Kitchen Helpers
 7854 Waiters & Waitresses
 4124 Foresters
 4128 Forestry Technicians
 6158 Fork Lift Operators
 2174 Freelance Writers
 7112 Freight Handlers
 4348 Frozen Food Workers, Cannery &
 7826 Fry Cooks
 8632 Funeral Directors & Embalmers
 Game Wardens (see 9414 Law Enforcement Officers)
 Garbage Collectors (see 6144 Local Truck Drivers)
 1418 General Office Clerks
 Geologists (see 2631 Earth Scientists)
 4248 Glaziers
 7134 Grocery Baggers
 3123 Ground Crew, Airline
 4144 Groundskeepers & Gardeners
 9476 Guards, Security
 8484 Guides, Recreation
 8624 Hairstylists
 5082 Handcrafters
 9482 Health & Safety Inspectors
 Health Occupations, see:
 8122 Chiropractors
 8176 Dental Assistants
 8152 Dental Hygienists
 2655 Dental Laboratory Technicians
 8142 Dentists
 8136 Dietitians
 8168 Emergency Medical Technicians
 1134 Health Service Administrators
 2654 Health Technicians
 2491 Interior Designers & Decorators
 8186 Medical Assistants
 8174 Nurse Aides & Orderlies
 81622 Nurse Practitioners
 8125 Occupational Therapists
 8134 Optometrists
 8124 Pharmacists
 8127 Physical Therapists
 8121 Physician Assistants
 8112 Physicians
 8162 Registered Nurses
 8128 Speech Pathologists & Audiologists
 8132 Veterinarians
 1134 Health Service Administrators
 2654 Health Technicians
 Health Therapists (see 8125 Occupational Therapists & 8127 Physical Therapists)
 3146 Heating-Cooling System Mechanics
 6151 Heavy Equipment Operators
 Historians (see 2144 Social Scientists)
 Horticulturists (see 2611 Life Scientists)
 Hospital Administrators (see 1134 Health Service Administrators)
 1132 Hotel & Motel Managers
 Hunting & Fishing Guides (see 8484 Recreation Guides)
 8152 Hygienists, Dental
 Industrial Machinery Repairers (see 3142 Millwrights)
 Industrial Truck Operators (see 6158 Fork Lift Operators)
 Inhalation Therapists (see 2668 Respiratory Therapists)
 2672 Inspectors, Quality Control
 Instrument Technicians (see 5668 Electronics Technicians)
 Insurance Adjusters & Examiners (see 1632 Claims Adjusters & Examiners)
 7416 Insurance Salespeople
 Insurance Underwriters (see 1636 Underwriters)
 2491 Interior Designers & Decorators

OCCUPATIONS (cont'd)

3455	Janitors	1134	Health Service Administrators
3184	Jewelers	1132	Hotel & Motel Managers
	Judges (see 8432 Lawyers)	1411	Office Managers
	Keypunch Operators (see 1438 Data Entry Operators)	1186	Personnel Officers
7884	Kitchen Helpers	1138	Public Administrators
		8482	Recreation Directors & Supervisors
2693	Laboratory Testers	1162	Sales & Service Managers
4286	Laborers, Construction	1142	Small Business Operators
	Land Use Planners (see 2462 Urban & Regional Planners)	2332	Mathematicians & Statisticians
	Landscape Architects (see 2464 Architects)	4326	Meat Cutters
	Landscape Occupations (see 4144 Groundskeepers & Gardeners)	24116	Mechanical Engineers
4464	Laundry & Dry Cleaning Workers	3116	Mechanics, Aircraft
9414	Law Enforcement Officers	3112	Mechanics, Automobile
8432	Lawyers	3146	Mechanics, Heating & Cooling System
8433	Legal Assistants		Mechanics, Industrial (see 3142 Millwrights)
14422	Legal Secretaries	3114	Mechanics, Truck & Heavy Equipment
8492	Librarians	8186	Medical Assistants
1428	Library Assistants	2653	Medical Laboratory Workers
8164	Licensed Practical Nurses	1431	Medical Record Technicians
2611	Life Scientists	14424	Medical Secretaries
5624	Linemen		Medical Technologists (see 2693 Laboratory Testers)
1636	Loan Officers		Meteorologists (see 2631 Earth Scientists)
6144	Local Truck Drivers	9436	Military Enlisted Personnel
4522	Log Handling Occupations	1172	Military Officers
	Loggers, see:	3142	Millwrights
	4516 Chokerettors	4646	Mining Occupations, Ore & Coal
	4514 Fallers & Buckers		Ministers (see 8436 Clergy)
	6156 Yarding & Loading Occupations	9842	Models
6145	Long Haul Truck Drivers	1132	Motel Managers, Hotel & Motorcycle Repairs (see 3118 Small Engine Repairs)
	Longshoremen (see 7112 Freight Handlers)		Occupations Related to, see:
5464	Mechanics	8456	Elementary & Secondary Teachers
	Maid, Room (see 3454 Room Cleaners)	9866	Performing Artists
7122	Mail Carriers	8464	University & College Teachers
3422	Maintenance Workers, Building Managers, see:		Newspaper Reporters (see 2176 Writers & Editors)
	1162 Construction Superintendents		
	1136 Education Administrators		
	1146 Financial Managers		

OCCUPATIONS (cont'd)

7174	Nurse Aides & Orderlies	4274	Plumbers
8162	Nurse Practitioners		Police Officers (see 9414 Law Enforcement Officers)
8164	Nurses, Licensed Practical		Political Scientists (see 2144 Social Scientists)
8162	Nurses, Registered	7123	Postal Clerks
	Occupational Safety & Health Inspectors (see 9482 Health & Safety Inspectors)	8164	Practical Nurses, Licensed Principals (see 1136 Education Administrators)
8125	Occupational Therapists	4766	Printing Production Occupations
	Oceanographers (see 2631 Earth Scientists)	8422	Probation Officers, Parole & Production Superintendents
1439	Office Machine Operators	1154	Professional Athletes
3164	Office Machine Repairers	9878	Programmer Analysts (see 2353 Systems Analysts)
1411	Office Managers		2354 Programmers, Computer
1172	Officers, Military	8434	Psychologists
3126	Oilers	1138	Public Administrators
	Operating Engineers (see 8151 Heavy Equipment Operators)	1195	Public Relations Workers
2656	Opticians	4574	Pulp & Paper Workers
8134	Optometrists	1184	Purchasing Agents, Buyers &
4646	Ore & Coal Mining Occupations		2672 Quality Control Inspectors
7126	Packers & Wrappers		9824 Radio & Television Announcers
4242	Painters	3168	Radio & TV Service Technicians
8422	Parole & Probation Officers		Radio Operators (see 6132 Dispatchers)
4442	Patternmakers, Clothes Designers & Payroll Clerks (see 1619 Accounting & Statistical Clerks)	2661	Radiologic Technologists
9866	Performing Artists	4164	Ranchers, Farmers &
1186	Personnel Officers	7417	Real Estate Salespeople
4652	Petroleum Derrick Workers	1452	Receptionists
	Petroleum Occupations, see:	8482	Recreation Directors & Supervisors
	5914 Petroleum Processing Occupations	8484	Recreation Guides
	4662 Petroleum Derrick Workers	8486	Recreation Leaders
	4664 Rotary Drillers	2462	Regional Planners, Urban &
	4672 Roustabouts	8162	Registered Nurses
5914	Petroleum Processing Occupations	3169	Repairers, Appliance
8124	Pharmacists	5486	Repairers, Body & Fender
5934	Photofinishers	3165	Repairers, Computer
4734	Photographers	3164	Repairers, Office Machine
2624	Physical Scientists		Repairers, Radio & TV (see 3168 Radio & TV Service Technicians)
8127	Physical Therapists	3118	Repairers, Small Engine
8121	Physician Assistants		Reporters (see 2176 Writers & Editors)
8112	Physicians		Reservation Agents (see 1426 Ticket Agents)
6188	Pilots & Flight Engineers		
2462	Planners, Urban & Regional		
4244	Plasterers & Drywall Installers		

OCCUPATIONS (cont'd)

2668 Respiratory Therapists
 11321 Restaurant Managers
 4278 Roofers
 3454 Room Cleaners
 4664 Rotary Drillers
 4672 Roustabouts
 7434 Route Salespeople

 9482 Safety Inspectors, Health &
 1162 Sales & Service Managers
 7484 Sales Clerks
 7414 Sales Representatives
 7418 Salespeople, Automobile
 7422 Salespeople, Business Services
 7416 Salespeople, Insurance
 7417 Salespeople, Real Estate
 7434 Salespeople, Route
 7415 Salespeople, Securities
 7454 Salespersons
 94822 Sanitarians
 School Superintendents (see 1138
 Education Administrators)
 2611 Scientists, Life
 2624 Scientists, Physical
 4446 Seamstresses & Tailors
 1442 Secretaries
 7416 Securities Salespeople
 9476 Security Guards
 3124 Service Station Attendants
 5946 Sewage Plant Operators, Water &
 5484 Sheet Metal Workers
 6184 Ship Officers & Engineers
 7116 Shipping & Receiving Clerks
 Ski Instructors (see 8486 Recre-
 ation Leaders)
 1142 Small Business Operators
 7116 Small Engine Repairers
 2164 Social Program Planners
 2144 Social Scientists
 8428 Social Service Aides
 8417 Social Workers
 Soil Scientists (see 2611 Life
 Scientists)
 Solicitors (see 1637 Collectors)
 8126 Speech Pathologists & Audi-
 ologists
 5844 Stationary Engineers
 1619 Statistical Clerks, Accounting &

2332 Statisticians, Mathematicians &
 1414 Stenographers
 Stewards & Stewardesses (see
 7856 Flight Attendants)
 7118 Stock Clerks
 Stockbrokers (see 7415 Securities
 Salespeople)
 5483 Structural Metal & Boiler Makers
 1152 Superintendents, Construction
 1154 Superintendents, Production
 2472 Surveyor Helpers
 2471 Surveyors
 2353 Systems Analysts

 4446 Tailors, Seamstresses &
 Taxi Dispatchers (see 6132 Dis-
 patchers)
 6142 Taxi Drivers, Bus &
 1422 Teacher Aides
 8456 Teachers, Elementary & Secondary
 8454 Teachers, University & College
 1454 Telephone & Telegraph Operators
 3166 Telephone Installers & Repairers
 9824 Television Announcers, Radio &
 3168 TV Service Technicians, Radio &
 8126 Therapists, Occupational
 8127 Therapists, Physical
 1426 Ticket Agents
 Tractor Operators (see 6151
 Heavy Equipment Operators)
 Transportation Occupations, see:
 6126 Air Traffic Controllers
 6142 Bus & Taxi Drivers
 6182 Deck Hands
 6132 Dispatchers
 6158 Fork Lift Operators
 6151 Heavy Equipment Oper.
 6144 Local Truck Drivers
 6146 Long Haul Truck Drivers
 6188 Pilots & Flight Engineers
 6184 Ship Officers & Engineers
 6156 Yarding & Loading Occs.
 1424 Travel Agents
 3114 Truck & Heavy Equipment Mechs.
 6144 Truck Drivers, Local
 8146 Truck Drivers, Long Haul
 Typists (see 1416 Clerk Typists)

OCCUPATIONS (cont'd)

1636 Underwriters
 8454 University & College Teachers
 4494 Upholsterers
 2462 Urban & Regional Planners

 Veterinarian Assistants (see 4174
 Animal Caretakers)
 8132 Veterinarians

 7854 Waiters & Waitresses
 Warehouse Workers (see 7112
 Freight Handlers)
 Watchmakers (see 3184 Jewelers)
 5946 Water & Sewage Plant Operators
 5492 Welders
 4126 Wildlife Technicians, Fish &
 4582 Woodworking Machine Operators
 2176 Writers & Editors
 2174 Writers, Freelance

 X-Ray Technicians (see 2661
 Radiologic Technologists)
 6156 Yarding & Loading Occupations

PROGRAMS OF STUDY

The computer contains information about 133 kinds of educational and training programs. Some are intended to prepare people for employment, others are not; some are conducted in schools, others on the job.

