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Accredited by the Accrediting Commission of Career Schools and  
Colleges (ACCSC)

Licensed by the Michigan Department of Licensing and Regulatory Affairs  
(LARA)

Approved for the Training of VA Eligible Students

Certificated by the Federal Aviation Administration (FAA)

Approved by the State of Ohio  
State Board of Career Colleges and Schools  
Ohio Registration #90-03-1286T

This institution is approved by:  
The Board for Proprietary Education  
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# PHILOSOPHY AND OBJECTIVES

## PHILOSOPHY

MIAT College of Technology commits itself to serving people, especially students, employers and communities through education for careers, career advancement and enrichment.

## OBJECTIVES

MIAT College of Technology objectives are:

### ***To serve the student***

- ✓ by providing contemporary education in an independent, alternative educational system
- ✓ by providing placement assistance for marketing the skills that have been developed
- ✓ by maintaining avenues for continuing academic and professional growth

### ***To serve the citizens of the community***

- ✓ by providing an alternative education with independence, innovation and flexibility of operations

### ***To serve employers***

- ✓ by providing quality employees who have sound practical, technical, and theoretical backgrounds and who are committed to their professional responsibilities

# **GENERAL INFORMATION**

## **ACCREDITATION, APPROVALS AND MEMBERSHIPS**

MIAT College of Technology is affiliated with a variety of educational and industry-related agencies and organizations. Some assist the school in maintaining standards; others provide technical information for the development of educational methods and curriculum. Specific approvals indicate eligibility for funding of financial aid for students. Copies of the documents describing the schools accreditation and licensing may be reviewed by current or prospective students by contacting the Campus President.

### **Accrediting Commission of Career Schools and Colleges (ACCSC)**

MIAT College of Technology is accredited by The Accrediting Commission of Career Schools and Colleges (ACCSC), which is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

### **Michigan Department of Licensing and Regulatory Affairs (LARA)**

MIAT College of Technology is licensed to operate in the state of Michigan. All programs are approved by the Michigan Department of Licensing and Regulatory Affairs.

### **Ohio State Board of Career Colleges and Schools**

MIAT College of Technology is authorized to conduct business in the State of Ohio. Approval #90-03-1286T

### **The Indiana Commission on Proprietary Education**

MIAT College of Technology is authorized to conduct business in the State of Indiana. Approval #4282

### **Department of Veterans Affairs (VA)**

All programs are approved for the training of VA eligible students, eligible wives, widows and children. Information regarding benefits may be obtained from the veterans' certifying official designated by MIAT College of Technology.

### **Federal Aviation Administration (FAA)**

MIAT College of Technology operates FAA approved Aviation Maintenance Technician programs. Certificate #BN9T040R. The school also operates a FAA approved Aircraft Dispatch program.

### **Computer Assisted Testing Services (CATS)**

MIAT College of Technology proctors FAA Airmen Knowledge Tests in their approved CATS facility located within the school. Certificate #ABS48103

### **National Center for Aerospace & Transportation Technologies (NCATT)**

MIAT College of Technology is an accredited training provider.

### **Michigan Rehabilitation Services**

MIAT College of Technology is approved for training of eligible students.

### **Memberships and other affiliations:**

American Welding Society (AWS)	Michigan Trucking Association (MTA)
American Wind Energy Association (AWEA)	National Business Aviation Association (NBAA)
Aircraft Electrical Association (AEA)	Regional Air Cargo Carriers Association (RACCA)
Association for Women in Aviation Maintenance (AWAM)	Regional Airline Associate (RAA)
Automation Alley	Solar and Electric Power Association (SEPA)
Aviation Technician Education Council (ATEC)	Society for Human Resource Management (SHRM)
Belleville Chamber of Commerce	Southern Wayne County Regional Chamber of Commerce
Canton Chamber of Commerce	The Association of Public Safety Communications Officials (APCO)
Center for Energy Workforce Development (CEWD)	Transportation Club of Detroit (TCD)
Experimental Aircraft Association (EAA)	Warehousing Education and Research Council (WERC)
Great Lakes Renewable Energy Association (GLREA)	Women in Aviation, International (WAI)
Greater Romulus Chamber of Commerce	Yankee Air Museum
Helicopter Association International (HAI)	
Independent Energy Human Resource Association (IEHRA)	
Michigan Association of College Admissions Counselors (MACAC)	
Michigan Business Aviation Association (MBAA)	
Michigan Career Development Association (MCDA)	

## **HISTORY**

MIAT College of Technology is a private school founded in 1969 by a highly experienced aircraft technician whose foresight regarding the growth of the aviation industry motivated him to develop a training resource for aircraft technicians.

The original school, named Detroit Institute of Aeronautics, was located on the west side of Willow Run Airport. The school had expanded to 14,300 square feet by 1980. In response to dramatic growth and sophistication in the aviation industry, a new 38,000 square foot training facility was constructed in 1990 for classes beginning in 1991. In 2010 the school expanded again and moved operations to a 125,000 square foot facility in Canton, Michigan.

Aviation Technology programs were created in 1969 to encompass training focusing on FAA certificated curriculum. Graduates of the Aviation Technology programs are eligible to take federal exams that qualify them to be certificated Airframe and Powerplant (A&P) Technicians.

An Aircraft Dispatch program was created in 2001 to meet the needs of the U.S. airline industry for qualified and licensed dispatchers. In response to national employment trends and a high demand for these and other skills in transportation industries, the Transportation Dispatch Specialist program was developed in 2007. The name of the program was changed to Global Logistics and Dispatch in 2011 to reflect the wide range of transportation and logistics related skills and careers.

Energy Technology programs were created in 2007 in response to the energy industry looking for qualified technicians to work in steam and gas turbine technology, power plant operations, wind turbine technology, and other areas of power generation such as substation, standby, and nuclear. The industry recognized the high degree of skills that the aviation graduates possessed and asked for a program that was similar, but also specific, to the energy industry needs.

The newest program, HVACR was created in 2012 to meet the needs of the heating, ventilation, air-conditioning and refrigeration industries for qualified technicians. Graduates of the HVACR program are eligible to take national exams that qualify them to earn various North American Technician Excellence (NATE) certificates.

In August 2012, MIAT College of Technology received approval from the State of Michigan Licensing and Regulatory Affairs and the Accrediting Commission of Career Schools and Colleges to offer an Associate in Applied Science (AAS) degree in Aviation Maintenance Technology. As a degree granting institution, the State of Michigan now recognizes MIAT as a college. In the fall of 2012 MIAT changed its name to MIAT College of Technology to reflect this achievement.

## **LOCATION, FACILITIES AND EQUIPMENT**

MIAT College of Technology is located north of Michigan Avenue on South Haggerty Road in Canton Township, Michigan just off of I-275 in Wayne County. The school purchased the 125,000 square foot facility in January 2010, and completed an extensive remodeling prior to the start of classes in May of 2010.

The main campus has 19 classrooms including 5 computer labs and a learning resource center, a Computer Assisted Testing Service (CATS) testing facility, career services center, student services center, faculty and administrative offices and student break areas.

Included in this facility is 79,000 square feet for hands-on training activities. A hangar/shop area houses aircraft, turbines, generators, HVACR equipment and other related industry specific equipment. Additional lab areas are specifically designed for non-destructive inspection, sheetmetal, welding, painting, composites, and climb training.

Students at MIAT College of Technology benefit from practical application using basic equipment found in various segments of the aviation, transportation, energy and HVACR industries.

Housed on the campus for use in the Aviation Technology programs are numerous aircraft including a Sabreliner twin-engine jet, a twin-engine Cessna 421, a twin-engine Cessna 337 and an Enstrom Helicopter. Additionally, the school possesses a wide assortment of reciprocating and turbine-jet powerplants, generator and electrical distribution mock-ups, airframe and powerplant training mock-ups and ground equipment.

The Global Logistics and Dispatch programs utilize classroom computer workstations and a dispatch simulator room which includes computer based training (CBT) software that is widely used in various segments of transportation and logistics industries. Industry partners also provide specific training databases that they, or their clients, use which allows student first-hand experience on the types of systems they will encounter in various areas of the logistics and dispatch industries. .

Energy Technology programs train on a variety of industry equipment which includes a Westinghouse W251 turbine engine weighing 130,000 pounds, General Electric GE 1.5MW wind turbine, wind turbine blades, climb and rescue apparatus, state certified operating boiler, and technical equipment found in power plants. Courses in the energy program also include introduction to welding equipment, proper use of industry standardized lifting and rigging equipment, precision measuring

devices, and various sizes and types of engines found in power generation. Additionally, students are exposed to a wide range of general and industry-specific tools.

The HVACR program utilizes various widely used residential and light commercial equipment. Specifically, industry partners have provided high efficiency furnaces, air-conditioning equipment, and light commercial refrigeration units. Courses in the HVACR program include introduction to safety, electricity, basic installation and maintenance practices, refrigerant and oils, as well as troubleshooting various electrical and mechanical systems.

### **CHANGE OF CONTENT**

This Catalog incorporates herein, by reference, the Enrollment Agreement, the Application Booklet and the Student Handbook and, thereby, are part of the Catalog. The provisions of this and other school publications, documents, and forms are not to be regarded as an irrevocable contract between the student and MIAT College of Technology. The school reserves the right to make any and all changes to this and other publications, documents, and forms, including but not limited to, changes to program length, content, materials, or schedule at any time. However, any modification of student's tuition rate, fees and refund policies will remain unchanged provided the student maintains continuous attendance. Any modification of tuition, fees or refund policies shall be agreed to in writing by all parties.

### **QUESTIONS, CONCERNS OR COMPLAINTS**

If you need information or have any concerns, please ask your admissions representative, your instructor or any member of the staff. If you have a complaint that is unresolved by another member of the staff, contact the Campus President or Compliance Officer.

You may address questions, concerns or complaints in writing to the School Review Board, c/o MIAT College of Technology, 2955 South Haggerty Road, Canton, Michigan, 48188.

