

COURSES OFFERED

- **DIGITAL LITERACY**
- **ACCOUNTING I**
- **MICROSOFT OFFICE COURSES**
- **DIGITAL LITERACY FOR TEACHERS**
- **ONENOTE FOR TEACHERS**
- **TEACHING WITH TECHNOLOGY**

* COURSES AVAILABLE ONLINE

WHO WE ARE

Amundsen Educational Center is a vocational training school located in Soldotna, AK. Originally founded to serve students from the remote villages of Alaska, we have broadened our range of training to include the people of the Kenai Peninsula.

We have recently become a program member of Microsoft Imagine Academy, which has allowed us to offer more diverse classes and train our students with authentic Microsoft training programs.

We are very excited to broaden our class offerings to include homeschool students and families.

CONTACT US

WWW.AECAK.ORG

AMUNDSEN EDUCATIONAL CENTER

995 ROALD AVE.

SOLDOTNA, AK 99669

(907)260-8041

INFO@AECAK.ORG



Amundsen

EDUCATIONAL CENTER

VOCATIONAL TRAINING AND EDUCATION

HOMESCHOOL

SPRING 2017 EDITION



AMUNDSEN
EDUCATIONAL
— CENTER —

DIGITAL LITERACY

Our digital Literacy Course combines three separate courses: Digital Literacy I, II, and III. When completed, students will have a better understanding of using a computer and navigating within Microsoft Windows and other applications.

This course is taught online, and the classes are sourced from Microsoft Imagine Academy, of which AEC is a program member. At the completion of each class, the student will have the opportunity to print out a certificate of completion from Microsoft.

This course is 90 classroom hours and is eligible for ½ a high school credit. Students must have completed grade 9 or have instructor approval before enrolling in this course.

MICROSOFT OFFICE COURSES

Amundsen Educational Center offers Microsoft Office courses in Excel, Word, Outlook, and PowerPoint. The course materials are written by Microsoft and the courses are designed for students to successfully pass the Microsoft Office Specialist Certification Exam after the course has been successfully completed.

Courses are offered both on-campus and online for all members of the community in grade 10 and up.

After successful completion of the course, students are offered a discount on the Microsoft Office Specialist Certificate Exam. This exam can be taken at our Soldotna Training Center and is awarded directly from Microsoft to the student.

AEC
is willing to bill your
homeschool program
directly for courses.
Speak with your
advisor about courses
eligible for high
school credit.

Microsoft Office Specialist Certificate Exam

is offered at our Soldotna campus! Holding a Microsoft Office Specialist Certificate is a great resume booster! The exam is open to the community.

ACCOUNTING I

Our Accounting I course covers basic Accounting principles such as: transactions, posting items to a ledger, worksheets, financial statements, recording payroll, taxes, and more!

Taught as a prerequisite for our Accounting II and QuickBooks courses, students will develop a strong foundation for further studies in Accounting and management of their personal finances.

This class is open to the community and is offered on-campus only. Students must be in grade 11 or receive instructor approval before enrolling in this course.

Students who excel in Accounting I will be offered the option to take Accounting II and QuickBooks courses.

DIGITAL LITERACY FOR TEACHERS

AEC is proud to offer three different online courses created for teachers who need credits to satisfy the requirements for re-certification. Each course is eligible for one non-academic credit and has been pre-approved by the Alaska Department of Teacher Education and Certification.

Anyone holding a current Alaska Teaching Certificate or who is currently homeschooling their children is eligible to take these courses.

Each course is approximately 15 hours in length. Courses are not graded and are based on completion of assignments. Students will have 18 weeks from the start date of their course to finish.