1. Find the programs you want to know about by using the program codes to get the information from the computer. (Remember this list covers educational information. The Occupational List is on page B.)
2. Then see "Using the computer terminal," on page 26.

- | | |
|---|---|
| 157 Accounting | 312 Jewelry |
| 145 Administration, Business Management & | 319 Modeling & Finishing |
| 231 Administration, Education | 314 Music |
| 377 Administration, Health Care | 317 Photography |
| 351 Administration, Medical Records | 318 Printing & Graphics |
| 562 Administration, Public | 316 Theatre & Drama |
| 633 Adult Basic Education | 522 Astronomy, Meteorology & |
| Adult Education Programs, see: | 151 Auditing, Income Tax |
| 633 Adult Basic Education | 278 Automotive & Diesel Mechanics Programs |
| 631 Apprenticeship Programs | 281 Auto Body Repair |
| 634 Rural Education Centers | Auto Parts Sales (see 148 Sales Training) |
| Advertising (see 193 Journalism) | 275 Aviation Maintenance |
| 066 Agricultural Business & Agricultural Economics | 149 Aviation Management |
| Agricultural Engineering (see 061 Agriculture, 251 Engineering) | 143 Banking & Finance |
| 061 Agriculture | 167 Barber Training |
| Agriculture Programs, see: | 633 Basic Education, Adult |
| 066 Agricultural Business & Agricultural Economics | 168 Beautician Training, Cosmetology & Bible Studies (see 446 Religion) |
| 061 Agriculture | Bilingual Education (see 236 Secondary Education) |
| 063 Food Science & Technology | Bilingual Elementary Education (see 234 Elementary Education) |
| 065 Horticulture & Landscaping | Biochemistry-Biophysics (see 131 Biology) |
| 174 Animal Grooming & Training | Bioengineering (see 251 Engineering, 363 Medicine) |
| 582 Anthropology | 131 Biology |
| 315 Apparel Design | Boat Operation (see 072 Marine Technology) |
| Appliance Repair. (see 297 Heating & Cooling Mechanic Training) | Bookkeeping (see 157 Accounting) |
| 631 Apprenticeship Programs | Building Inspection (see 288 Construction Industry Programs) |
| 081 Architecture | 154 Business Machine Operation |
| 111 Area Studies | 289 Business Machine Repair |
| 311 Art | |
| Arts, Fine & Applied Programs, see: | |
| 315 Apparel Design | |
| 311 Art | |
| 313 Interior Design | |

PROGRAMS OF STUDY (cont'd)

- | | |
|--|---|
| 145 Business Mgt. & Administration | 238 Counseling |
| Business-Related Programs, see: | Court Reporting (see 152 Shorthand Reporting) |
| 157 Accounting | Criminology-Deviance (see 587 Sociology) |
| 066 Agricultural Business & Agricultural Economics | |
| 143 Banking & Finance | Dance (see 316 Theatre & Drama) |
| 154 Business Machine Operation | 214 Data Entry, Keypunch & |
| 145 Business Mgt. & Adm. | 211 Data Processing |
| 161 Hotel & Motel Mgt. Programs | 358 Dental Assisting |
| 151 Income Tax Auditing | 361 Dental Hygiene |
| 144 International Business | 362 Dental Technology |
| 146 Marketing | 357 Dentistry |
| 147 Real Estate Training | Design (see Arts, Fine & Applied Programs) |
| 148 Sales Training | Diamond Setting (see 312 Jewelry) |
| 158 Secretarial Studies | 278 Diesel Mechanics Programs, Automotive & |
| 152 Shorthand Reporting | Distribution Clerk Training (see 158 Secretarial Studies) |
| | Dog Grooming (see 174 Animal Grooming & Training) |
| Car Mechanics (see 278 Automotive & Diesel Mechanics Programs) | 277 Drafting |
| Carpentry (see 288 Construction Industry Programs) | 316 Drama, Theatre and |
| 524 Chemistry | 163 Drivers Training, Commercial |
| 373 Chiropractic & Naturopathic Medicine | |
| City Planning (see 085 Urban Planning) | 583 Economics |
| Clerk Training (see 158 Secretarial Studies) | 066 Economics, Agricultural Business & Agricultural |
| 163 Commercial Drivers Training | 411 Economics, Home |
| 191 Communications | 231 Education Administration |
| Communications Programs, see: | 239 Education Aide Programs |
| 191 Communications | Education Programs, see: |
| 193 Journalism | 633 Adult Basic Education |
| 196 Radio & Television | 238 Counseling |
| 443 Speech | 231 Education Administration |
| Computer & Information Science Programs, see: | 239 Education Aide Programs |
| 211 Data Processing | 234 Elementary Education |
| 214 Keypunch & Data Entry | 232 Health Education |
| 288 Construction Industry Programs | 235 Physical Education |
| Continuing Education (see 634 Rural Education Centers) | 236 Secondary Education |
| Cook or Chef Training (see 165 Food Service) | 237 Special Education |
| 568 Corrections | Educational Management & Development (see 231 Education Administration) |
| 638 Correspondence Study | 292 Electronics |
| 168 Cosmetology & Beautician Training | 234 Elementary Education |

PROGRAMS OF STUDY (cont'd)

- Emergency Medical Technician (EMT) Programs (see 387 Health Technologies - Other)
- 279 Engine Repair, Small
- 251 Engineering
Engineering, Agricultural (see 061 Agriculture, 251 Engineering)
- 253 Engineering Technology
- 441 English & Literature
- Entomology (see 131 Biology)
- 381 Environmental & Sanitation Technology
- 291 Equipment Operation & Repair, Heavy
- 588 Ethnic Studies
- Farm Equipment Repair (see 291 Heavy Equipment Operation & Repair)
- Farming (see 061 Agriculture)
- Fashion (see 319 Modeling & Finishing, 315 Apparel Design, 311 Art)
- Film Studies (see 191 Communications)
- 143 Finance, Banking &
- 589 Fire Control
- 071 Fisheries & Wildlife Sciences
- Fishing (see 072 Marine Technology)
- 274 Flight Training
- 171 Floral Design
- 063 Food Science & Technology
- 165 Food Service
- 331 Foreign Languages
- 069 Forest Technology
- 068 Forestry
- 169 Funeral Service
- 153 Furniture Upholstery Training
- Game Mgt. (see 071 Fisheries & Wildlife Sciences)
- 448 General Humanities
- 521 General Physical Science
- 581 General Social Science
- 585 Geography
- 526 Geology
- 318 Graphics, Printing &
- Guidance & Counselor Education (see 238 Counseling)
- Gunsmithing (see 295 Machine Technology)
- 377 Health Care Administration
- 232 Health Education
- 387 Health Technologies - Others
- Health Programs, see:
- 373 Chiropractic & Naturopathic Medicine
- 358 Dental Assisting
- 361 Dental Hygiene
- 362 Dental Technology
- 357 Dentistry
- 381 Environmental & Sanitation Technology
- 377 Health Care Administration
- 387 Health Technologies - Other
- 383 Health Technology - Medical
- 385 Health Technology - Radiological (X-ray)
- 368 Massage
- 366 Medical Assisting
- 351 Medical Records Administration
- 363 Medicine (MD)
- 353 Nursing
- 367 Occupational Therapy
- 369 Optometry
- 372 Pharmacy
- 374 Physical Therapy
- 376 Public Health
- 378 Veterinary Medicine
- 383 Health Technology - Medical
- 385 Health Technology - Radiological (X-ray)
- 297 Heating & Cooling Mechanic Training
- 291 Heavy Equipment Operation & Repair
- 584 History
- 411 Home Economics
- Horseshoeing (see 174 Animal Grooming & Training)
- 065 Horticulture & Landscaping
- 161 Hotel & Motel Management Programs
- Humanities & Letters Programs, see:

PROGRAMS OF STUDY (cont'd)

- 441 English & Literature
- 448 General Humanities
- 584 History
- 445 Philosophy
- 446 Religion
- 443 Speech
- 448 Humanities, General
- Hydrology (see 526 Geology)
- 151 Income Tax Auditing
- Industrial Education (see 236 Secondary Education)
- Industrial Mgt. (see 145 Business Mgt. & Administration)
- 287 Industrial Mechanics Programs
- Inhalation Therapy (see 387 Health Technologies - Other)
- Insurance Training (see 148 Sales Training)
- 612 Interdisciplinary Studies
- 313 Interior Design
- 144 International Business
- 312 Jewelry
- 193 Journalism
- 214 Key punch & Data Entry
- 065 Landscaping, Horticulture &
- 331 Languages, Foreign
- 421 Law
- 567 Law Enforcement
- Learning Extension Centers (see 634 Rural Education Centers)
- 175 Leatherworking
- 422 Legal Assisting
- 461 Library Science
- 441 Literature, English &
- Lithography (see 318 Printing & Graphics)
- 154 Machine Operation, Business
- 289 Machine Repair, Business
- 295 Machine Technology
- 145 Management & Administration, Business
- Management and Business Programs (see Business Programs)
- Management, Industrial (see 145 Business Mgt. & Administration)
- 161 Management Programs, Hotel & Motel
- 564 Management, Park & Recreation
- 072 Marine Technology
- 146 Marketing
- 368 Massage
- 481 Mathematics
- 278 Mechanics Programs, Automotive & Diesel
- 287 Mechanics Programs, Industrial
- 297 Mechanic Training, Heating & Cooling
- Mechanical Drawing (see 277 Drafting)
- Mechanical Technology Programs, see:
- 281 Auto Body Repair
- 278 Automotive & Diesel Mechanics Programs
- 275 Aviation Maintenance
- 289 Business Machine Repair
- 288 Construction Industry Programs
- 277 Drafting
- 292 Electronics
- 274 Flight Training
- 297 Heating & Cooling Mechanic Training
- 291 Heavy Equipment Operation & Repair
- 287 Industrial Mechanics Programs
- 295 Machine Technology
- 293 Radio-TV Repair
- 278 Small Engine Repair
- 283 Welding
- 366 Medical Assisting
- 383 Medical, Health Technology -
- 351 Medical Records Administration
- 363 Medicine (MD)
- Merchandising (see 146 Marketing)
- 522 Meteorology & Astronomy
- Military Science (see 511 ROTC)
- Mining, Solution (see 251 Engineering)
- Minority Studies (see 588 Ethnic Studies)

PROGRAMS OF STUDY (cont'd)