### **PERSONAL PROPERTY**

All student personal property, including, but not limited to, clothing, tools, books, and vehicles is the responsibility of the student. While the school may make storage areas available for personal property, the school is not responsible for personal property that is lost, stolen, damaged, or destroyed.

### **EQUAL OPPORTUNITY POLICY**

MIAT College of Technology does not discriminate on the basis of race, color, creed, national origin, sex, handicap, age or other non-merit factors in its employment or educational programs and activities. A person who believes that such discrimination has occurred in this school should contact the Campus President or Compliance Officer to initiate a review.

### **VACCINE POLICY**

The MIAT College of Technology does not require a student to have vaccinations to attend classes.

## **NOTIFICATION OF STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

### **The right to inspect and review the student's education records within 45 days of the day the school receives a request for access:**

Students should submit to the Student Records Office written requests that identify the record(s) they wish to inspect. Student Records will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Student Records Office, the representative from that office shall advise the student of the correct official to whom the request should be addressed. If it is necessary to furnish a copy of the student's records, a fee may apply.

### **The right to request the amendment of the student's education records the student believes is inaccurate or misleading:**

Students may ask the school to amend a record that they believe is inaccurate or misleading. The student should write the Campus President clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. FERPA was not intended to provide a process to be used to question substantive judgments, which are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. If it is the decision of the school not to amend the record as requested by the student, the school will notify the student of this decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

### **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent:**

Generally, MIAT College of Technology must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

### **The right to provide written consent before MIAT College of Technology discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent:**

For example, MIAT College of Technology discloses education records and/or personally identifiable information from those records without a student's prior written consent under the FERPA exception for disclosure to school officials with a legitimate educational interest. A "school official" is: (1) a person employed by MIAT College of Technology in an administrative, supervisory, academic, research or support staff position (including security personnel); or (2) a person, company, partnership or other entity with whom MIAT College of Technology is affiliated with or has contracted with as its agent to provide a service instead of using MIAT College of Technology employees or officials (e.g. attorney, accountant, auditor, collection agent, Title IX Coordinator, etc.). A school official has a "legitimate educational interest" if the school official needs to review an education record or records in order to fulfill his/her/its professional responsibilities for MIAT College of Technology.

The following categories of information are designated as "directory information":

- Name
- Address
- Telephone Number
- Date and Place of Birth
- Program(s) Undertaken
- Date of Attendance
- Certificate Awarded

MIAT College of Technology may disclose any of these items at its discretion, without the prior consent of the student, unless the student provides written notice to the Student Records Office objecting to the disclosure of all or part of the directory information within thirty (30) days after enrollment. Any written notice from a student objecting to the disclosure of directory information shall be effective as of the date the written request is received by the Student Records Office unless and until rescinded in writing by the student.

**The right of the student to file a complaint with the U.S. Department of Education concerning alleged failures by MIAT College of Technology to comply with the requirements of FERPA. Please direct inquiries or complaints to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-4605**

# ADMISSIONS REQUIREMENTS AND PROCEDURES

Persons interested in obtaining additional information about MIAT College of Technology and its program offerings should contact MIAT College of Technology to speak with an Admissions Representative. Admissions Representatives will provide general information about MIAT College of Technology and based on this discussion will determine if the prospect should be scheduled for a Student Interest and Motivation Assessment (SIMA). During the SIMA, Admissions Representatives will explain admissions requirements, review program information, career opportunities, employment assistance, educational costs and conduct a tour of the facilities. In the event a SIMA is conducted offsite a tour of the facilities is required prior to starting training. All prospective students interested in attending MIAT College of Technology must participate in a SIMA with an Admissions Representative. After meeting with an Admissions Representative, prospective students interested in applying to MIAT College of Technology must complete an Application for Consideration and any additional required documentation to begin the application process as well as submit a \$25 application fee. All Applications for Consideration will be accompanied by an Admissions Representative's recommendation to the Admissions Committee detailing the applicant's strengths and potential challenges as it relates to successfully completing the selected training program and/or obtaining meaningful employment upon graduation.

The applicant will then, with the assistance and guidance of MIAT College of Technology support personnel, begin the post-application process. Admissions requirements include proof of high school graduation, academic evaluation, and background evaluations. The following admissions requirements will be reviewed by the Admissions Committee prior to enrollment:

- I. **Proof of Graduation** – Applicants must provide documentation of high school graduation or its equivalent. Satisfactory documentation includes, but is not limited to:
  - a) Copy of the high school diploma or equivalent, such as a General Equivalency Diploma (GED);
  - b) Copy of a high school or college transcript indicating high school graduation status;
  - c) Copy of form DD-214 indicating graduation status;
  - d) Copy of a letter indicating graduation status and graduation date from an appropriate school or state official;

All documentation must be in English or have been translated to English by a recognized translator.

- II. **Academic Evaluation** – Applicants must complete an academic evaluation recognized by MIAT College of Technology. The evaluation offered on campus is the Career Programs Assessment Test (CPAT), the Wonderlic Scholastic Level Exam (SLE), and the Office Proficiency Assessment and Certification (OPAC). MIAT College of Technology also recognizes the American College Testing (ACT) scores and those results must be within three years of the date of application.
  - a) CPAT minimum acceptable score is a composite score of 142 and a score of 45 in the Numerical Skills section.
  - b) ACT minimum acceptable score is 16 in Reading and 17 in Math.
  - c) Wonderlic SLE minimal acceptable score for the Airframe & Powerplant Technician Program, Airframe Technician Program, Powerplant Technician Program, Global Logistics and Dispatch Program and Aircraft Dispatch Program is 15. Wonderlic SLE minimal acceptance score for the Energy Technician Program, Wind Power Technician Program and HVACR Technician Program is 14.
  - d) OPAC minimal acceptable score for the Global Logistics and Dispatch Program or Aircraft Dispatch Program is 50%.

MIAT College of Technology offers a Math Review Course (MR101). Successful completion of the MR101 or an equivalent secondary evaluation is required for all students who receive a CPAT evaluation score of 54 or lower on the Numerical Skills section unless waived by the Director of Training.

Based on extenuating circumstances, the Campus President or Director of Training may waive the minimum standards of the CPAT , ACT, Wonderlic SLE or OPAC upon presentation of acceptable documentation demonstrating that the applicant has the ability to successfully complete the training program. A student may be admitted on an academic probationary status not to exceed thirty (30) calendar days.

All courses are taught in English therefore; applicants must be able to speak, read, write, and understand English. Applicants for whom English is a second language may be required to demonstrate English communication skills by way of the Test of English as a Foreign Language (TOEFL) exam or other acceptable documentation of ability to read, write and understand the English language.

- III. **Background Evaluation** - All applicants are required to complete an authorization and disclosure form permitting MIAT College of Technology to conduct a secure background evaluation. These evaluations are conducted to identify potential employment limitation and advise applicants prior to investing in the training. This also helps to ensure the safety of our current student population, staff and faculty. Background evaluations include, but are not limited to:



- a) Social security number verification
- b) Driving record verification
- c) Sexual and/or violent misconduct
- d) Use of alias's
- e) State and national criminal history

MIAT College of Technology reserves the right to deny or rescind admission based on criminal and/or motor vehicle records that contain one or more convictions for serious criminal and/or motor vehicle offenses. Additionally, MIAT College of Technology reserves the right to deny or rescind admission based on incomplete or falsification of information. Information obtained may be only as accurate as the state and national information on file and may occasionally contain discrepancies. Therefore, prior to starting the background evaluation, applicants are required to read a summary of their rights according to the Fair Credit Reporting Act which will include information on how to dispute any discrepancies indicated in the information provided by state and federal agencies in the completed background evaluation.

These requirements listed above will determine acceptance, academic probationary status or denial/rescission to MIAT College of Technology and is defined as:

- a) Accepted – Applicant has met or exceeded all admissions requirements.
- b) Academic Probationary Status – Status assigned to an Applicant that has not successfully completed the academic evaluation admissions requirements. To be accepted, an applicant must meet the academic plan developed by the institution and the applicant. Failure to meet the requirements of the academic plan will result in denial or rescission.
- c) Denied/Rescinded – Applicants who fail to provide required documentation and/or achieve admissions requirements as detailed above. Applicants who have their admission denied or rescinded will be provided formal notification as to the reason(s) why and afforded an opportunity to appeal the denial decision. All appeals should be addressed to the MIAT College of Technology School Review Board, 2955 South Haggerty Road, Canton MI, 48188 and will be reviewed by the Admissions Review Board to determine whether the applicant has taken the necessary steps to meet the admissions requirement and/or be granted a waiver.

Admission to MIAT College of Technology is on a space-available basis. To be eligible for enrollment, the applicants must execute an Enrollment Agreement, and have been accepted.

### **CLASS AVAILABILITY**

The staff and administration at MIAT College of Technology strongly recommends that students do not disrupt their training schedule for any reason. Due to scheduling requirements, MIAT College of Technology cannot guarantee availability of classes.

### **CLASS SIZE**

The maximum class size is thirty students per instructor with the following exceptions: FAA Part 147 states that up to 25 students per one instructor in a lab setting unless a lab assistant is present. FAA Part 65 states that the maximum class size is twenty-five students.

### **SCHOOL HOURS**

Classes are offered Monday through Friday between 7:30 a.m. to 11:00 p.m. Current class and make-up schedules are posted by the training department.

### **FAA CERTIFICATION**

Students who graduate from programs certificated by the Federal Aviation Administration at MIAT College of Technology are qualified to apply for a federal certification in their field of study. In order to secure this certification, applicants must pass one or more written, practical and oral examinations. These examinations are administered by a FAA designated third party. A fee is charged at the time of the examination.

### **AGE REQUIREMENTS**

An applicant may begin training beforehand, but must have reached the age of 18 prior to the completion of their program.