- 319 Modeling & Finishing
 314 Music
- 373 Naturopathic Medicine, Chiropractic & Neurosciences (see 131 Biology)
- 353 Nursing
 Occupational Safety Programs (see 145 Business Mgt. & Adm.)
- 367 Occupational Therapy
- 528 Oceanography
 Oceanographic Technology (see 528 Oceanography)
 Office Management (see 145 Business Mgt. & Adm.)
 On-the-Job Training (see 631 Apprenticeship Programs)
- 369 Optometry
 Painting (see 288 Construction Industry Programs)
 Paramedic Training (see 387 Health Technologies—Other)
- 564 Park & Recreation Mgt.
 Pharmacology (see 131 Biology)
- 372 Pharmacy
- 445 Philosophy
- 317 Photography
- 235 Physical Education
- 521 Physical Science, General
- 374 Physical Therapy
- 523 Physics
 Physiology (see 131 Biology)
 Pilot Training (see 274 Flight Training)
 Plant Pathology (see 131 Biology)
 Plant Science (see 131 Biology)
 Plumbing (see 288 Construction Industry Programs)
 Police Training (see 567 Law Enforcement)
- 586 Political Science
- 318 Printing & Graphics
 Programming (see 211 Data Processing)
- 541 Psychology
- 562 Public Administration
 Public Affairs & Service Programs, see:
 568 Corrections
 569 Fire Control
 567 Law Enforcement
 564 Park & Recreation Mgt.
 562 Public Administration
 565 Social Service
- 376 Public Health
- 196 Radio & Television
- 293 Radio-TV Repair
- 385 Radiological (X-ray), Health Technology
 Range Resources (see 061 Agriculture)
 Range Science (see 061 Agriculture)
- 147 Real Estate Training
- 564 Recreation Mgt., Park &
- 446 Religion
- 281 Repair, Auto Body
- 289 Repair, Business Machine
- 291 Repair, Heavy Equip. Operation &
- 293 Repair, Radio-TV
- 279 Repair, Small Engine
- 152 Reporting, Shorthand
 Resources, Range (see 061 Agriculture)
 Respiratory Therapy (see 387 Health Technologies—Other)
 Retailing (see 146 Marketing)
 Restaurant Management (see 165 Food Service)
- 511 ROTC
- 634 Rural Education Centers
- 148 Sales Training
- 381 Sanitation Technology, Environmental & Science, Plant (see 131 Biology)
 Science Programs, Physical, see:
 524 Chemistry
 521 General Physical Science
 526 Geology
 522 Meteorology & Astronomy

PROGRAMS OF STUDY (cont'd)

- 528 Oceanography
- 523 Physics
 Science, Range (see 061 Agriculture)
 Science, Veterinary (see 061 Agriculture)
- 236 Secondary Education
- 158 Secretarial Studies
 Shoe Repair (see 175 Leatherworking)
- 152 Shorthand Reporting
- 279 Small Engine Repair
- 581 Social Science, General
 Social Science Program: see:
 582 Anthropology
 583 Economics
 588 Ethnic Studies
 581 General Social Science
 585 Geography
 584 History
 586 Political Science
 587 Sociology
 539 Urban Studies
- 565 Social Service
 Social Work (see 565 Social Service)
- 587 Sociology
 Solution Mining (see 251 Engineering)
- 237 Special Education
- 443 Speech
 Speech Pathology/Audiology (see 237 Special Education)
- Surveying (see 288 Construction Industry Programs)
- 293 TV Repair, Radio —
- 151 Tax Auditing, Income
- 196 Television, Radio & Television Repair (see 293 Radio-TV Repair)
- 316 Theatre & Drama
- 367 Therapy, Occupational
- 374 Therapy, Physical
 Training Opportunity Programs, see:
 633 Adult Basic Education
 631 Apprenticeship Programs
 634 Rural Education Centers
 Transportation Clerk Training (see 158 Secretarial Studies)
- Truck Driving (see 163 Commercial Drivers Training)
 Typing (see 158 Secretarial Studies)
- 153 Upholstery Training, Furniture
- 085 Urban Planning
- 589 Urban Studies
- 378 Veterinary Medicine
 Veterinary Science (see 061 Agriculture)
 Vocational Education (see 236 Secondary Education)
- Water Resources (see 072 Marine Technology)
- 283 Welding
 Well Drilling (see 295 Machine Technology)
- 071 Wildlife Sciences, Fisheries & Wood Utilization (see 068 Forestry)
 Wool (see 061 Agriculture)
 Women's Studies (see 587 Sociology)
- 385 (X-ray), Health Technology—Radiological

SCHOOLS

The AKCIS school file currently contains information on 64 public and private postsecondary institutions in Alaska, as well as selected out-of-state schools.

You can use the computer to compare as many as three schools at a time.

1. Find the schools you want information about. You will use the school codes to get information from the computer.

2. Then select the SCHOOL TOPICS on page 25.

- | | |
|--|---|
| 99136 ABC Services School of Heat | 99141 Contemporary Management Association |
| 99102 A.I.R. Center | 22133 Department of Public Safety Training Academy |
| 81122 Academy of Hair Design | Dillingham Rural Education Center (see Prog. 634 Rural Education Centers) |
| 99101 Aero Tech Flight Service, Inc. | |
| 49145 Alaska Air Frame & Power Plant Review Institute | |
| 99137 Alaska Bar Review/B.A.R., Inc. | |
| 21109 Alaska Bible College | |
| 22112 Alaska Bible Institute | |
| 44133 Alaska Business College | |
| 49156 Alaska Native Trng. Institute | |
| 21133 Alaska Pacific University | |
| 49147 Alaska Skill Center | |
| Aleutian Region, Adak Rural Education Center (see Prog. 634 Rural Education Centers) | |
| Aleutian Region, Cold Bay Rural Education Center (see Prog. 634 Rural Education Centers) | |
| Aleutian Region, King Cove Rural Education Center (see Prog. 634 Rural Education Centers) | |
| Aleutian Region, Sand Point Rural Education Center (see Prog. 634 Rural Education Centers) | |
| 81132 Anchorage AK School of Barbering | |
| 22141 Anchorage Community College | |
| 21123 Arctic Bible Institute | |
| 99105 Birchwood Air Service | |
| 99134 Cardinal School of Travel | |
| 44139 Century 21 Real Estate School of Alaska, Inc. | |
| 21125 Charismatic Bible College of Anchorage | |
| | Elson Air Force Base (see 21137 University of Alaska, Fairbanks) |
| | 99127 Eileen Seals Finishing & Modeling School |
| | Elmendorf Air Force Base (see 21135 University of Alaska, Anchorage) |
| | 71125 Fairbanks Beauty School |
| | 99111 Flying Machine, The |
| | Fort Greely (see 21137 University of Alaska, Fairbanks) |
| | Fort Richardson (see 21135 University of Alaska, Anchorage) |
| | Fort Wainwright (see 21137 University of Alaska, Fairbanks; |
| | 49153 Hutchison Career Development Center; 22163 Tanana Valley Community College) |
| | Fort Yukon Rural Education Center (see Prog. 634 Rural Education Centers) |
| | Galena Rural Education Center (see Prog. 634 Rural Education Centers) |
| | 99114 Gil's Aircraft Service |

SCHOOLS (cont'd)

- | | |
|---|--|
| 44136 H & R Block (Anchorage) | 22106 Sheldon Jackson College |
| 44137 H & R Block (Soldotna) | 22161 Sitka Community College |
| 99138 Human Resources Company | Southeastern Senior College (see 21139 University of AK, Juneau) |
| 49153 Hutchison Career Development Center | |
| 99145 Image of Lovellness | 44141 T & M Real Estate |
| 49155 Indian Action Program | 22163 Tanana Valley Community College |
| 21132 Inupiat University of the Arctic | 49158 Testing Institute of Alaska |
| | Tok Rural Education Center (see Prog. 634 Rural Education Centers) |
| 99129 JaCyn School of Modeling | 81128 Trend Setters School of Beauty |
| 99131 John Robert Powers Finishing & Fashion School | |
| Juneau-Douglas Community College (see 21139 University of Alaska, Juneau) | |
| 99148 Kastan School of Music | 21135 University of Alaska, Anchorage |
| 22145 Kenai Peninsula Community College | 21137 University of Alaska, Fairbanks |
| 22147 Ketchikan Community College | 21139 University of Alaska, Juneau |
| 22149 Kodiak Community College | |
| 22153 Kuskokwim Community College | 99123 Wilbur's Flight Operations |
| | 44145 Wilney Real Estate School |
| | 99125 Wyatt's Air Center |
| 99154 Literacy Council of Alaska | |
| 44142 Marston School of Real Estate | |
| 22155 Matanuska-Susitna Community College | |
| 99150 Montessori Creative Schools, Inc. | |
| 22127 Muldoon Bible Institute | |
| | CALIFORNIA |
| | 21214 Stanford University |
| | 21217 University of California, Berkeley |
| | 21232 University of San Francisco |
| | 21235 University of Southern California |
| | 21238 University of the Pacific |
| | HAWAII |
| | 21343 University of Hawaii Manoa |
| | IDAHO |
| | 21454 Idaho State University |
| | 21457 University of Idaho |
| | MONTANA |
| | 21563 Montana State University |
| | 21566 University of Montana |
| | OREGON |
| | 21674 Dental School, University of Oregon Health Sciences Center |
| | 22613 Lane Community College |

SCHOOLS (cont'd)

- 21677 Lewis & Clark College
- 21682 Medical School, University of
Oregon Health Sciences Center
- 22616 Mount Hood Community College
- 21685 Oregon State University
- 22619 Portland Community College
- 21688 University of Oregon
- 49769 West Coast Training Service
- 21691 Willamette University

WASHINGTON

- 22731 Clark College
- 22734 Everett Community College
- 22737 Green River Community College
- 22742 Highline Community College
- 22745 Olympia Technical Community
College
- 21714 Pacific Lutheran University
- 22748 Seattle Central Community College
- 21717 Seattle University
- 22751 Shoreline Community College
- 22753 Tacoma Community College
- 21722 University of Puget Sound
- 21725 University of Washington
- 21728 Washington State University

SCHOOL TOPICS

After entering school numbers, select topic numbers for which you want information. See "Using the Computer Terminal" on page 26.

General Information

- *01 General Information
- *02 Enrollment
- 03 Minority Enrollment
- *04 Enrollment by Age Group
- *05 Contact for More Information
- 70 Evening & Weekend Classes
- 71 Alternative Credit Opportunities
- 72 Class Size
- 73 School-Wide Graduation Requirements
- 74 Grading System

Programs of Study

- *06 Agriculture and Natural Resources
- *08 Architecture
- *11 Area Studies
- *13 Biological Sciences
- *14 Business & Management
- *19 Communications
- *21 Computer & Information Sciences
- *23 Education
- *25 Engineering
- *27 Mechanical Engineering Technologies
- *31 Fine & Applied Arts
- *33 Foreign Languages
- *35 Health Services
- *41 Home Economics
- *42 Law
- *44 Letters (English, Philosophy, Speech)
- *46 Library Science
- *48 Mathematics
- *51 Military Science
- *52 Physical Science
- *54 Psychology
- *56 Public Affairs & Services
- *58 Social Sciences
- *61 Interdisciplinary Studies
- *63 Other Programs of Study
- *65 Foreign Study Programs
- *66 Honors Programs
- *67 Reserved Officer Training (ROTC)
- *68 Ethnic Studies Programs
- *69 Women's Studies Programs

Admissions

- *75 Freshman (or 1st year) Admission
- *76 Transfer Admission Requirements
- *77 Admission Application Procedures
- *78 Special Admissions
- 79 Graduate School Admission

Housing

- *80 Dormitories
- 81 Greek Housing
- 82 Cooperative Housing
- 83 Off-Campus Housing
- 84 Married Student Campus Housing

Cost & Financial Aid

- *85 Single Student Costs
- 86 Married Student Costs
- 87 Part-Time Student Costs
- *88 Aid Available
- *89 Aid Application Procedures
- 90 Applicants Receiving Aid
- 91 Part-Time Jobs

Services

- *92 Services for All Students
- *93 Services for Handicapped Students
- 94 Services & Programs for Special
Student Groups
- 98 School-Sponsored Athletic
Programs
- 101 School-Sponsored Health Services
- 102 Child Care Facilities
- 103 Library Available
- 104 Bus Service
- 105 Student Parking Available

*Out-of-state schools have only these topics of information available.

Using the Computer Terminal

You can easily run the Alaska Career Information System yourself, but first you must contact the computer and get the program and files.

Your counselor or teacher will make contact with the computer, log in (type the code name or number and password), and get the AKCIS program and files.

Once you have the AKCIS program you can use any of the commands on these pages at almost any time, and it isn't fussy about spacing.

There is only one thing to keep in mind: each time you enter a message you must punch the RETURN key. That will signal the computer to process your command.

General Commands

WHEN YOU WANT TO:

Begin using the computer program.

Indicate the end of a command.

Skip to the next section of the printout.

End a long printout. (If you do not want the whole printout, punch the period (.) and RETURN when the teletype pauses.)

Get help with what to do next.

Cancel a transaction before it is sent. This causes the message to be ignored and you can proceed.

Stop using the System when nobody is waiting.

Stop using the System and someone is waiting.

TYPE IN:

HELLO

RETURN Key

Return Key when the terminal pauses

Period and RETURN Key when the terminal pauses

HELP

Hold down the CTRL Key and punch the letter X

STOP

LINEFEED Key and type HELLO

GIVING COMMANDS

AKCIS is your tool for getting information. You give the commands, and the computer will look up the information for you. You can get whatever information you want, and you can get it in any order.

The computer will recognize any of the commands on these pages.

Quest Commands

WHEN YOU WANT TO:

Begin the questionnaire.

Find out how many occupations remain on your list.

Back up one question to change an answer.

Find out what occupation titles are on your list.

Find out why a particular occupation was left off your occupational list.

Change the answers to questions you have already answered.

Select individual questionnaire items to answer.

Finish answering the questionnaire.

TYPE IN:

QUEST

HOW MANY

BACK UP

LIST

WHY NOT (occ. no.)

CHANGE

SELECT

FINISH

Occupation Commands

WHEN YOU WANT TO:	TYPE IN:
Know what information there is in the computer.	INFO
Get a description of job duties, specialties, working conditions, hiring requirements, employment prospects, etc.	DESC (<u>occ. no.</u>)
Get a list of attributes (QUEST answers) which keep a particular occupation on your QUEST list.	ATTR (<u>occ. no.</u>)
Get a bibliography of occupational books.	BIB (<u>occ. no.</u>)
See how people prepare for the occupation.	PREP (<u>occ. no.</u>)
List high school courses that will help in preparing for a field of work (cluster).	PREP (first two digits of <u>occ. no.</u>)

Program Commands

Get a list of courses, degrees, and schools for a program of study and training.	PROG (<u>program no.</u>)
--	----------------------------------

School Commands

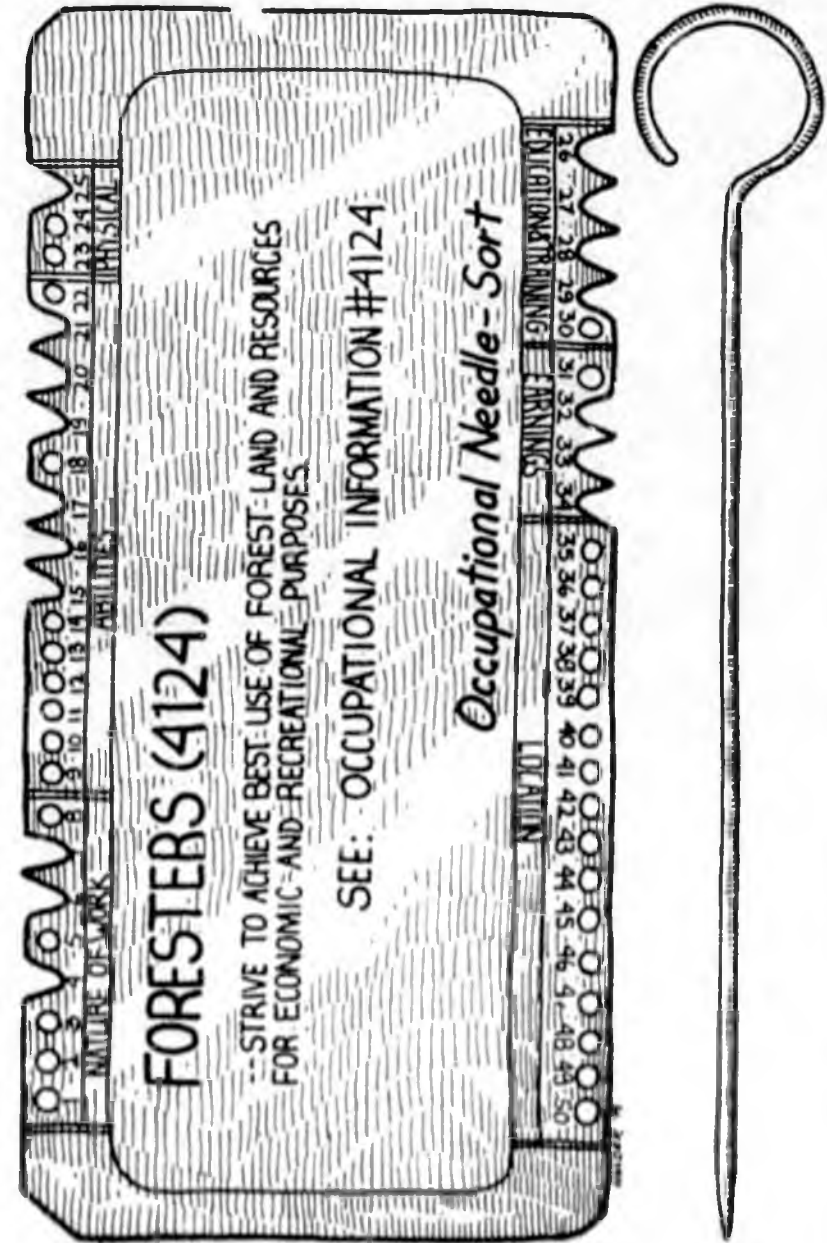
Find out the address, programs offered, and whom to contact for more information at specific schools.	SCH (1, 2 or 3 <u>school codes</u>) (Example: SCH49147, 21133,22153)
---	--

Alaska Career Information System

The Alaska Career Information System, located in the Department of Education, provides current occupational and educational information in usable form to individuals, schools and social agencies. The purpose is to improve career choices and training opportunities.

Alaska Career Information System
Alaska Department of Education
Pouch F-A
Juneau, Alaska 99811
(907) 465-2816

September 1980



Needle-Sort

User's Handbook

THE ALASKA CAREER INFORMATION SYSTEM (AKCIS)

AKCIS provides up-to-date occupational and educational information. Using the needle-sort deck, you may obtain the names of some occupations to consider. The three accompanying books of information contain descriptions of the occupations and how to prepare for them, descriptions of programs of study and training, and information on the postsecondary schools in Alaska and in selected out-of-state schools that offer these programs.

This handbook will be your guide for using the AKCIS needle-sort.

Start

We all need information to make decisions. The Alaska Career Information System can help you get current information to use in your own career planning.

There are several places you can start:

- **Are you undecided about what occupations to explore?**
If so, you can state your likes and dislikes and get lists of job titles to explore.

Turn to QUEST on page 1.

- **Do you have some future occupations in mind?**
You can get the most current information available about occupations. AKCIS includes working conditions, hiring requirements, job outlook, ways to prepare for employment, and where to get more career information.

See OCCUPATIONS, page 11.

- **Do you have a field of study in mind?**
You can find out about programs, teaching methods, and degrees. You can get a list of schools and learn about the careers those programs of study can lead to.

See PROGRAMS OF STUDY AND TRAINING, page 19.

- **Are you considering certain schools or colleges?**
Do you have questions about the kind of programs they offer?

See SCHOOLS, page 25.

- **Are you looking for a job right now?**
Sorry, the system does not have information about current job openings. You will need to get help elsewhere. Ask a counselor or work experience coordinator, or you could check with the Employment Division office or other sources of current job openings.

For QUEST, turn to page 1.

For HOW TO GET INFORMATION, turn to page 9.

For OCCUPATIONS, turn to page 11.

For PROGRAMS OF STUDY AND TRAINING, turn to page 19.

For SCHOOLS, turn to page 25.

QUEST questionnaire

One good way to begin making your career plans is by thinking about your own likes and abilities. QUEST can help you find occupations that use the abilities and interests you report.

QUEST is a tool you can use yourself. It does not test you or tell you what to become. Instead, it helps you find occupations to explore further.

If you think about the questions and are honest with yourself, your list should contain some interesting occupations. If you don't like the list, you can try other answers and get another list.

Read the questions and mark the "code word" next to each answer you choose.

There are instructions for using the needle-sort cards at the end of the questionnaire.

NATURE OF WORK: People have different personalities, and so do jobs. Your personal likes, values, and interests will affect the kind of work you choose.

1. **Continuous.** On some jobs you do the same things many times a day and you work at a steady pace. Would you want to do this type of work?

ANSWER

(Circle one CODE WORD)

Yes, I would

YES

No, I would not

NO-1

No preference or I'm not sure

NS

2. **Precise.** On some jobs there is little room for error so you must be very exact in your work. Would you want to do this type of work?

Yes, I would

YES

No, I would not

NO-2

No preference or I'm not sure

NS

3. **Using facts.** On some jobs you use factual information to decide what to do. Would you want to do this type of work?

Yes, I would

YES

No, I would not

NO-3

No preference or I'm not sure

NS

QUEST (cont'd)

4. **Working with others.** On some jobs you must deal with many different people to get your work done. Would you want to do this type of work?

ANSWER	CODE WORD
<u>Yes</u> , I would	YES
<u>No</u> , I would not	NO-4
No preference or I'm <u>not sure</u>	NS

5. **Persuading.** On some jobs you talk with people to try to influence their actions or ideas. Would you want to do this type of work?

<u>Yes</u> , I would	YES
<u>No</u> , I would not	NO-5
No preference or I'm <u>not sure</u>	NS

6. **Decision-making.** On some jobs you are responsible for making final decisions about projects, plans and other people's duties. Would you want to do this type of work?

<u>Yes</u> , I would	YES
<u>No</u> , I would not	NO-6
No preference or I'm <u>not sure</u>	NS

7. **Change.** On some jobs you must move often from one task to another and use several different skills. Would you want to do this type of work?

<u>Yes</u> , I would	YES
<u>No</u> , I would not	NO-7
No preference or I'm <u>not sure</u>	NS

8. **Creative.** On some jobs you must express feelings and ideas in artistic ways. Would you want to do this type of work?

<u>Yes</u> , I would	YES
<u>No</u> , I would not	NO-8
No preference or I'm <u>not sure</u>	NS

QUEST (cont'd)

ABILITIES: Regardless of formal schooling, everyone has abilities that can be used on various jobs. The next seven questions will let you sort occupations by the abilities you want to use on a job. The ability levels refer to the entire U.S. population and not just the people where you work or study, so don't be too hard on yourself.

9. **Eye-hand coordination.** You would need to be good at handling things as you see them. Mark the highest level of eye and hand coordination you want to use on a job.

ANSWER	CODE WORD
<u>Low</u> level of coordinating eye and hand movements	EL-9
<u>Medium</u> level of coordinating eye and hand movements	EM-10
<u>High</u> level of coordinating eye and hand movements	EH
I'm <u>not sure</u> what level of this ability I want to use	NS

10. **Working with fingers.** You would need to be able to do very precise work with your fingers. You might have to work with small things quickly and carefully. Mark the highest level of working with fingers you want to use on a job.

<u>Low</u> level of working with fingers	FL-11
<u>Medium</u> level of working with fingers	FM-12
<u>High</u> level of working with fingers	FH
I'm <u>not sure</u> what level of working with fingers I want to use	NS

11. **Checking accuracy.** You would need to be very accurate at reading or copying written material. You might have to be good at things like proofreading numbers and words. Mark the highest level of checking accuracy you want to use on a job.

<u>Low</u> level of checking accuracy	CL-13
<u>Medium</u> level of checking accuracy	CM-14
<u>High</u> level of checking accuracy	CH
I'm <u>not sure</u> what level of checking accuracy I want to use	NS

12. **Use of words.** You would need to read and understand instructions. You might have to express yourself clearly when writing or talking with people. Mark the highest level use of words you want in a job.