#### **Aircraft Dispatch Program**

An applicant must have reached the age of 21 prior to taking the prescribed FAA tests for the Aircraft Dispatch Certificate. To receive a Federal Aviation Administration Aircraft Dispatch Certificate, an applicant must be at least 23 years of age.

### **ADMISSION OF DISABLED INDIVIDUALS**

MIAT College of Technology does not discriminate against persons with disabilities who can satisfy the MIAT College of Technology admission requirements and recognizes such person's right to participate in or benefit from the educational programs offered by MIAT College of Technology. When necessary, MIAT College of Technology will make reasonable accommodations to enable students to participate in the programs offered by the Institute.

If an applicant or current student has a disability that might require an accommodation, written notice must be given to MIAT College of Technology so that the disability can be evaluated and reasonable methods for accommodating the disability can be investigated and developed. While MIAT College of Technology will make an effort to accommodate all disabilities, certain disabilities may not be capable of a reasonable accommodation.

Applicants for admission should notify their admissions representative of their disability and immediately schedule a meeting with the Campus President or Director of Training. The Campus President will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to participate in the programs offered by MIAT College of Technology. Some accommodations may take time to implement, and thus, applicants must give MIAT College of Technology notice of their disability sufficiently in advance of their selected start date to enable MIAT College of Technology to provide a timely accommodation. If MIAT College of Technology does not receive sufficient advance notice of a disability, the applicant's start date may be delayed.

Students who have been attending classes and subsequently need to have a disability accommodated must notify the Director of Training at MIAT College of Technology and schedule a meeting with the Campus President. The Campus President will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to continue to participate in the programs offered by MIAT College of Technology. Some accommodations take time to implement, and thus, students must give MIAT College of Technology notice sufficiently in advance of the date when an accommodation needs to be made to enable MIAT College of Technology to make an accommodation that will meet the student's needs and avoid the interruption of their participation in a program.

MIAT College of Technology has certain facilities and services available to enable disabled individuals who are otherwise qualified for admission to MIAT College of Technology to participate in MIAT College of Technology's educational programs. The facilities physical accommodations for disabled students include, but are not limited to: disabled student parking, wheelchair ramps for access to the facility, accessibility for disabled students to classrooms, laboratories, the Learning Resource Center, student break rooms, restrooms and support services areas at MIAT College of Technology. If the campus has multiple floors either an elevator is available or classes will be taught in floors accessible by disabled students or some other accommodations will be made.

A student who is unsatisfied with the determination made by MIAT College of Technology for reasonable accommodations and has been unable to resolve the issue through an informal discussion with the Director of Training and/or Campus President, has the right to appeal the decision. The following steps should be followed to complete the appeal process and file a formal complaint:

The complaint must be submitted in person, by US mail or by fax to the President of MIAT College of Technology. Complaints may not be submitted by e-mail. The appeal must be submitted within ten (10) days of the receipt of the decision. The submission must include:

1. Student's name, address, e-mail and phone number
2. Date of the complaint
3. A full description of the problem
4. A full description of the efforts that have been made to resolve the issue informally
5. A statement of the remedy requested.

The President of MIAT College of Technology will review all pertinent information and may meet with the parties involved. A decision will be made within fourteen (14) days of receipt of the appeal. The President's decision is final.

Any of the above stated deadlines may be extended for good cause. The request for extension must also be provided in writing.

# **STUDENT SERVICES**

## **HOUSING**

In conjunction with local apartment communities, MIAT College of Technology can assist students who are relocating to the area with shared living accommodations. The apartment communities are located close to the school and provide convenient and affordable housing.

MIAT College of Technology also maintains information about local communities for students with families. Additional information is available at the student services center.

## **ADVISING AND GUIDANCE**

MIAT College of Technology strongly believes in an open-door policy and encourages students to seek guidance when problems arise. In a friendly, understanding atmosphere, solutions sought are intended to benefit the individual.

Educational and personal guidance is available through the Campus President, Director of Training, Director of Career and Student Services and other qualified staff members. However, in areas in which staff members are not qualified, students will be referred to community organizations or to other facilities with resources to assist the student.

## **LEARNING RESOURCE SYSTEM**

MIAT College of Technology provides a learning resource system consisting of a technical library containing reference materials, maintenance manuals, current periodicals and other technical data that is integrated throughout the classrooms, tool cribs and the Learning Resource Center (LRC). This center also serves as a tutoring area for students who need extra help and is available at no extra charge. This area is also used for computer-based training and satisfying the time requirements for FAA subjects should make-up be necessary.

## **TUTORING**

We understand that students may occasionally need additional assistance throughout their training at MIAT College of Technology. We have dedicated facilities and faculty available for individual tutoring and assistance at no additional cost. Students needing assistance should contact their Instructor, LRC Coordinator, Assistant Director of Training, Director of Training, or Student Services department.

## **ORIENTATION**

Prior to a class start, new students participate in a group orientation to familiarize themselves with the staff and faculty and the following departments: Student Services, Financial Aid, Career Services, Student Records, Bookkeeping and Training. Additionally, new students receive the Student Handbook which includes the rules and policies on student conduct and have the opportunity to complete any final admissions requirements.

## **TRANSFER OF CREDIT**

Students wishing to transfer credits from MIAT College of Technology to another institution must contact the receiving institution to determine which credits will be accepted. MIAT College of Technology has articulation agreements with select community colleges and universities that allow for the transfer of credit for the purpose of obtaining an Associate or Bachelor degree. The total number of credits, if any, that transfer into other institutions is dependent on the selected course of study and is at the sole discretion of the receiving institution.

# **CAREER SERVICES**

MIAT College of Technology maintains an employment assistance service that is primarily dedicated to developing the careers of its graduates. It also provides employment assistance for current students. There is not a guarantee of employment or a minimum starting salary. No one is authorized by the school to make such guarantees.

MIAT College of Technology has many employer contacts throughout the aviation, power, global logistics and dispatch, HVACR industries and other technical-based industries. The Career Services Department and our graduates have established an outstanding reputation among these employers. This reputation was achieved because our students and graduates followed employment policies and procedures based on industry expectations and standards. These policies are in place to help students and graduates be successful in their search for employment. Please see a list of these expectations in the Student Handbook under *Career Services Expectations, Standards, and Policies*. *If any student or graduate fails to follow these and other expectations, standards and policies, MIAT College of Technology reserves the right to limit any and all career services, including but not limited to exclusion from MIAT College of Technology facilitated employment interviews.*

Prospective students should be aware that employers rely heavily upon a student's attitude, appearance and attendance records as well as past and present driving, civil and criminal records. These and other factors may seriously affect the school's ability to assist students and graduates in their search for employment.

## **GRADUATE EMPLOYMENT ASSISTANCE**

Our graduate employment assistance begins prior to graduation. We make every effort to assist graduates in achieving the geographical area of their choice; however, no institution can guarantee employment. We provide a complete career search handbook, one-on-one advising, resume development, interviewing techniques and numerous on-campus interview opportunities such as job fairs, career expos and individual employment reviews. Our employment assistance is available to all MIAT College of Technology graduates throughout their careers at no additional cost.

IT IS IMPORTANT TO UNDERSTAND THAT A LARGE PERCENTAGE OF EMPLOYMENT OPPORTUNITIES ARE NOT IN THE DETROIT METRO AREA. THEREFORE, GRADUATES MUST BE WILLING TO RE-LOCATE TO MAXIMIZE THEIR EMPLOYMENT POTENTIAL.

## **STUDENT EMPLOYMENT ASSISTANCE**

Our Career Services Department continually develops and maintains relationships with local employers interested in hiring MIAT College of Technology students for a variety of miscellaneous full-time or part-time positions. Job openings are updated frequently and are posted on campus bulletin boards. This is a cooperative environment where students work closely with the Career Services Department. Ultimately, it is the responsibility of the student to find and maintain employment, if desired, while attending school.

## **ON-CAMPUS JOB FAIRS AND INTERVIEWS**

A variety of companies frequently conduct on-campus interviews and participate in job fairs for our students. Occasionally, employers conducting job searches on campus will limit the number of students to interview. The school reserves the right to make interview selections based upon the employer's request and requirements.

# FINANCIAL AID

**The primary goal of the Financial Aid Office is to assist students whom, without financial aid, might not be able to attend school.**

Several financial aid sources are available to qualified applicants. Interested applicants should contact the Financial Aid Office early so a financial plan can be developed. The School's Financial Aid Department will provide the following information:

- ✓ available financial assistance including information on all federal, state and institutional financial aid programs
- ✓ the deadline for submitting applications for each of the financial aid programs available
- ✓ details regarding cost of attendance and refund policy
- ✓ the criteria used to select financial aid recipients
- ✓ the formula to determine financial need
- ✓ the resources considered in calculation of need
- ✓ the amount of financial need that is met

## **DETERMINING A STUDENT'S FINANCIAL NEED:**

A student's financial need is used to determine what financial aid a student may be eligible to receive under the financial aid programs administered by the United States Department of Education (USDE). Financial need is the difference between the cost of attendance (as defined by the regulations governing the financial aid program), less the financial resources available to the student. The cost of attendance includes tuition and fees, and may include other costs such as books, supplies, room and board, personal expenses, transportation and related expenses of the student's dependents, if any. Financial resources may include parent's contribution, if the student is a dependent; applicant's and spouse's earnings, if the student is married; public assistance, savings, or other assets and taxable and non-taxable sources of income.

All Title IV financial aid awards are made for one academic year or less. The amount of financial aid a student is eligible to receive can change each academic year. To continue eligibility for Title IV financial aid, a student must submit all required financial aid documents each academic year, continue to demonstrate financial need, and:

- 1) Remain in good standing with MIAT College of Technology
- 2) Maintain Satisfactory Academic Progress ("SAP"), and
- 3) Not have a drug-related criminal conviction which renders them ineligible.