<u>Low</u> use of words	VL-15
<u>Medium</u> use of words	VM-16
<u>High</u> use of words	VH
I'm <u>not sure</u> what level use of words I want in a job	NS

QUEST (cont'd)

13. **Use of numbers.** You would need to be able to work with numbers or measurements. A sign of this ability is doing basic arithmetic (addition, subtraction, multiplication and division) without difficulty. Mark the highest level use of numbers you want in a job.

ANSWER	CODE WORD
<u>Low</u> use of numbers	NL-17
<u>Medium</u> use of numbers	NM-18
<u>High</u> use of numbers	NH
I'm <u>not sure</u> what level use of numbers I want in a job	NS

14. **Catching on to things.** You would need the ability to understand procedures and the reasoning behind them. You might have to be good at figuring out complicated things. Mark the highest level of catching on to things you want to use on a job.

<u>Low</u> level of catching on to things	GL-19
<u>Medium</u> level of catching on to things	GM-20
<u>High</u> level of catching on to things	GH
I'm <u>not sure</u> what level of catching on to things I want to use	NS

15. **Seeing detail.** You would need to be able to tell slight differences in shapes of objects and lengths of lines. You might have to be able to see detail in objects, pictures or drawings. Mark the highest level of seeing detail you want to use on a job.

<u>Low</u> level of seeing detail	DL-21
<u>Medium</u> level of seeing detail	DM-22
<u>High</u> level of seeing detail	DH
I'm <u>not sure</u> what level of seeing detail I want to use	NS

QUEST (cont'd)

16. **Physical activity.** Jobs require different amounts of physical activity.

Would you be able and willing to be very active, often handling 50-pound objects and sometimes more?

ANSWER	CODE WORD
<u>Yes</u> , I would	YES—(go on to Question 17)
<u>No</u> , (I couldn't or wouldn't want to)	CD—(Answer Question 16A below)
No preference or I'm <u>not sure</u>	NS—(go on to Question 17)

16A	If you answered CD, what is the most activity you would be able and willing to do?	
Medium	Moving around a lot and handling objects usually 10 to 25 pounds. (rarely 50 pounds)	M-23
Light	Moving around some and handling light objects usually under 10 pounds. (rarely 20 pounds)	L-24
Sitting	Rarely moving around. Usually sitting.	S-25
	No preference or I'm not sure	NS

PREPARATION: Different jobs require different types and levels of skills. There are various ways to prepare for a career. Some jobs require a certain amount of schooling or formal apprentice-type training; others do not.

17. **Education and training.** How much education and training will you have when you enter your career field? Consider your present education plus additional education you would take. Circle the longest education or training program you have or would be willing to complete.

No special education, training or experience before starting the job	NO-26
No more than <u>high school</u> graduation (or G.E.D.) and a short training period	HS-27
Up to <u>one year</u> of full-time schooling (or two years of apprentice-type training)	ONE-28
Up to <u>two to three years</u> of full-time schooling (or three to four years of apprentice-type training)	TWO-29
Up to a <u>four-year</u> degree or equivalent	FOUR-30
<u>Any amount</u> of education, including university graduate school training	ANY

QUEST (cont'd)

EARNINGS:

18. Beginning wage. How much must an occupation pay (for regular, full-time work) before you would consider it? These wages refer to the average starting rate before deductions; you would earn more with experience.

ANSWER	CODE WORD
Not sure or not important at this time	NS
At least the minimum wage to start	MIN
At least \$1,000—\$1,499 per month (\$5.76—\$8.64 per hour)	1000-31
At least \$1,500—\$1,999 per month (\$8.65—\$11.63 per hour)	1500-32
At least \$2,000—\$2,499 per month (\$11.54—\$14.41 per hour)	2000-33
At least \$2,500 per month (\$14.42 per hour or more)	2500-34

WORKING CONDITIONS:

19. Work setting. Where would you like to work?

Mostly <u>indoors</u> or under shelter	IN-35
Mostly <u>outdoors</u>	OUT-36
No preference or I'm <u>not sure</u>	NS

LOCATION:

20. City size. Some people want to work only in a large city; others want to work in a small city; others want to work in a small town. In which size community are you willing to work?

Only in a <u>large city</u> (like Anchorage)	LM-37
Only in a <u>small city</u> (like Fairbanks or Juneau)	SC-38
Only in a <u>small town-rural area</u>	RUR-39
In a <u>large city or small city</u> , but not a small town-rural area	LMSC-40
In a <u>small city or small town-rural area</u> , but not a large city	SCR-41
No preference or I'm <u>not sure</u> about city size; I am willing to work in any size community	NS

QUEST (cont'd)

21. Region. Where are you willing to work?

Only in the <u>Anchorage Area</u>	ANC-42
Only in <u>Alaska</u>	AK-50
Only in the <u>Pacific Northwest</u>	NW
Anywhere in the <u>U.S.</u>	US

What occupations have you been considering? Write down some occupations you have been thinking about. (Titles and codes begin on page 11.)

If their requirements don't match your answers, you can learn why by looking at the cards that drop out after each sort.

Now see "How to Sort the Cards" on the next page.

How To Sort The Cards



Step 1.
See how you marked Question 1. If there is a number by the code word you circled, find the card hole with the same number. (Example: If you circled "NO-1," find hole 1.) Put the needle in that hole.

NOTE:

If the answer you marked does not have a number beside it, skip to the next question. An answer without a number does not drop any job titles.



Step 2.
Hold the needle level. Lift and shake the deck of cards. Be sure all the loose cards drop out. You can look over the cards that drop out and put them into the file box; they do not match the answer you chose.

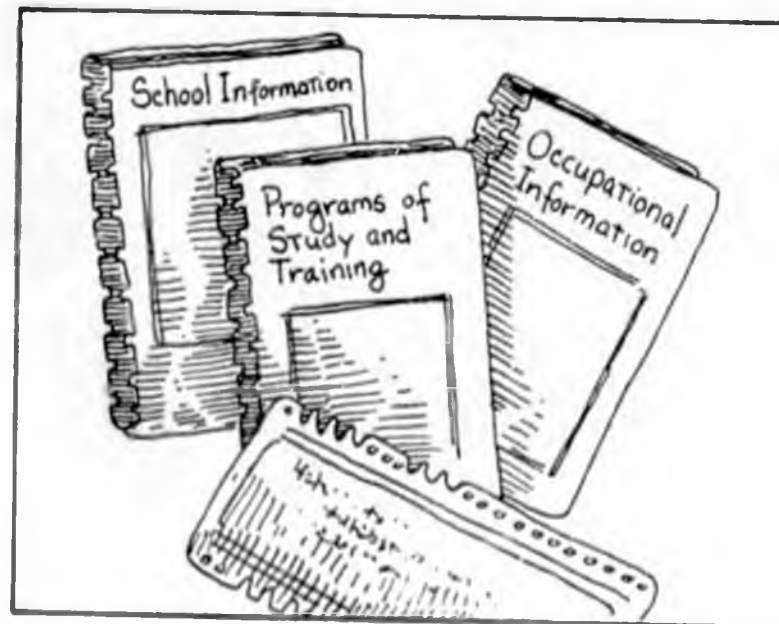


Step 3.
Repeat Steps 1 and 2 for the rest of the questions. The cards that are left on the needle will tell you about occupations that match the answers you marked. You will want to explore some of the occupations; there will probably be others that don't appeal to you.

NOTE:

You can change answers to get different occupations.

How To Get Information



There are three kinds of information:

- **OCCUPATIONAL INFORMATION**
—job duties, hiring requirements, outlook and ways to prepare.
- **PROGRAMS OF STUDY AND TRAINING**
—subjects to study and schools where training is available.
- **SCHOOLS**
—names, addresses, contact persons and programs offered.

To get information from any of these sources:

- Step 1.** Look up the code number.
Occupation codes: pages 11-18
Program codes: pages 19-23
School codes: pages 25-26
- Step 2.** Find the printout you want, and use the code number to look up the subject.

Occupational Clusters

Occupations in the Alaska Career Information System are grouped by their major function within the following 28 categories. See the list of occupations for specific occupational titles and code numbers.

Number	Cluster Title
1100	Administrative
1400	Clerical
1600	Bookkeeping and Accounting
2100	Social Research
2300	Mathematical and Computing
2400	Engineering and Design
2600	Science and Laboratory
3100	Mechanics
3400	Building Maintenance
4100	Agriculture, Forestry, and Fishery
4200	Construction
4300	Food Processing
4400	Textile and Apparel
4500	Timber Products
4600	Mining
4700	Graphic Arts
5400	Metalworking
5600	Electricity and Electronics
5900	Other Production
6100	Transportation
7100	Stock Control
7400	Sales
7800	Food Service
8100	Health Service
8400	Social Service
8600	Personal Care
9400	Protective Service
9800	Art and Entertainment

OCCUPATIONS

The 215 occupational categories cover about 90% of the employment in the state and the major kinds of work found elsewhere in the country.

Look in the "Occupational Information" printout for current information about any of these occupations.

1614	Accountants & Auditors	4442	Clothes Designers & Patternmakers
1619	Accounting & Statistical Clerks	4724	Commercial Artists & Designers
1136	Administrators, Education	8456	Elementary & Secondary Teachers
1134	Administrators, Health Service	5982	Handcrafters
1138	Administrators, Public	2491	Interior Designers & Decorators
	Advertising-Related Occs., see:	4734	Photographers
	7422 Business Services Salespeople (includes Adv'g Salespeople)	8454	University & College Teachers
	4724 Commercial Artists & Designers	4724	Artists & Designers, Commercial
	4734 Photographers	9866	Artists, Performing
	1195 Public Relations Workers	9878	Athletes, Professional
	2176 Writers & Editors		Attorneys (see 8432 Lawyers)
	Agronomists (see 2611 Life Scientists)	8128	Audiologists, Speech Pathologists &
	Aides, Recreation (see 8486 Recreation Leaders)	1614	Auditors, Accountants & Automobile Body Repairers (see 5486 Body & Fender Repairers)
8428	Aides, Social Service	3112	Automobile Mechanics
1422	Aides, Teacher	7418	Automobile Salespeople
6126	Air Traffic Controllers		
3116	Aircraft Mechanics		
	Airline Careers, see:		
	6126 Air Traffic Controllers	4324	Bakers
	3116 Aircraft Mechanics	1644	Bank Tellers
	3123 Airline Ground Crew		Barbers (see 8624 Hairstylists)
	7856 Flight Attendants	7852	Barbers
	6188 Pilots & Flight Engineers		Beauticians (see 8424 Hairstylists)
	1424 Travel Agents		Bill Collectors (see 1637 Collectors)
3123	Airline Ground Crew	26112	Biologists
	Airline Pilots (see 6188 Pilots & Flight Engineers)	5486	Body & Fender Repairers
4174	Animal Caretakers	5483	Boiler Makers, Structural Metal & Boiler Operators (see 5944 Stationary Engineers)
9824	Announcers, Radio & Television	1616	Bookkeepers
	Anthropologists (see 2144 Social Scientists)		Botanists (see 2611 Life Scientists)
3169	Appliance Repairers	4264	Bricklayers
1634	Appraisers	5664	Broadcast Technicians
2464	Architects		Building Inspectors (see 9482 Health & Safety Inspectors)
	Art-Related Occupations, see:		

OCCUPATIONS (cont'd)

3422	Building Maintenance Workers	7484	Clerks, Sales
	Bulldozer Operators (see 6151 Heavy Equipment Operators)	4442	Clothes Designers & Patternmakers
6142	Bus & Taxi Drivers		Coaches (see 8486 Recreation Leaders)
	Business Administrators, see:	4646	Coal Mining Occs., Ore & Collectors
	1144 Business Executives	1637	College Presidents (see 1136 Education, Administrators)
	1146 Financial Managers		College Teachers, University & Commercial Artists & Designers
	1132 Hotel & Motel Managers	8454	Commercial Fishers
	1138 Public Administrators	4724	Commercial Salespeople (see 7114 Sales Representatives)
	1142 Small Business Operators	4182	Computer Operators
1144	Business Executives	2356	Computer Programmers
7422	Business Services Salespeople	2354	Computer Repairers
7888	Buspersons	3165	Construction Laborers
1184	Buyers & Purchasing Agents	4286	Construction Occupations, see:
	Cab Drivers (see 6142 Bus & Taxi Drivers)	4264	Bricklayers
4348	Cannery & Frozen Food Workers	4254	Carpenters
	Car Loaders (see 7112 Freight Handlers)	4246	Cement Masons
4254	Carpenters	4286	Construction Laborers
4276	Carpet Layers, Floor &	4276	Floor & Carpet Layers
1642	Cashiers & Grocery Checkers	4248	Glaziers
	Catskinners (see 6151 Heavy Equipment Operators)	4242	Painters
4246	Cement Masons	4244	Plasterers & Drywall Installers
	Charter Boat Operators (see 6184 Ship Officers & Engineers)	4274	Plumbers
7824	Chefs & Dinner Cooks	4278	Roofers
8449	Child Care Workers	1152	Construction Superintendents
8122	Chiropractors	7824	Cooks, Chefs & Dinner
4516	Chokersetters	7826	Cooks, Fry
24113	Civil Engineers		Correctional Counselors (see 8422 Parole & Probation Officers; also 8414 Counselors)
1632	Claims Adjusters & Examiners		Cosmetologists (see 8624 Hairstylists)
8436	Clergy	8414	Counselors
	Clerical Occupations, see:	7862	Counter Attendants
	1644 Bank Tellers		Crafts Instructors (see 8486 Recreation Leaders)
	1616 Bookkeepers		Craftspersons (see 5982 Handcrafters)
	1642 Cashiers & Grocery Checkers		Custodians (see 3455 Janitors)
	1416 Clerk Typists		Dancers (see 9806 Performing Artists)
	1438 Data Entry Operators		
	1418 General Office Clerks		
	1442 Secretaries		
	1414 Stenographers		
	1424 Travel Agents		
1416	Clerk Typists		
1418	Clerks, General Office		

OCCUPATIONS (cont'd)

1438	Data Entry Operators		Energy/Solar Occupations, see:
	Data Processing Occupations, see:		2464 Architects
	2356 Computer Operators		4254 Carpenters
	2354 Computer Programmers		2411 Engineers
	1438 Data Entry Operators		4274 Plumbers
	2353 Systems Analysts	2451	Engineering Technicians
6182	Deck Hands	2411	Engineers
2491	Decorators & Designers, Interior	6184	Engineers, Ship Officers & Environmental Occupations, see:
8176	Dental Assistants		2631 Earth Scientists
8152	Dental Hygienists		4126 Fish & Wildlife Technicians
2655	Dental Laboratory Technicians		4124 Foresters
8142	Dentists		2611 Life Scientists
	Denturists (see 2655 Dental Laboratory Technicians)		5946 Water and Sewage Plant Operators
4662	Derrick Workers, Petroleum	1144	Executives, Business
2491	Designers & Decorators, Interior		
4442	Designers, Clothes & Patternmakers	4514	Fallers and Buckers
4724	Designers, Commercial Artists & Designers, Floral	4164	Farmers and Ranchers
4146	Detective, (see 9414 Law Enforcement Officers)		Fast Food Workers (see 7862 Counter Attendants)
	Diesel Mechanics (see 3114 Truck & Heavy Equipment Mechanics)	1146	Financial Managers
8136	Dietitians	9426	Fire Fighters
6132	Dispatchers		Fire Inspectors (see 9482 Health & Safety Inspectors)
	Doctors (see 8112 Physicians)		Fish and Wildlife Biologists (see 2611 Life Scientists)
2484	Drafters	4126	Fish and Wildlife Technicians
4661	Drillers, Rotary	4182	Fishers, Commercial
4464	Dry Cleaning Workers, Laundry &		Fishing & Hunting Guides (see 8484 Recreation Guides)
4244	Drywall Installers, Plasterers &		Fishing Boat Deck Hands (see 6182 Deck Hands)
2631	Earth Scientists	7856	Flight Attendants
	Ecologists (see 2611 Life Scientists)	6188	Flight Engineers, Pilots &
2176	Editors, Writers and	4276	Floor & Carpet Layers
1136	Education Administrators	4146	Floral Designers
8458	Education Program Specialists		Food & Drug Inspectors (see 9482 Health & Safety Inspectors)
	EFG and/or EKG Technicians (see 2654 Health Technicians)		Food Processing Occupations, see:
24114	Electrical Engineers		4324 Bakers
	Electrical Technicians (see 5668 Electronics Technicians)		4348 Cannery & Frozen Food Workers
5626	Electricians		4182 Commercial Fishers
5668	Electronics Technicians		4326 Meat Cutters
8456	Elementary & Secondary Teachers	4346	Food Processing Workers
8168	Emergency Medical Technicians		Food Service Occupations, see:

OCCUPATIONS (cont'd)

- 7852 Bartenders
- 7888 Buspersons
- 7824 Chefs & Dinner Cooks
- 7862 Counter Attendants
- 7856 Flight Attendants
- 7826 Fry Cooks
- 7884 Kitchen Helpers
- 7854 Waiters & Waitresses
- 4124 Foresters
- 4128 Forestry Technicians
- 6158 Fork Lift Operators
- 2174 Freelance Writers
- 7112 Freight Handlers
- 4348 Frozen Food Workers, Cannery & Fry Cooks
- 7826 Fry Cooks
- 8632 Funeral Directors & Embalmers
- Game Wardens (see 9414 Law Enforcement Officers)
- Garbage Collectors (see 6144 Local Truck Drivers)
- 1418 General Office Clerks
- Geologists (see 2631 Earth Scientists)
- 4248 Glaziers
- 7134 Grocery Baggers
- 3123 Ground Crew, Airline
- 4144 Groundskeepers & Gardeners
- 9476 Guards, Security
- 8484 Guides, Recreation
- 8624 Hairstylists
- 5982 Handcrafters
- 9482 Health & Safety Inspectors
- Health Occupations, see:
 - 8122 Chiropractors
 - 8176 Dental Assistants
 - 8152 Dental Hygienists
 - 2655 Dental Laboratory Technicians
 - 8142 Dentists
 - 8136 Dietitians
 - 8168 Emergency Medical Technicians
 - 1134 Health Service Administrators
 - 2654 Health Technicians
 - 8164 Licensed Practical Nurses
- 8186 Medical Assistants
- 8174 Nurse Aides & Orderlies
- 81822 Nurse Practitioners
- 8125 Occupational Therapists
- 8134 Optometrists
- 8124 Pharmacists
- 8127 Physical Therapists
- 8121 Physician Assistants
- 8112 Physicians
- 8162 Registered Nurses
- 8128 Speech Pathologists & Audiologists
- 8132 Veterinarians
- 1134 Health Service Administrators
- 2654 Health Technicians
- Health Therapists (see 8125 Occupational Therapists & 8127 Physical Therapists)
- 3146 Heating-Cooling System Mechanics
- 6151 Heavy Equipment Operators
- Historians (see 2144 Social Scientists)
- Horticulturists (see 2611 Life Scientists)
- Hospital Administrators (see 1134 Health Service Administrators)
- 1132 Hotel & Motel Managers
- Hunting & Fishing Guides (see 8494 Recreation Guides)
- 8152 Hygienists, Dental
- Industrial Machinery Repairers (see 3142 Millwrights)
- Industrial Truck Operators (see 6158 Fork Lift Operators)
- Inhalation Therapists (see 2668 Respiratory Therapists)
- 2672 Inspectors, Quality Control
- Instrument Technicians (see 5688 Electronics Technicians)
- Insurance Adjusters & Examiners (see 1632 Claims Adjusters & Examiners)
- 7416 Insurance Salespeople
- Insurance Underwriters (see 1635 Underwriters)
- 2491 Interior Designers & Decorators

OCCUPATIONS (cont'd)

- 3455 Janitors
- 3184 Jewelers
- Judges (see 8432 Lawyers)
- Keypunch Operators (see 1438 Data Entry Operators)
- 7884 Kitchen Helpers
- 2693 Laboratory Testers
- 4286 Laborers, Construction
- Land Use Planners (see 2462 Urban & Regional Planners)
- Landscape Architects (see 2464 Architects)
- Landscape Occupations (see 4144 Groundskeepers & Gardeners)
- 4464 Laundry & Dry Cleaning Workers
- 9414 Law Enforcement Officers
- 8432 Lawyers
- 8433 Legal Assistants
- 14422 Legal Secretaries
- 8492 Librarians
- 1428 Library Assistants
- 8164 Licensed Practical Nurses
- 2611 Life Scientists
- 5624 Linepersons
- 1636 Loan Officers
- 6144 Local Truck Drivers
- 4522 Log Handling Occupations
- Loggers, see:
 - 4516 Chokersetters
 - 4514 Fallers & Buckers
 - 6156 Yarding & Loading Occupations
- 6145 Long Haul Truck Drivers
- Longshoremen (see 7112 Freight Handlers)
- 5464 Machinists
- Maids, Room (see 3454 Room Cleaners)
- 7122 Mail Carriers
- 3422 Maintenance Workers, Building Managers, see:
 - 1152 Construction Superintendents
 - 1136 Education Administrators
 - 1146 Financial Managers
- 1134 Health Service Administrators
- 1132 Hotel & Motel Managers
- 1411 Office Managers
- 1186 Personnel Officers
- 1138 Public Administrators
- 8482 Recreation Directors & Supervisors
- 1162 Sales & Service Managers
- 1142 Small Business Operators
- 2332 Mathematicians & Statisticians
- 4320 Meat Cutters
- 24116 Mechanical Engineers
- 3116 Mechanics, Aircraft
- 3112 Mechanics, Automobile
- 3146 Mechanics, Heating & Cooling System
- Mechanics, Industrial (see 3142 Millwrights)
- 3114 Mechanics, Truck & Heavy Equipment
- 8186 Medical Assistants
- 2653 Medical Laboratory Workers
- 1431 Medical Record Technicians
- 14424 Medical Secretaries
- Medical Technologists (see 2693 Laboratory Testers)
- Meteorologists (see 2631 Earth Scientists)
- 9436 Military Enlisted Personnel
- 1172 Military Officers
- 3142 Millwrights
- 4646 Mining Occupations, Ore & Coal
- Ministers (see 8436 Clergy)
- 9842 Models
- 1132 Motel Managers, Hotel & Motorcycle Repairers (see 3118 Small Engine Repairers)
- Music-Related Occupations, see:
 - 8456 Elementary & Secondary Teachers
 - 9866 Performing Artists
 - 8454 University & College Teachers
- Newspaper Reporters (see 2176 Writers & Editors)

OCCUPATIONS (cont'd)