## **DETERMINATION OF NEED, COST OF ATTENDANCE AND ELIGIBILITY AMOUNT**

The USDE has established a formula that calculates the amount of Title IV financial aid a student is eligible to receive. A student's Title IV financial aid may not exceed the "cost of attendance" as defined by applicable Title IV regulations. The information contained in the FAFSA will be used to make this calculation. MIAT College of Technology will provide the student with a preliminary estimate of the Title IV financial aid the student may be eligible to receive. This preliminary estimate will be based on the information provided to MIAT College of Technology by the student or the student's parent. MIAT College of Technology cannot guarantee that the estimates provided will be the amount the student is ultimately determined to be eligible to receive. The failure of the student or the student's parent to provide any required or requested information necessary to make an application for or to receive financial aid could prevent the student from receiving such financial aid. The amount of financial aid a student is eligible to receive can change each academic or financial aid award year. MIAT College of Technology makes no guarantee of the amount of financial aid a student will receive, if any. The determination of whether a student is eligible to receive and the amount of such aid, if any, that a student may receive is made by the USDE, and MIAT College of Technology does not have any influence over that determination.

## **Types of Financial Aid Available to Those Who Qualify:**

### **FEDERAL PELL GRANT**

This grant is designed to help the need based students. Federal Pell Grants are awarded by the USDE to undergraduate students who have not earned a bachelor or professional degree. The amount of the grant is determined by a standard formula and calculated by the USDE. The amount of the grant available to the student, if any, will depend on the Expected Family Contribution ("EFC") and the cost of attendance.

### **FEDERAL SUBSIDIZED DIRECT LOAN**

Federal Subsidized Loans are low interest loans that are made to eligible students by the Department of Education. The Subsidized Loan is awarded based on financial need. Interest charges are not incurred for amounts borrowed under the Subsidized Loan Program until the student enters their "repayment period," which, as a general rule, begins six months after the student leaves school.

### **FEDERAL UNSUBSIDIZED DIRECT LOAN**

Federal Unsubsidized Loans are loans made to eligible students by the Department of Education. The term "unsubsidized" means that interest expense is incurred from the time disbursements are made under the loan, even though no payments are due until the student enters the repayment period. The student may choose to pay the interest while in school or have the accrued interest added to the loan balance.

## **FEDERAL DIRECT PLUS LOAN**

Federal PLUS Loans are available to parents of dependent students to help pay for the educational expenses of the student. Federal PLUS loans are not based on need, but when combined with other financial resources, cannot exceed the student's cost of attendance. Repayment begins within 60 days of the final loan disbursement, unless the parent qualifies for and is granted a deferment by the Department of Education. Interest begins to accrue when disbursements are made.

- There is an origination fee charged on the loan amount at a rate determined by the regulations.
- The yearly limit on a Federal PLUS Loan is equal to the student's cost of attendance minus any other financial aid received or financial resources available.
- The parent must pass a credit check to qualify for a Federal PLUS Loan.

## **VETERAN'S BENEFITS**

MIAT College of Technology is approved for the training of VA eligible students. Information regarding applications for veteran's benefits may be obtained in the Financial Aid Office or from the Department of Veterans Affairs website at [www.va.gov](http://www.va.gov). Approval of a student's eligibility to receive any veteran's benefits is within the sole discretion of the Veterans Administration and MIAT College of Technology has no ability to influence such determinations.

## **OTHER FINANCIAL AID PROGRAMS**

Students may also, if eligible, receive financial aid from various other state agencies, federal agencies, community scholarships, and organizations. These include, but are not limited to: the Bureau of Indian Affairs, Vocational Rehabilitation and Michigan Works. MIAT College of Technology may be able to provide additional information about these financial aid programs. Students should thoroughly investigate the availability of other sources of financial aid or assistance and should not rely upon MIAT College of Technology as being their sole source of all information regarding the availability of such programs, if any.

### **"IMAGINE AMERICA MILITARY AWARD PROGRAM (MAP)"**

"Imagine America Military Award Program" is a scholarship program administered by the Imagine America Foundation. Imagine America offers scholarships to every participating Career College in the amount of \$1,000.00. The award is available to any qualified active duty, reservist, honorably discharged or retired veteran of a United States military service branch for attendance at a participating career college. This scholarship can help those with military service receive a career education and make the transition from military to civilian life. Aviation maintenance students that earn this scholarship are awarded \$333 for the first academic year and renewable for the second, and third academic years. Power technology students that earn this scholarship are awarded \$500 for the first academic year and renewable for the second academic year. This scholarship is awarded if applicant meets or exceeds all of the institution's professionalism, academic and attendance policies as outlined in the academic catalog. MIAT College of Technology is a participating post-secondary school. Students may contact MIAT College of Technology's Manager of Veteran and Workforce Services or Enrollment Management for more information on this program or may apply online at [www.imagine-america.org](http://www.imagine-america.org).

### **"IMAGINE AMERICA" SCHOLARSHIP PROGRAM**

"Imagine America" is a scholarship program administered by the Imagine America Foundation. Imagine America offers five (5) \$1,000 scholarships to every participating high school. Aviation maintenance students that earn this scholarship are awarded \$333 for the first academic year and renewable for the second and third academic years. Power technology students that earn this scholarship are awarded \$500 for the first academic year and renewable for the second academic year. This scholarship is awarded if applicant meets or exceeds all of the institution's professionalism, academic and attendance policies as outlined in the academic catalog. MIAT College of Technology is a participating post-secondary school. High school students may contact their high school counselor for more information on this program or may obtain an application online at [www.imagine-america.org](http://www.imagine-america.org).

## **HIGH SCHOOL SCHOLARSHIP PROGRAM**

MIAT College of Technology makes one renewable scholarship available to every high school in the U.S. for incoming students for graduating high school seniors who begin MIAT College of Technology in the fall of each year. High school seniors interested in enrolling in the Airframe and Powerplant Certificate Program at MIAT College of Technology may apply for a \$1,500 scholarship, awarded at \$500 for the first academic year and renewable for the second and third academic years. High school seniors interested in enrolling in the Energy Technician Certificate Program at MIAT College of Technology may apply for a \$1,000 scholarship, awarded at \$500 for the first academic year and renewable for the second academic years. This scholarship is awarded if applicant meets or exceeds all of the College's professionalism, academic and attendance policies as outlined in this catalog. MIAT College of Technology will provide High School Counselors with a list of all the applicants with completed scholarship applications from their respective high school and ask the counselors to determine the recipient of the scholarship. For any counselor that requests not to make the determination of the recipient, MIAT College of Technology will assemble an Independent Scholarship Committee to review applications and determine the recipient. This scholarship award will be applied towards the tuition of each recipient.

## **OTHER SCHOLARSHIPS**

MIAT College of Technology participates with many organizations offering scholarship resources for those who qualify. Details are available on various scholarship opportunities in the student services center.

## **Code of Conduct Concerning Requirements of the HEOA**

The Higher Education Opportunity Act (HEOA) added to MIAT College of Technology Program Participation Agreement with the Department of Education a requirement that an institution participating in a Title IV loan program must develop, publish, administer, and enforce a code of conduct concerning any type of loan given to a student. The code of conduct applies to the officers, employees, and agents of MIAT College of Technology and is as follows:

1. MIAT College of Technology has, and always has had a ban on revenue-sharing arrangements with any lender. The HEOA defines "revenue-sharing arrangement" as any arrangement between an institution and a lender under which the lender makes Title IV loans to students attending the institution (or to the families of those students), the institution recommends the lender or the loan products of the lender and, in exchange, the lender pays a fee or provides other material benefits, including revenue or profit-sharing, to the institution or to its officers, employees, or agents;

2. MIAT College of Technology has, and always has had a ban on employees of the financial aid office receiving gifts from a lender, guaranty agency or loan servicer. No officer or employee of an institution's financial aid office (or an employee or agent who otherwise has responsibilities with respect to educational loans) may solicit or accept any gift from a lender, guarantor, or servicer of education loans. A "gift" is defined as any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value of more than a de minimis amount. However, a gift does not include (1) a brochure, workshop, or training using standard materials relating to a loan, default aversion, or financial literacy, such as a brochure, workshop or training; (2) food, training, or informational material provided as part of a training session designed to improve the service of a lender, guarantor, or servicer if the training contributes to the professional development of the institution's officer, employee or agent; (3) favorable terms and benefits on an education loan provided to a student employed by the institution if those terms and benefits are comparable to those provided to all students at the institution; (4) entrance and exit counseling as long as the institution's staff are in control of the counseling and the counseling does not promote the services of a specific lender; (5) philanthropic contributions from a lender, guarantor, or servicer that are unrelated to education loans or any contribution that is not made in exchange for advantage related to education loans, and; (6) State education grants, scholarships, or financial aid funds administered by or on behalf of a State;

3. MIAT College of Technology has, and always has had a ban on contracting arrangements. No officer or employee of an institution's financial aid office (or employee or agent who otherwise has responsibilities with respect to education loans) may accept from a lender, or an affiliate of any lender, any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.

4. MIAT College of Technology has, and always has had a prohibition against steering borrowers to particular lenders or delaying loan certifications. For any first-time borrower, an institution may not assign, through the award packaging or other methods, the borrower's loan to a particular lender. In addition, the institution may not refuse to certify, or delay the certification, of any loan based on the borrower's selection of a particular lender or guaranty agency.

5. MIAT College of Technology has, and always has had a prohibition on offers of funds for private loans. An institution may not request or accept from any lender any offer of funds for private loans, including funds for an opportunity pool loan, to students in exchange for providing concessions or promises to the lender for a specific number of Title IV loans made, insured, or guaranteed, a specified loan volume, or a preferred lender arrangement. An "opportunity pool loan" is defined as a private education loan made by a lender to a student (or the student's family) that involves a payment by the institution to the lender for extending credit to the student.

6. MIAT College of Technology has, and always has had a ban on staffing assistance. An institution may not request or accept from any lender any assistance with call center staffing or financial aid office staffing, except that a lender may provide professional development training, educational counseling materials (as long as the materials identify the lender that assisted in preparing the materials), or staffing services on a short-term, nonrecurring basis during emergencies or disasters

7. MIAT College of Technology has, and always has had a ban on advisory board compensation. An employee of an institution's financial aid office (or employee who otherwise has responsibilities with respect to education loans or financial aid) who serves on an advisory board, commission, or group established by a lender or guarantor (or a group of lenders or guarantors) is prohibited from receiving anything of value from the lender, guarantor, or group, except for reimbursement for reasonable expenses incurred by the employee for serving on the board.

8. MIAT College of Technology has, and always has had a ban for dealing with borrowers, which prohibit the school from assigning a first time borrowers loan to a particular lender; or refusing to certify, or delaying certification of, any loan based on the borrowers choice of a lender and/ or guarantor.

## TUITION, FEES, BOOKS AND SUPPLIES

Course	Tuition*	Additional Costs/Fees*
Aviation Maintenance Technology Program**  <i>Note: This program is pending approval from the Department of Veteran Affairs (VA) for educational benefits.</i>	\$33,016.50	Application Fee: \$25 Registration Fee: \$250 Drug Testing Fee: \$45 Air Science Lab: \$526 Airframe Lab: \$1230 Powerplant Lab: \$485 General Education Lab: \$60 Estimated Tool Cost: \$1750 Estimated Book Cost: \$1390 Estimated Training Supplies: \$75 Graduation Fee: \$35 <b>Total Program Cost \$38,887.50</b>
Aircraft Dispatch Program	\$4,669.00	Application Fee: \$25 Registration Fee: \$250 Drug Testing Fee: \$45 Lab Fee: \$258 Estimated Book Cost: \$200 Graduation Fee: \$35 FAA Test Fee: \$450 <b>Total Program Cost \$5,932.00</b>
Airframe & Powerplant Technician Program**	\$29,536.50	Application Fee: \$25 Registration Fee: \$250 Drug Testing Fee: \$45 Air Science Lab: \$526 Airframe Lab: \$1230 Powerplant Lab: \$485 Estimated Tool Cost: \$1750 Estimated Book Cost: \$600 Estimated Training Supplies: \$75 Graduation Fee: \$35 <b>Total Program Cost \$34,557.50</b>
Airframe Technician Program**	\$18,980.50	Application Fee: \$25 Registration Fee: \$250 Drug Testing Fee: \$45 Air Science Lab: \$526 Airframe Lab: \$1230 Estimated Tool Cost: \$1750 Estimated Book Cost: \$400 Estimated Training Supplies: \$75 Graduation Fee: \$35 <b>Total Program Cost \$23,316.50</b>
Energy Technician Program  <i>Note: This program is pending approval from the Department of Education (DOE) for Title IV funding as well as the Department of Veteran Affairs (VA) for educational benefits.</i>	\$23,385.60	Application Fee: \$25 Registration Fee: \$250 Drug Testing Fee: \$45 Lab Fee: \$1558 Estimated Book Cost: \$900 Estimated Training Supplies: \$20 Graduation Fee: \$35 <b>Total Program Cost \$26,218.60</b>
Global Logistics and Dispatch Program  <i>Note: This program is pending approval from the Department of Education (DOE) for Title IV funding as well as the Department of Veteran Affairs (VA) for educational benefits.</i>	\$15,529.50	Application Fee: \$25 Registration Fee: \$250 Drug Testing Fee: \$45 Lab Fee: \$645 Estimated Book Cost: \$961 Graduation Fee: \$35 <b>Total Program Cost \$17,490.50</b>



HVACR Technician Program  <i>Note: This program is pending approval from the Department of Veteran Affairs (VA) for educational benefits.</i>	\$14,950.00	Application Fee: \$25 Registration Fee: \$250 Drug Testing Fee: \$45 Lab Fee: \$805 Estimated Book Cost: \$600 Graduation Fee: \$35 NATE Certification: \$500 <b>Total Program Cost: \$17,210.00</b>
Powerplant Technician Program**	\$17,153.50	Application Fee: \$25 Registration Fee: \$250 Drug Testing Fee: \$45 Air Science Lab: \$526 Powerplant Lab: \$485 Estimated Tool Cost: \$1750 Estimated Book Cost: \$450 Estimated Training Supplies: \$75 Graduation Fee: \$35 <b>Total Program Cost \$20,794.50</b>
Wind Power Technician Program	\$11,774.00	Application Fee: \$25 Registration Fee: \$250 Drug Testing Fee: \$45 Lab Fee: \$880 Estimated Book Cost: \$553 Estimated Training Supplies: \$20 Graduation Fee: \$35 <b>Total Program Cost \$ \$13,582.00</b>

**\*A student's tuition rate and fees will remain unchanged provided the student maintains continuous attendance.**

\*\*The cost of the aviation programs includes an allowance of \$78.50 per block for testing fees for written, oral and practical FAA examinations, up to a maximum of \$1,098.00 for students enrolled in the Airframe and Powerplant Technician Program or the Aviation Maintenance Technology Program, and up to \$732.00 for students enrolled in the Airframe Technician Program or the Powerplant Technician Program. All testing fees are nonrefundable and all written, oral and practical tests must be completed within 120 calendar days from the date of the last regularly scheduled block. Students who fail to complete all tests within the 120 days for fee allowance and must pay for any and all tests taken after the initial 120 day period. The cost of the dual-enrollment High School Program does not include testing fees for written, oral or practical FAA exams.

### **Math Review Course MR101**

Students may be required to take Math Review depending on their CPAT score. This course is designed to insure that the student has current math skill levels necessary for success in their program. Students are charged \$6.00 per hour for the hours they need to update their math skills, plus any charges for books and materials.

### **Make-Up**

Make-up hours are charged at the rate of \$6.00 per hour.

### **Other Expenses**

Airframe and/or Powerplant certificate or degree students are required to have available all of the tools on the official required tool list. Tool charges must be paid prior to delivery. Students may purchase all books, tools and training supplies from MIAT College of Technology or any other vendor. However, students are required to have all books, tools and training supplies as needed for training. Students who provide their own tools and/or training supplies must set an appointment prior to completion of their initial course with the Director of Training to review the tools/supplies they expect to use during training. Tools/supplies must be aircraft quality as determined by the school administration.

## **REFUND POLICY**

**Indiana students who matriculate at MIAT College of Technology will be governed by the State of Michigan refund policy as printed below.**

Any applicant or student may cancel their enrollment by notifying MIAT College of Technology at any time prior to or during training. Notification should be in writing. Additionally:

- a. If an applicant provides written notification to the school within three days of the date of signing their enrollment agreement that he/she does not intend to enter school, all monies paid will be refunded within 30 days of that notification.
- b. An applicant who cancels his/her enrollment more than three days after the date of signing their enrollment agreement but before starting classes, will receive a refund within 30 days of all monies paid.
- c. If an applicant is denied admission to the school for any reason, all monies paid by the applicant will be refunded within 30 days of the denial.
- d. Applicants who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment. Any monies paid will be refunded within 30 days.
- e. Once a student has started classes, refunds will be made to the student or private assistance program(s) within 30 days from the date of determination of the last day of attendance or to Title IV Federal Student Aid Programs, as identified below, within 45 days from the date of determination of the last day of attendance.
- f. In cases where a student does not return from an approved leave of absence, refunds will be made using the documented date of the student's expected return to school from that leave of absence. Refunds will be made to the student or private assistance program(s) within 30 days from the date that the student was expected to return to school and to Title IV Federal Student Aid Programs, as identified below, within 45 days from the date of the student's expected return to school.

**Quarter Institutional Refund Policy**

Refunds for any student who withdraws from MIAT College of Technology before the end of any quarter are determined in accordance with the following refund policies:

- ❖ A student who officially withdraws during the first calendar week of the quarter is responsible for 25% of the tuition and fees for that quarter.
- ❖ A student who officially withdraws during the second calendar week of the quarter is responsible for 50% of the tuition and fees for that quarter.
- ❖ A student who officially withdraws during the third calendar week of the quarter is responsible for 75% of the tuition and fees for that quarter.
- ❖ A student who officially withdraws during the fourth calendar week or thereafter is NOT entitled to a refund of tuition or fees for that quarter.
- ❖ Application fee is NON-REFUNDABLE after the start of the program.
- ❖ Tools and books delivered to the student become the property and responsibility of the student. Tools and books are not returnable or refundable once received by the student.

**Clock Hour Institution Refund Policy**

Any clock hour student who is withdrawn, suspended or terminated from school at any time after starting classes may have a financial obligation to the school for a pro-rated cost of tuition and fees charged and any books or tools received. This charge is based on the hours attended as determined by their last date of attendance and as detailed below.

If the last date of attendance is during the first 60% of the payment period, which is 450 hours, the school will refund a pro-rata amount of the tuition and fees as follows:

Payment Period Remaining	Refunds Due
90-99.9%	90%
80-89.9%	80%
70-79.9%	70%
60-69.9%	60%
50-59.9%	50%
40-49.9%	40%
0-39.9%	0%

Tools and books delivered to the student become the property and responsibility of the student. Tools and books are not returnable or refundable once received by the student.

**Return of Non-Title IV Funds**

After the Institutional Policy has been applied, any excess non-title IV funds will be returned to the student or the appropriate agency within 30 days of the student withdrawal date.

**Return of Federal Title IV Funds**

All MIAT College of Technology students receiving Federal Title IV Grants and Loans who withdraw will be subject to calculation of earned funds up through the 60% point in the quarter or payment period for clock hour programs. All unearned Title IV Grants and Loans will be returned to the appropriate program (Pell Grant, Direct Subsidized and Unsubsidized Loans and Plus Loans). If the withdrawal occurs after the 60% point in the quarter, or payment period then the percentage of aid earned is 100%.