8174	Nurse Aides & Orderlies	4274	Plumbers
81622	Nurse Practitioners		Police Officers (see 9414 Law Enforcement Officers)
8164	Nurses, Licensed Practical		Political Scientists (see 2144 Social Scientists)
8162	Nurses, Registered		Social Scientists
	Occupational Safety & Health Inspectors (see 9482 Health & Safety Inspectors)	7123	Postal Clerks
8125	Occupational Therapists	8164	Practical Nurses, Licensed
	Oceanographers (see 2631 Earth Scientists)		Principals (see 116 Education Administrators)
1439	Office Machine Operators	4766	Printing Production Occupations
3164	Office Machine Repairers	8422	Probation Officers, Parole & Production Superintendents
1411	Office Managers	1154	Production Superintendents
1172	Officers, Military	9878	Professional Athletes
3126	Oilers		Programmer Analysts (see 2353 Systems Analysts)
	Operating Engineers (see 6151 Heavy Equipment Operators)	2354	Programmers, Computer
2656	Opticians	8434	Psychologists
8134	Optometrists	1138	Public Administrators
4646	Oil & Coal Mining Occupations	1195	Public Relations Workers
		4574	Pulp & Paper Workers
		1184	Purchasing Agents, Buyers & Quality Control Inspectors
7126	Packers & Wrappers	2672	Quality Control Inspectors
4242	Painters		
8422	Parole & Probation Officers	9824	Radio & Television Announcers
4442	Patternmakers, Clothes Designers & Payroll Clerks (see 1619 Accounting & Statistical Clerks)	3168	Radio & TV Service Technicians
9866	Performing Artists		Radio Operators (see 6132 Dispatchers)
1188	Personnel Officers	2661	Radiologic Technologists
4662	Petroleum Derrick Workers	4164	Ranchers, Farmers & Real Estate Salespeople
	Petroleum Occupations, see:	7417	Real Estate Salespeople
	5914 Petroleum Processing Occupations	1452	Receptionists
	4662 Petroleum Derrick Workers	8482	Recreation Directors & Supervisors
	4664 Rotary Drillers	8484	Recreation Guides
	4672 Roustabouts	8486	Recreation Leaders
5914	Petroleum Processing Occupations	2462	Regional Planners, Urban & Registered Nurses
8124	Pharmacists	8162	Registered Nurses
5934	Photofinishers	3169	Repairers, Appliance
4734	Photographers	5486	Repairers, Body & Fender
2624	Physical Scientists	3165	Repairers, Computer
8127	Physical Therapists	3164	Repairers, Office Machine
8121	Physician Assistants		Repairers, Radio & TV (see 3168 Radio & TV Service Technicians)
8112	Physicians	3118	Repairers, Small Engine
6188	Pilots & Flight Engineers		Reporters (see 2176 Writers & Editors)
2462	Planners, Urban & Regional		Reservation Agents (see 1425 Ticket Agents)
4244	Plasterers & Drywall Installers		

OCCUPATIONS (cont'd)

2668	Respiratory Therapists	2332	Statisticians, Mathematicians & Stanographers
11321	Restaurant Managers	1414	Stenographers
4278	Roofers		Stewards & Stewardesses (see 7856 Flight Attendants)
3454	Room Cleaners	7118	Stock Clerks
4664	Rotary Drillers		Stockbrokers (see 7415 Securities Salespeople)
4672	Roustabouts	5483	Structural Metal & Boiler Makers
7434	Route Salespeople	1152	Superintendents, Construction
		1154	Superintendents, Production
9482	Safety Inspectors, Health & Sales & Service Managers	2472	Surveyor Helpers
1162	Sales & Service Managers	2471	Surveyors
7484	Sales Clerks	2353	Systems Analysts
7414	Sales Representatives		
7418	Salespeople, Automobile	4446	Tailors, Seamstresses & Taxi Dispatchers (see 6132 Dispatchers)
7422	Salespeople, Business Services	6142	Taxi Drivers, Bus & 1422 Teacher Aides
7416	Salespeople, Insurance	8456	Teachers, Elementary & Secondary
7417	Salespeople, Real Estate	8454	Teachers, University & College
7434	Salespeople, Route	1454	Telephone & Telegraph Operators
7415	Salespeople, Securities	3166	Telephone Installer & Repairers
7454	Salespersons	9824	Television Announcers, Radio & 3168 TV Service Technicians, Radio & 8125 Therapists, Occupational 8127 Therapists, Physical 1425 Ticket Agents
94822	Sanitarians		Tractor Operators (see 6151 Heavy Equipment Operators)
	School Superintendents (see 1136 Education Administrators)		Transportation Occupations, see:
2611	Scientists, Life		6126 Air Traffic Controllers
2624	Scientists, Physical		6142 Bus & Taxi Drivers
4446	Seamstresses & Tailors		6182 Deck Hands
1442	Secretaries		6132 Dispatchers
7415	Securities Salespeople		6158 Fork Lift Operators
9476	Security Guards		6151 Heavy Equipment Oprs.
3124	Service Station Attendants		6144 Local Truck Drivers
5946	Sewage Plant Operators, Water & 5484 Sheet Metal Workers		6145 Long Haul Truck Drivers
6184	Ship Officers & Engineers		6188 Pilots & Flight Engineers
7116	Shipping & Receiving Clerks		6184 Ship Officers & Engineers
	Ski Instructors (see 8486 Recreation Leaders)		6158 Yarding & Loading Occs.
1142	Small Business Operators	1421	Taxi Agents
3118	Small Engine Repairers	3114	Truck & Heavy Equipment Mechs.
2164	Social Program Planners	6144	Truck Drivers, Local
2144	Social Scientists	6145	Truck Drivers, Long Haul
8428	Social Service Aides		Typists (see 1416 Clerk Typists)
8417	Social Workers		
	Soil Scientists (see 2611 Life Scientists)		
	Solicitors (see 1637 Collectors)		
8128	Speech Pathologists & Audiologists		
5944	Stationary Engineers		
1619	Statistical Clerks, Accounting &		

OCCUPATIONS (cont'd)

- 1635 Underwriters
- 8454 University & College Teachers
- 4494 Upholsterers
- 2462 Urban & Regional Planners

- Veterinarian Assistants (see 4174
Animal Caretakers)
- 8132 Veterinarians

- 7854 Waiters & Waitresses
- Warehouse Workers (see 7112
Freight Handlers)
- Watchmakers (see 3184 Jewelers)
- 5946 Water & Sewage Plant Operators
- 5492 Welders
- 4126 Wildlife Technicians, Fish &
- 4582 Woodworking Machine Operators
- 2176 Writers & Editors
- 2174 Writers, Freelance

- Ray Technicians (see 2661
Radiologic Technologists)

- 6156 Yarding & Loading Occupations

Programs of Study

AKCIS provides information about 133 kinds of educational and training programs. Some are intended to prepare people for employment, others are not; some are conducted in schools, others on the job.

Look in the printout "Programs of Study and Training" for a description of each program and Alaska schools that offer training.

- | | |
|---|---|
| 157 Accounting | 314 Music |
| 145 Administration, Business Management & | 317 Photography |
| 231 Administration, Education | 318 Printing & Graphics |
| 377 Administration, Health Care | 316 Theatre & Drama |
| 351 Administration, Medical Records | 522 Astronomy, Meteorology & |
| 562 Administration, Public | 151 Auditing, Income Tax |
| 633 Adult Basic Education | 278 Automotive & Diesel Mechanics Programs |
| Adult Education Programs, see: | 281 Auto Body Repair |
| 633 Adult Basic Education | Auto Parts Sales (see 148 Sales Training) |
| 631 Apprenticeship Programs | 275 Aviation Maintenance |
| 634 Rural Education Centers | 149 Aviation Management |
| Advertising (see 193 Journalism) | |
| 066 Agricultural Business & Agricultural Economics | 143 Banking & Finance |
| Agricultural Engineering (see 061 Agriculture, 251 Engineering) | 167 Barber Training |
| 061 Agriculture | 633 Basic Education, Adult |
| Agriculture Programs, see: | 168 Beautician Training, Cosmetology & Bible Studies (see 446 Religion) |
| 066 Agricultural Business & Agricultural Economics | Bilingual Education (see 236 Secondary Education) |
| 061 Agriculture | Bilingual Elementary Education (see 234 Elementary Education) |
| 063 Food Science & Technology | Biochemistry-Biophysics (see 131 Biology) |
| 065 Horticulture & Landscaping | Bioengineering (see 251 Engineering, 363 Medicine) |
| 174 Animal Grooming & Training | 131 Biology |
| 582 Anthropology | Boat Operation (see 072 Marine Technology) |
| 315 Apparel Design | Bookkeeping (see 157 Accounting) |
| Appliance Repair (see 297 Heating & Cooling Mechanic Training) | Building Inspection (see 288 Construction Industry Programs) |
| 631 Apprenticeship Programs | 154 Business Machine Operation |
| 081 Architecture | 289 Business Machine Repair |
| 111 Area Studies | 145 Business Mgt. & Administration |
| 311 Art | Business-Related Programs, see: |
| Arts, Fine & Applied Programs, see: | 157 Accounting |
| 315 Apparel Design | 066 Agricultural Business & Agricultural Economics |
| 311 Art | |
| 313 Interior Design | |
| 312 Jewelry | |
| 319 Modeling & Finishing | |

PROGRAMS OF STUDY (cont'd)

- 143 Banking & Finance
- 154 Business Machine Operation
- 145 Business Mgt. & Adm.
- 161 Hotel & Motel Mgt. Programs
- 151 Income Tax Auditing
- 144 International Business
- 146 Marketing
- 147 Real Estate Training
- 148 Sales Training
- 158 Secretarial Studies
- 152 Shorthand Reporting

- Car Mechanics (see 278 Automotive & Diesel Mechanics Programs)
- Carpentry (see 288 Construction Industry Programs)
- 524 Chemistry
- 373 Chiropractic & Naturopathic Medicine
- City Planning (see 085 Urban Planning)
- Clerk Training (see 158 Secretarial Studies)
- 163 Commercial Drivers Training
- 191 Communications
- Communications Programs, see:
 - 191 Communications
 - 193 Journalism
 - 196 Radio & Television
 - 443 Speech
- Computer & Information Science Programs, see:
 - 211 Data Processing
 - 214 Keypunch & Data Entry
- 288 Construction Industry Programs
- Continuing Education (see 634 Rural Education Centers)
- Cook or Chef Training (see 165 Food Service)
- 568 Corrections
- 638 Correspondence Study
- 168 Cosmetology & Beautician Training
- 238 Counseling
- Court Reporting (see 152 Shorthand Reporting)
- Criminology-Deviance (see 587 Sociology)
- 214 Dance (see 316 Theatre & Drama)
- 211 Data Entry, Keypunch & Data Processing
- 358 Dental Assisting
- 381 Dental Hygiene
- 362 Dental Technology
- 357 Dentistry
- Design (see Arts, Fine & Applied Programs)
- Diamond Setting (see 312 Jewelry)
- 278 Diesel Mechanics Programs, Automotive & Distribution Clerk Training (see 158 Secretarial Studies)
- Dog Grooming (see 174 Animal Grooming & Training)
- 277 Drafting
- 316 Drama, Theatre and
- 163 Drivers Training, Commercial

- 583 Economics
- 066 Economics, Agricultural Business & Agricultural
- 411 Economics, Home
- 231 Education Administration
- 239 Education Aide Programs
- Education Programs, see:
 - 633 Adult Basic Education
 - 238 Counseling
 - 231 Education Administration
 - 239 Education Aide Programs
 - 234 Elementary Education
 - 232 Health Education
 - 235 Physical Education
 - 236 Secondary Education
 - 237 Special Education
- Educational Management & Development (see 231 Education Administration)
- 292 Electronics
- 234 Elementary Education
- Emergency Medical Technician (EMT) Programs (see 387 Health Technologies - Other)
- 279 Engine Repair, Small
- 251 Engineering
- Engineering, Agricultural (see 061 Agriculture, 251 Engineering)

PROGRAMS OF STUDY (cont'd)

- 253 Engineering Technology
- 441 English & Literature
- Entomology (see 131 Biology)
- 381 Environmental & Sanitation Technology
- 291 Equipment Operation & Repair, Heavy
- 588 Ethnic Studies

- Farm Equipment Repair (see 291 Heavy Equipment Operation & Repair)
- Farming (see 061 Agriculture)
- Fashion (see 319 Modeling & Finishing, 315 Apparel Design, 311 Art)
- Film Studies (see 191 Communications)
- 143 Finance, Banking &
- 569 Fire Control
- 071 Fisheries & Wildlife Sciences
- Fishing (see 072 Marine Technology)
- 274 Flight Training
- 171 Floral Design
- 063 Food Science & Technology
- 165 Food Service
- 331 Foreign Languages
- 069 Forest Technology
- 068 Forestry
- 169 Funeral Service
- 153 Furniture Upholstery Training