**Quarter Programs**

To calculate the amount of Title IV Funds not earned by a quarter student, the school must determine the last date of attendance. If a student withdraws before the 60% point (day specific), the school will calculate the percentage of financial aid NOT earned by the student and return the funds to the appropriate program.

Example: **Ten week quarter = 70 calendar days**  
**60% point = 42 calendar days**

**Clock Hour Programs**

The amount of Title IV funds received and the number of hours attended and or scheduled in a payment period (450 hours) determine the amount of funds earned. The Federal formula requires that the school determine the percentage of Title IV funds earned by using the following formula.

$$\text{Amount earned} = \frac{\text{Hours scheduled up to and including the last date of attendance}}{\text{Hours in the payment period}}$$

Amount Earned = hours scheduled up to and including the last date of attendance divided by hours in the payment period. If this amount is 60% or more, 100% of the funds received are earned. If this amount is less than 60% of the scheduled hours, than a refund calculation shall occur. Example:

A student with scheduled hours of 175 up to and including the last date of attendance in a normal payment period of 450 hours would divide 175 by 450 = 38.9%. The amount earned percentage of aid then becomes 38.9%. Title IV funds that were received by the student were \$1,272.64 in a subsidized loan, \$1,760.25 in an unsubsidized loan, and \$2,000.00 in a Pell Grant. Total received aid of \$5032.89 x 38.9% = \$1,957.79 earned aid and **\$3,075.10 unearned aid**. The school must determine the amount of institutional charges unearned by subtracting the percentage earned 38.9% from 100% = 61.1% and multiplying this percentage by the charges for the payment period. Example rate 196.00 per credit hour x 34.5 Credit Hours = \$6,762.00 plus registration fee \$250.00 (first term only) and shop fees charged to date \$180.00 Total \$7,192.00 X 61.1% = **unearned \$4,394.31**. After both amounts are calculated, the school must refund the lesser of the unearned Title IV or the unearned institutional charges. In this example, the school would **refund \$3,075.10 in Title IV Aid. The school would also refund 60% of Tuition and fees \$4,315.20 from the students account card**. A student is only required to return 50% of the unearned grant aid that is the responsibility of the student to repay. **Students must be aware if they withdraw from their program the school must calculate the required R2T4 Federal refund policy and the student may owe the school for charges that may have been previously covered by Federal Financial Aid**

**Allocations of any Title IV refunds, in accordance with federal regulations, shall be made in the following order: Federal Direct Unsubsidized loan, Federal Direct Subsidized loan, Federal Plus loan, Federal Pell Grant, Private Assistance and then the student. If a student withdraws from school at or before the 60% point he/she may have a BALANCE DUE to the school.**

**COST OF EDUCATION**

The cost of education will include direct expenses such as tuition, fee, books and supplies. There are also indirect costs such as room and board, transportation and personal expenses.

The following national standardized budgets reflect the estimated indirect costs associated with the courses offered at MIAT College of Technology. You may find your expenses differ, but these standard budgets should assist you with planning. Figures are shown at a cost per month.

	Room/ Board	Transportation	Personal (clothing, laundry, personal care, recreation)	Indirect Costs
<b>Living at home</b>	<b>\$437</b>	<b>\$193</b>	<b>\$225</b>	<b>\$855</b>
<b>Living away from home</b>	<b>\$875</b>	<b>\$193</b>	<b>\$225</b>	<b>\$1293</b>

# ACADEMIC POLICIES

## GRADING SYSTEM

The academic standing of all students is based on a numerical scale with 100% being the maximum grade possible and 70% the minimum passing grade.

Numerical Value	Equivalent Letter Grade	Equivalent Grade Point
94-100	A	4.0
90-93	A-	3.7
87-89	B+	3.3
84-86	B	3.0
80-83	B-	2.7
77-79	C+	2.3
74-76	C	2.0
70-73	C-	1.7
0-69	F	0.0

### IC - Incomplete

The grade of "IC" is issued to all students who fail to achieve a score of 70% or higher in scheduled theory or shop work. Students who receive a grade of "IC" will have additional work and/or testing assigned. **Quarter hour** students with a grade of "IC" must resolve the "IC" prior to the completion of the next quarter unless an extension is granted by the Director of Training. **Clock hour** students with a grade of "IC" must resolve the "IC" prior to the beginning of the next payment period unless an extension is granted by the Director of Training. All grades of "IC" must be resolved prior to the completion of the next quarter or next two blocks unless an extension has been granted by the Director of Training. Failure to satisfactorily resolve all grades of "IC" will result in the issuance of an "F" and assigned a numerical grade of 69%.

**Additionally, all grades of "IC" must be satisfactorily resolved no later than 90 calendar days after the conclusion of the last regularly scheduled class unless an extension has been granted by the school.** Failure to comply with this 90-calendar day period will result in all "IC" grades being replaced with "F" grades.

Upon successful completion of additional work or testing to remedy an incomplete grade, the new score will be recorded as a 70%. It is the student's responsibility to resolve grade deficiencies. Students who fail to achieve a minimum score of 70% for any theory or shop grade will receive a grade of "F" for that course or subject.

Students are required to satisfy any incomplete grade which may include tests and labs. Missed exams can be scheduled and taken in the Learning Resource Center (LRC); incomplete lab assignments may be reviewed by the LRC staff or instructor and a plan of action to include the appropriate instructor will be developed.

F - A student receiving the grade of "F" will be assigned a numerical grade of 69% and must retake the failed course or subject and receive a passing grade in theory and shop. Additional tuition and fees will apply. The failed course or subject must be retaken in a timely manner determined by the Director of Training.

R - Indicates the course or subject was repeated and no credit was awarded

W - Withdrawn

CR - Credit by examination or transfer from another college

L - Leave of Absence

WM - Withdrawn Military

## GRADE POINT AVERAGE CALCULATION

Upon completion of each course or subject, a theory numerical grade and a shop numerical grade are issued. All numerical grades are added together, then divided by the total number of grades for the calculation of the numerical grade average.

Grades of "IC", "W", "R", "DS" and "CR" do not enter into the numerical grade average. Since grades of "IC" are not included in the calculation of the grade average, the numerical grade average is not final until grades of "IC" are resolved. Additionally, remedial courses are not included in the grade point average calculation.

## CLOCK HOUR

A clock hour is defined as the equivalent of: a) a 50-minute class, lecture, recitation, or b) a 50 minute faculty supervised laboratory, shop training or approved field trip.

## SATISFACTORY PROGRESS – COMPLETION AND CUMULATIVE GRADE POINT AVERAGE (CGPA) SATISFACTORY ACADEMIC PROGRESS

Students attending MIAT College of Technology must maintain satisfactory academic progress by maintaining a minimum pace of completion, cumulative grade point average (CGPA) throughout their program of study, and be able to complete their entire training program within one and one-half times the planned program length. A student who fails to meet the minimum pace of completion and/or CGPA standards for satisfactory academic progress as detailed below shall be placed on academic warning:

### Aviation Maintenance Technology Program

(Clock Hour Program)

CUMULATIVE HOURS ATTEMPTED	CUMULATIVE HOURS SUCCESSFULLY COMPLETED*	MINIMUM PACE OF COMPLETION	MINIMUM CUMULATIVE GRADE POINT AVERAGE (CGPA)
450	225	50%	70%
900	450	50%	70%
1350	900	67%	77%
1800	1200	67%	77%
2250	1500	67%	77%
2700	1800	67%	77%
3150	2100	67%	77%
3600	2400	67%	77%

### Aircraft Dispatch Program

(Quarter Hour Program)

CUMULATIVE QUARTERS ATTEMPTED	CUMULATIVE QUARTERS SUCCESSFULLY COMPLETED*	MINIMUM PACE OF COMPLETION	MINIMUM CUMULATIVE GRADE POINT AVERAGE (CGPA)
1	0.5	50%	70%
1.5	1	67%	77%

### Airframe and Powerplant Technician Program

(Clock Hour Program)

CUMULATIVE HOURS ATTEMPTED	CUMULATIVE HOURS SUCCESSFULLY COMPLETED*	MINIMUM PACE OF COMPLETION	MINIMUM CUMULATIVE GRADE POINT AVERAGE (CGPA)
450	225	50%	70%
900	450	50%	70%
1350	900	67%	77%
1800	1200	67%	77%
2250	1500	67%	77%
2700	1800	67%	77%
3150	2100	67%	77%

### Airframe Technician Program

(Clock Hour Program)

CUMULATIVE HOURS ATTEMPTED	CUMULATIVE HOURS SUCCESSFULLY COMPLETED*	MINIMUM PACE OF COMPLETION	MINIMUM CUMULATIVE GRADE POINT AVERAGE (CGPA)
450	225	50%	70%
900	600	67%	70%
1350	900	67%	77%
1800	1200	67%	77%
2025	1350	67%	77%

### Energy Technician Program

(Quarter Hour Program)

CUMULATIVE QUARTERS ATTEMPTED	CUMULATIVE QUARTERS SUCCESSFULLY COMPLETED*	MINIMUM PACE OF COMPLETION	MINIMUM CUMULATIVE GRADE POINT AVERAGE (CGPA)
1	0.5	50%	70%
2	1	50%	70%
3	2.0	67%	77%
4	3	67%	77%
5	3.5	67%	77%
6	4	67%	77%
7	4.5	67%	77%
8	5.5	67%	77%
9	6	67%	77%

### Global Logistics and Dispatch Program

(Quarter Hour Program)

CUMULATIVE QUARTERS ATTEMPTED	CUMULATIVE QUARTERS SUCCESSFULLY COMPLETED*	MINIMUM PACE OF COMPLETION	MINIMUM CUMULATIVE GRADE POINT AVERAGE (CGPA)
1	0.5	50%	70%
2	1	60%	70%
3	2	67%	77%
4	3	67%	77%
5	3.5	67%	77%
6	4	67%	77%

### HVACR Technician Program

(Quarter Hour Program)

CUMULATIVE QUARTERS ATTEMPTED	CUMULATIVE QUARTERS SUCCESSFULLY COMPLETED*	MINIMUM PACE OF COMPLETION	MINIMUM CUMULATIVE GRADE POINT AVERAGE (CGPA)
1	0.5	50%	70%
2	1	60%	70%
3	2	67%	77%
4	3	67%	77%
5	3.5	67%	77%
6	4	67%	77%

**Powerplant Technician Program  
(Clock Hour Program)**

CUMULATIVE HOURS ATTEMPTED	CUMULATIVE HOURS SUCCESSFULLY COMPLETED*	MINIMUM PACE OF COMPLETION	MINIMUM CUMULATIVE GRADE POINT AVERAGE (CGPA)
450	225	50%	70%
900	600	67%	70%
1350	900	67%	77%
1800	1200	67%	77%

**Wind Power Technician Program  
(Quarter Hour Program)**

CUMULATIVE QUARTERS ATTEMPTED	CUMULATIVE QUARTERS SUCCESSFULLY COMPLETED*	MINIMUM PACE OF COMPLETION	MINIMUM CUMULATIVE GRADE POINT AVERAGE (CGPA)
1	0.5	50%	70%
2	1	50%	70%
3	2	67%	77%
4	2.5	67%	77%
4.5	3	67%	77%

\*Successfully completed means that a student has received a course grade of 70% or higher.

Generally the quantitative and qualitative standards used to judge academic progress include all periods of the student's enrollment. Even periods in which the student did not receive Title IV program funds must be counted.

However, for a student who changes programs, it will not include in the calculation of a student's satisfactory academic progress standing, the credits attempted and grades earned that do not count toward the student's new program.

**SATISFACTORY ACADEMIC PROGRESS – GRADE POINT AVERAGE CALCULATION AND PACE OF COMPLETION**

Upon completion of each course, a theory numerical grade and a shop numerical grade are issued. All numerical grades are added together, and then divided by the total number of grades for the calculation of the numerical grade average.

Grades of "IC", "W", "R", "DS" and "CR" do not enter into the numerical grade average. Since grades of "IC" are not included in the calculation of the grade average, the numerical grade average is not final until grades of "IC" are resolved. Additionally, remedial courses are not included in the grade point average calculation.

Grades of "IC", "W", "R", "DS" and "CR" do count as attempted for minimum pace of completion.

Regarding credit for previous training, "CR", the calculation of a student's satisfactory academic progress standing will include only those credits that apply toward the current program. Credit hours from another institution that are accepted toward the student's educational program must count as both attempted and completed hours.

**SATISFACTORY ACADEMIC PROGRESS – ACADEMIC/FINANCIAL AID WARNING**

Academic warning means a status assigned to a student who fails to make satisfactory academic progress. Financial aid warning means a status assigned to a student who received financial aid and fails to make satisfactory academic progress. A student on financial aid warning may continue to receive Title IV program funds for one payment period.

While on academic or financial aid warning a student must be able to meet standards for the next evaluation point. Failure to meet these standards will mean dismissal from school unless an appeal is granted. A student who successfully meets the next evaluation point standards will be removed from academic or financial aid warning status.

**SATISFACTORY ACADEMIC PROGRESS - APPEAL**

Students may appeal the determination that they are not meeting satisfactory academic progress standards by petitioning the College for reconsideration of the student's eligibility for Title IV program funds.

## THE BASIS FOR APPEAL - EXTENUATING CIRCUMSTANCES

Extenuating circumstances include but are not limited to:

- a) illness of the student or death in the student's immediate family;
- b) unavoidable conditions arising in connection to the student's employment, such as geographical transfer or change in hours or conditions of employment;
- c) immediate family or financial obligations beyond the control of the student;
- d) unanticipated legal or military obligations of the student beyond the control of the student.

All extenuating circumstances must be documented to the satisfaction of the school.

## SUBMITTING AN APPEAL

The student must provide the following to a Director of Training:

- a) a written explanation of why the student failed to make satisfactory academic progress
- b) a written explanation of what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress by the next evaluation point.
- c) a written request to be placed on academic/financial aid probation

## SATISFACTORY ACADEMIC PROGRESS – ACADEMIC/FINANCIAL AID PROBATION

Academic probation means a status assigned to a student who fails to make satisfactory academic progress and who has successfully appealed and has been reinstated. Financial aid probation means a status assigned to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for Title IV program funds reinstated.

While on academic or financial aid probation a student must be able to make the standards for the next evaluation point or meet the requirements of the academic plan developed by the institution and the student. Failure to meet these standards will mean dismissal from school. A student who successfully meets the next evaluation point will be removed from academic or financial aid probation status.

## SATISFACTORY ACADEMIC PROGRESS - REESTABLISHING ELIGIBILITY

A student who has been dismissed due to lack of satisfactory academic progress may appeal to be reconsidered for readmission to the school in the same program. At the sole discretion of the school, a student may be readmitted only if the school determines that there is a reasonable expectation that the student will satisfactorily complete their program based upon the student's written appeal. The basis for appeal shall include any extenuating circumstances that resulted in the student failing to meet satisfactory academic progress. If approved, the student will be enrolled for a probationary period not to exceed the next evaluation point. With respect to Title IV program funds, a student must complete the probationary period with the minimum satisfactory completion required and numerical grade average required as outlined under satisfactory academic progress. Before applying for readmission, all financial obligations to the school must be satisfied. Students who retake a portion of the program will be charged current tuition and fees. The student will be dismissed if they fail to meet all satisfactory academic progress standards after the probationary period.

## COURSE OR SUBJECT REPETITIONS

MIAT College of Technology permits students to retake a course or subject a maximum of two additional times. When a student retakes a course or subject the new grade achieved is recorded and substituted for the previous grade. The new grade is then included in the CGPA calculation. Course or subject repetitions are included in satisfactory progress maximum time for completion calculation. The record of the repeated course or subject remains part of the transcript and is identified as an "R" for repeated course or subject. Additional tuition and fees will be charged. ***For clock hour programs there is no additional Title IV aid for additional subjects.***

## AUDIT

A student may audit one or more courses or subjects with the approval of Director of Training. School policies on grades and attendance do not apply. Good attendance is always encouraged. Standard tuition and fee rates in effect apply to all audit courses or subjects.

## TRANSFER CREDIT AND COMPARABLE CREDIT POLICY

**Transfer credit** is defined as: credit for previous training from accredited or certificated educational institutions. Credit granted will be based upon the presentation of a certified signed transcript of subject hours and satisfactory grades. Credit can only be granted provided the subjects are similar in content to those offered at MIAT College of Technology. Granting of credit is at the sole discretion of MIAT College of Technology. Students must complete at least 25% of their program in residency at MIAT College of Technology, the institution awarding the certificate or degree. The remaining 75% of the program may be transfer credit.



**Comparable credit** is defined as: credit awarded for demonstrated relevant college-level education acquired through non-traditional schooling, work or other life experiences. See the Comparable Credit Handbook for additional policies and procedures for the granting of comparable credit, available from the training department.

### **Credits Accepted by MIAT College of Technology**

For the awarding of transfer credit or comparable credit MIAT College of Technology reserves the right to administer an evaluation to the student to determine competency of the information or to ensure that the competencies reasonably align with the course work and program into which the credit is to be transferred.

**Transferability of credits to other institutions.** MIAT College of Technology provides information on schools that may accept MIAT College of Technology's course credits towards their programs. However, MIAT College of Technology does not guarantee transferability of credits to any other college, university or educational institution. It should not be assumed that any courses or programs described in this catalog can be transferred to another educational institution.

The decision of whether an educational institution will accept transfer credits is made at the sole discretion of the "accepting institution." Accordingly, MIAT College of Technology does not make any representation that credits from MIAT College of Technology will be transferable to any non-affiliated college or educational institution, nor is any representative of MIAT College of Technology authorized to make any such representation or promise of transferability.

The student is advised that MIAT College of Technology accepts no responsibility if credits earned at MIAT College of Technology will not transfer to another educational institution. It is the student's responsibility to confirm whether or not credits will be accepted by another educational institution of the student's choice.

### **GRADUATION REQUIREMENTS**

To be classified as a graduate from their program of study, the student must have a minimum cumulative grade point average of 77% and have successfully completed all required courses or subjects. Successfully completed means that a student has received a course or subject grade of 70% or higher.

Graduates who are free from all indebtedness to the school will be issued a certificate or degree in their program of study.

Graduates who have received their certificate or degree from programs that involve curriculum approved by the Federal Aviation Administration (FAA) must have made up all missed time in such curriculum per class attendance and absenteeism policies in order to qualify for an FAA written, oral, and practical examinations. Graduates with all missed time made up will be issued an FAA Certificate of Completion which is authorization for the graduate to apply to the FAA for testing. Graduates from the Aircraft Dispatch curriculum will be issued an FAA Certificate of Completion that is valid for 90 days. After 90 days, MIAT College of Technology may revalidate this Certificate of Completion at any time for additional 90 day periods if MIAT College of Technology determines that the student is proficient in the required subject areas.

### **CLASS ATTENDANCE AND ABSENCE POLICIES**

MIAT College of Technology believes that regular and punctual attendance is important to achieve a high standard of work. Students are expected to notify the school if they must be absent for more than one day. A student enrolled in a curricula certificated by the Federal Aviation Administration must make up absences by attending regularly scheduled make-up sessions. The student is charged additional hourly tuition for these sessions.

Students must show attendance in each scheduled course to remain classified as active. Students that fail to show attendance in any scheduled course will result in the rescheduling of that course and the appropriate state and federal refund calculations may be applied. Students who fail to return to their next scheduled course of instruction, the College may withdraw the student from school and the student will be classified as inactive.