- Game Mgt. (see 071 Fisheries & Wildlife Sciences)
- 448 General Humanities
- 521 General Physical Science
- 581 General Social Science
- 585 Geography
- 526 Geology
- 318 Graphics, Printing & Guidance & Counselor Education (see 238 Counseling)
- Gunsmithing (see 295 Machine Technology)
- 377 Health Care Administration
- 232 Health Education
- 387 Health Technologies - Others
- Health Programs, see:
 - 373 Chiropractic & Naturopathic Medicine
 - 358 Dental Assisting
 - 381 Dental Hygiene
 - 362 Dental Technology
 - 357 Dentistry
 - 381 Environmental & Sanitation Technology
 - 377 Health Care Administration
 - 387 Health Technologies - Other
 - 383 Health Technology - Medical
 - 385 Health Technology - Radiological (X-ray)
 - 388 Massage
 - 366 Medical Assisting
 - 351 Medical Records Administration
 - 363 Medicine (MD)
 - 353 Nursing
 - 367 Occupational Therapy
 - 369 Optometry
 - 372 Pharmacy
 - 374 Physical Therapy
 - 376 Public Health
 - 378 Veterinary Medicine
- 383 Health Technology - Medical
- 385 Health Technology - Radiological (X-ray)
- 297 Heating & Cooling Mechanic Training
- 291 Heavy Equipment Operation & Repair
- 584 History
- 411 Home Economics
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 - 441 English & Literature
 - 448 General Humanities
 - 584 History
 - 445 Philosophy
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 - 443 Speech

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- 448 Humanities, General
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- 151 Income Tax Auditing
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- 287 Industrial Mechanics Programs
- Inhalation Therapy (see 387 Health Technologies—Other)
- Insurance Training (see 148 Sales Training)
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- 313 Interior Design
- 144 International Business
- 312 Jewelry
- 193 Journalism
- 214 Key punch & Data Entry
- 065 Landscaping, Horticulture &
- 331 Languages, Foreign
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- 567 Law Enforcement
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- 175 Leatherworking
- 422 Legal Assisting
- 461 Library Science
- 441 Literature, English &
- Lithography (see 318 Printing & Graphics)
- 154 Machine Operation, Business
- 269 Machine Repair, Business
- 295 Machine Technology
- 145 Management & Administration, Business
- Management and Business Programs (see Business Programs)
- Management, Industrial (see 145 Business Mgt. & Administration)
- 161 Management Programs, Hotel & Motel
- 564 Management, Park & Recreation
- 072 Marine Technology
- 146 Marketing
- 368 Massage
- 481 Mathematics
- 278 Mechanics Programs, Automotive & Diesel
- 287 Mechanics Programs, Industrial
- 297 Mechanic Training, Heating & Cooling
- Mechanical Drawing (see 277 Drafting)
- Mechanical Technology Programs, see:
 - 281 Auto Body Repair
 - 278 Automotive & Diesel Mechanics Programs
 - 275 Aviation Maintenance
 - 289 Business Machine Repair
 - 288 Construction Industry Programs
 - 277 Drafting
 - 292 Electronics
 - 274 Flight Training
 - 207 Heating & Cooling Mechanic Training
 - 291 Heavy Equipment Operation & Repair
 - 287 Industrial Mechanics Programs
 - 295 Machine Technology
 - 293 Radio-TV Repair
 - 279 Small Engine Repair
 - 283 Welding
- 366 Medical Assisting
- 383 Medical, Health Technology
- 351 Medical Records Administration
- 363 Medicine (MD)
- Merchandising (see 146 Marketing)
- 522 Meteorology & Astronomy
- Military Science (see 511 ROTC)
- Mining, Solution (see 251 Engineering)
- Minority Studies (see 588 Ethnic Studies)
- 319 Modeling & Finishing
- 314 Music
- 373 Naturopathic Medicine, Chiropractic &
- Neurosciences (see 131 Biology)
- 353 Nursing

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- 367 Occupational Therapy
- 528 Oceanography
- Oceanographic Technology (see 528 Oceanography)
- Office Management (see 145 Business Mgt. & Adm.)
- On-the-Job Training (see 531 Apprenticeship Programs)
- 369 Optometry
- Painting (see 288 Construction Industry Programs)
- Paramedic Training (see 387 Health Technologies—Other)
- 564 Park & Recreation Mgt.
- Pharmacology (see 131 Biology)
- 372 Pharmacy
- 445 Philosophy
- 317 Photography
- 235 Physical Education
- 521 Physical Science, General
- 374 Physical Therapy
- 523 Physics
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- Pilot Training (see 274 Flight Training)
- Plant Pathology (see 131 Biology)
- Plant Science (see 131 Biology)
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- Police Training (see 567 Law Enforcement)
- 586 Political Science
- 318 Printing & Graphics
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- 562 Public Administration
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 - 568 Corrections
 - 569 Fire Control
 - 567 Law Enforcement
 - 564 Park & Recreation Mgt.
 - 562 Public Administration
 - 565 Social Service
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- Range Science (see 061 Agriculture)
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- 564 Recreation Mgt., Park &
- 446 Religion
- 281 Repair, Auto Body
- 289 Repair, Business Machine
- 291 Repair, Heavy Equip. Operation &
- 293 Repair, Radio-TV
- 279 Repair, Small Engine
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- Restaurant Management (see 165 Food Service)
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- 148 Sales Training
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- Science, Plant (see 131 Biology)
- Science Programs, Physics' see:
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 - 521 General Physical Science
 - 526 Geology
 - 522 Meteorology & Astronomy
 - 528 Oceanography
 - 523 Physics
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- Science, Veterinary (see 061 Agriculture)
- 236 Secondary Education
- 158 Secretarial Studies
- Shoe Repair (see 175 Leatherworking)
- 152 Shorthand Reporting

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 583 Economics
 588 Ethnic Studies
 581 General Social Science
 585 Geography
 584 History
 586 Political Science
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- 587 Sociology
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 151 Tax Auditing, Income
 196 Television, Radio &
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 374 Therapy, Physical
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 631 Apprenticeship Programs
 634 Rural Education Centers
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- 153 Upholstery Training, Furniture
 085 Urban Planning
 589 Urban Studies
- 378 Veterinary Medicine
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- Water Resources (see 072 Marine Technology)
- 283 Welding
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- 385 (X-ray), Health Technology—Radio-
 logical

SCHOOLS

The AKCIS school file currently contains information on 64 public and private postsecondary institutions in Alaska, as well as selected out-of-state schools.

See the volume on "School Information."

- 99136 ABC Services School of Heat
 99102 A.I.R. Center
 81122 Academy of Hair Design
 99101 Aero Tech Flight Service, Inc.
 49145 Alaska Air Frame & Power Plant Review Institute
 99137 Alaska Bar Review/B.A.R., Inc.
 21109 Alaska Bible College
 22112 Alaska Bible Institute
 44133 Alaska Business College
 49156 Alaska Native Trng. Institute
 21133 Alaska Pacific University
 49147 Alaska Skill Center
 Aleutian Region, Adak Rural Education Center (see Prog. 634 Rural Education Centers)
 Aleutian Region, Cold Bay Rural Education Center (see Prog. 634 Rural Education Centers)
 Aleutian Region, King Cove Rural Education Center (see Prog. 634 Rural Education Centers)
 Aleutian Region, Sand Point Rural Education Center (see Prog. 634 Rural Education Centers)
- 81132 Anchorage AK School of Barbering
 22141 Anchorage Community College
 21123 Arctic Bible Institute
- 99105 Birchwood Air Service
- 99134 Cardinal School of Travel
 44139 Century 21 Real Estate School of Alaska, Inc.
 21125 Charismatic Bible College of Anchorage
- 99141 Contemporary Management Association
 22133 Department of Public Safety Training Academy
 Dillingham Rural Education Center (see Prog. 634 Rural Education Centers)
- Eielson Air Force Base (see 21137 University of Alaska, Fairbanks)
- 99127 Eileen Seals Finishing & Modeling School
 Elmendorf Air Force Base (see 21135 University of Alaska, Anchorage)
- 71125 Fairbanks Beauty School
 99111 Flying Machine, The
 Fort Greely (see 21137 University of Alaska, Fairbanks)
 Fort Richardson (see 21135 University of Alaska, Anchorage)
 Fort Wainwright (see 21137 University of Alaska, Fairbanks;
 49153 Hutchison Career Development Center; 22163 Tanana Valley Community College)
 Fort Yukon Rural Education Center (see Prog. 634 Rural Education Centers)
- Galena Rural Education Center (see Prog. 634 Rural Education Centers)
- 99114 Gil's Aircraft Service

SCHOOLS (cont'd)

- 44136 H & R Block (Anchorage)
 44137 H & R Block (Soldotna)
 99138 Human Resources Company
 49153 Hutchison Career Development Center
- 99145 Image of Loveliness
 49155 Indian Action Program
 21132 Inupiat University of the Arctic
- 99129 JaCyn School of Modeling
 99131 John Robert Powers Finishing & Fashion School
 Juneau-Douglas Community College (see 21139 University of Alaska, Juneau)
- 99148 Katan School of Music
 22145 Kenai Peninsula Community College
 22147 Ketchikan Community College
 22149 Kodiak Community College
 22153 Kuskokwim Community College
- 99154 Literacy Council of Alaska
- 44142 Marston School of Real Estate
 22155 Matanuska-Susitna Community College
 99159 Montessori Creative Schools, Inc.
 22127 Muldoon Bible Institute
- Nenana Valley Rural Education Center (see Prog. 634 Rural Education Centers)
- 71127 New Anchorage Beauty School
 22157 Northwest Community College
 71129 Peninsula Hair Styling Academy
 49159 Peninsula Institute of Welding Technology
 22159 Prince William Sound Community College
- 44143 Real Estate School, The
 49157 Regional Fire Training Center
- 21129 Saint Herman's Theological Seminary

- 22106 Sheldon Jackson College
 22161 Sitka Community College
 Southeastern Senior College (see 21139 University of AK, Juneau)
- 44141 T & M Real Estate
 22163 Tanana Valley Community College
 49158 Testing Institute of Alaska
 Tok Rural Education Center (see Prog. 634 Rural Education Centers)
- 81128 Trend Setters School of Beauty
- 21135 University of Alaska, Anchorage
 21137 University of Alaska, Fairbanks
 21139 University of Alaska, Juneau

- 99123 Wilbur's Flight Operations
 44145 Winey Real Estate School
 99125 Wyatt's Air Center

CALIFORNIA

- 21214 Stanford University
 21217 University of California, Berkeley
 21232 University of San Francisco
 21235 University of Southern California
 21238 University of the Pacific

HAWAII

- 21343 University of Hawaii, Manoa

IDAHO

- 21454 Idaho State University
 21457 University of Idaho

MONTANA

- 21563 Montana State University
 21566 University of Montana

OREGON

- 21674 Dental School, University of Oregon Health Sciences Center
 22613 Lane Community College

SCHOOLS (cont'd)

- 21677 Lewis & Clark College
 21682 Medical School, University of Oregon Health Sciences Center
 22616 Mount Hood Community College
 21685 Oregon State University
 22619 Portland Community College
 21688 University of Oregon
 49769 West Coast Training Service
 21691 Willamette University

WASHINGTON

- 22731 Clark College
 22734 Everett Community College
 22737 Green River Community College
 22742 Highline Community College
 22745 Olympia Technical Community College
- 21714 Pacific Lutheran University
 22748 Seattle Central Community College
 21717 Seattle University
 22751 Shoreline Community College
 22753 Tacoma Community College
 21722 University of Puget Sound
 21725 University of Washington
 21728 Washington State University

School Topics

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*Out-of-state schools have only these topics of information available.