Any quarter student enrolled at MIAT College of Technology that attends non-concurrent courses who has more than 20% unexcused absence hours during the quarter will be issued an "F" for the current course and will be required to submit in writing the following: (1) why the student missed time in excess of 20%, (2) how the student will not allow it to happen again and (3) ask for permission from the director of training to continue in the next course of the quarter and remain classified as an active student.

Any quarter student enrolled at MIAT College of Technology that attends non-concurrent courses who has more than 20% unexcused absence hours during the last or only course of instruction in the quarter will be issued an "F" for the current course and withdrawn from the quarter and the appropriate state and federal refund calculations applied.

Any quarter student enrolled at MIAT College of Technology that attends concurrent courses who has more than 20% unexcused absence hours during any courses in the quarter will be issued an "F" for the current course. Any student who has

more than 20% unexcused absence hours during concurrent courses of instruction will be issued an "F" for both courses and may be withdrawn from the quarter and the appropriate state and federal refund calculations applied.

Any clock hour student enrolled at MIAT College of Technology who has more than 20% unexcused absence hours in any block or more than 20% of unexcused absence hours in any partial block may be dropped from that course and will be required to submit in writing the following: (1) why the student missed time in excess of 20%, (2) how the student will not allow it to happen again and (3) ask for permission from the director of training to continue in the next course of the block and remain classified as an active student. If this request is not received and approved, the student may be withdrawn from school.

For clock hour students, excessive accumulation of missed time will result in limitation of student financial aid and may result in a warning and/or suspension of training. In an effort to curb excessive training hours missed and not made up, MIAT College of Technology has established the following: A student should not have a deficit of more than 50 hours of training upon completion of a payment period.

### **CLOCK HOUR PROGRAM MAKE UP POLICY**

It is recommended that all required make-up work be completed prior to entering the next payment period. An excessive deficit of missed time that is not made up may result in a warning and/or suspension of training.

Students must have verification of time missed (either an Absence Verification form for time missed during the current course of instruction or a Transcript for previous courses of instruction) and obtain and complete a Make-Up Receipt prior to making up time. The instructor will check the documentation and issue the student a project(s) to be completed during the make-up session. It is the student's responsibility to have the tools and books required for any make-up session. Failure to complete and submit the assigned project(s) will result in no make-up credit.

### **EXCUSED ABSENCES**

In very limited circumstances a student may request an excused absence from the Campus President, Director of Training, or the Assistant Director of Training. The time missed during an excused absence will not count toward the maximum missed time allowed in a course or subject. However, if the time missed is in an FAA approved section, this time must be made up and the student is responsible for all missed material. The following requirements apply:

- ❖ Excused absences for quarter students are limited in their duration, normally not to exceed thirty (30) hours in any course.
- ❖ Excused absences for clock hour students are limited in their duration, normally not to exceed thirty (30) hours in any block.
- ❖ Excused absences may be granted at the sole discretion of the school administration and only if the school determines that there is a reasonable expectation that the student will return to classes and satisfactorily complete his/her program.
- ❖ The reason for the excused absence must be documented to the schools satisfaction. Examples of this documentation would include a doctor's note, immediate family member's death (letter from funeral home showing attendance) legal obligation (letter showing attendance), or military obligations (copy of orders).
- ❖ Significant factors in issuing an excused absence will be the student's previous attendance, academic and professional standing, and any prior excused absences.
- ❖ Providing false documentation in an effort to obtain an excused absence may result in dismissal from the program.

### **ATTENDANCE TAKING PROCEDURES**

Attendance is physically taken at the beginning of each 50-minute session. Attendance will also be taken immediately prior to lunch and at the end of the day.

### **TARDINESS POLICY**

There are several class periods each regularly scheduled day. It is the student's responsibility to be in class at the beginning of each period. If a student enters class after the start of any period, the student is considered tardy. Any time lost due to tardiness will be recorded as an absence, and the policy on CLASS ATTENDANCE AND ABSENCE applies.

### **EARLY DEPARTURE FROM CLASS**

Early departures from any class are counted as periods of time missed. Students are required to notify their Instructor or designated administrator when leaving before the end of the scheduled day by completing the Request for Early Departure From Class Form.

Students leaving prior to the end of a scheduled class day without submitting the Request for Early Departure From Class Form, will receive credit for attendance up to the last verified time of attendance.

### **WITHDRAWALS**

The staff and administration at MIAT College of Technology strongly recommends against students disrupting their training schedule for any reason. However, upon presentation of any reasonable request to the Director of Training, Assistant Director of Training, Financial Aid Director or Campus President a withdrawal may be granted.

A student who withdraws during a course or subject must retake that course or subject. Additional tuition, lab fees and all attendance policies apply.

All students returning from a withdrawal will be subject to a re-enrollment process, which may include review by the Admissions Committee.

The return of any student to MIAT College of Technology after a withdrawal will be dependent on class availability.

## **LEAVE OF ABSENCE**

Any student may request a leave of absence (LOA). The following requirements apply:

1. Leaves of Absence are normally limited to 1 issuance every 12 months as calculated from the first date of the Leave of Absence.
2. The student must submit a written, signed and dated request to the Director of Training, Assistant Director of Training, Financial Aid Director or Campus President that includes the reason for the request prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the school may grant the student's request for a leave of absence if the school documents its decision and collects the written request at a later date, normally within two weeks.
3. Leaves of Absence are not automatically granted. At the sole discretion of the school, a Leave of Absence may be granted only if the school determines that there is a reasonable expectation that the student will return to classes and satisfactorily complete their program.
4. Leaves of Absence are normally not granted for longer than one quarter or two blocks.

Any student who is granted a LOA is eligible to return to school with no additional charges associated with that LOA. Upon return, the student must resume training at the same point in the academic program that he or she began the LOA. If additional courses or subjects are added to the student's program because of curriculum changes all additional charges will apply.

Failure to return to school on or before the scheduled LOA return date will result in the student being withdrawn from school.

If a student is a Federal Title IV loan recipient, the failure to return may have significant adverse consequences on loan repayment terms, including exhaustion of some or all of the student's grace period.

## **SCHOOL CLOSINGS**

In the event of inclement weather or other circumstances out of the school's control, MIAT College of Technology will close training operations. The closure of the day program will be announced no later than 5:30 a.m. on the morning of the bad weather. The closure of the afternoon program will be announced no later than 1:30 p.m. on the afternoon of the bad weather.

Local television and radio stations normally carry MIAT College of Technology school closure information. The school may be contacted after 5:30 a.m. (Day Classes) and 1:30 p.m. (Afternoon Classes). The phone number for the school is **734-423-2100** or **800-447-1310**. When you call, please identify yourself as a student.

School closure due to inclement weather or other circumstances out of the school's control will cause the course to be extended.

## **WEAPONS, EXPLOSIVES AND OTHER SIMILAR DEVICES**

No person shall possess, carry or otherwise transport any weapon; (including handguns and rifles) any explosive devices or other similar items onto any school premises, including parking area, facilities, aircraft and vehicles.

All knives must be collapsible and primarily designed and used for work purposes. No other knives may be possessed, carried or transported onto school premises, including facilities, and are subject to the provisions of this section.

Any person who violates this policy is subject to probation, suspension and/or dismissal.

## **PROFESSIONAL CONDUCT AND APPEARANCE**

All students are expected to maintain the high standard of professional conduct and appearance that is required by industry and is a tradition at MIAT College of Technology. Both in and out of school, students are expected to conduct themselves in a professional manner with pride in themselves, their community and their school.

The dress code regulations reflect industry standards for promoting professionalism and safety. Through professional conduct and appearance observed on campus, our students and graduates have established an outstanding reputation among industry employers and the public. It is expected that the student will observe the code of conduct of MIAT College of Technology. The current Student Handbook contains the rules and policies on student conduct, safety rules and dress code that students must adhere to. All students are issued five approved MIAT College of Technology shirts. These shirts are required attire while attending any activities at MIAT College of Technology.

MIAT College of Technology reserves the right to place students on academic or professional warning, probation, suspension or dismissal from school for failure to conduct themselves in a professional manner. Violations include, but are not limited to, the following:

1. Failure to maintain acceptable academic achievements. Please refer to Academic Policies criteria detailed in this catalog.
2. Excessive absences from scheduled training.
3. Possession, conviction or under the influence of alcohol or controlled substances.
4. Unprofessional conduct found to be offensive or detrimental to the individual, community, school, or to other students.
5. Dress, grooming and personal habits that are not proper for a professional person.
6. Disrespectful or insubordinate behavior toward any employee, guest or visitor.
7. Failure to adhere to policies and regulations stated in the student handbook.

## **COMPREHENSIVE STUDENT COMPLAINT AND DISPUTE RESOLUTION SYSTEM**

### **Primary Resolution System**

MIAT College of Technology is dedicated to the professional and technical development of its students. To ensure each student is afforded fair, nondiscriminatory treatment, MIAT College of Technology has developed policies to govern student professional conduct, academic performance and administrative actions.

MIAT College of Technology has created a primary resolution system to facilitate the resolution of any concern or complaint with MIAT College of Technology, including the process of recruitment and enrollment, the educational process, financial matters and placement assistance. If you are not satisfied with the results, you have the right to pursue further action through arbitration (Secondary Resolution System).

If the student has any concerns or complaints, they should be first addressed informally with your classroom instructor or if it is not an instructional issue, with the appropriate MIAT College of Technology staff member or Compliance Officer. In many cases, issues are resolved at this informal level. If that approach does not resolve the concerns, a formal primary resolution process begins by presenting a written description of your complaint to the Director of Training, Compliance Officer or Campus President. The written complaint, which should be on the MIAT College of Technology Complaint Form, must include as much information as possible to assist in addressing the concern, and must include a statement of actions needed to resolve the matter. The complaint must be signed and dated by the student, and must include a valid address and telephone number. A copy of the MIAT College of Technology Complaint Form is available from the Compliance Officer or Campus President. The complaint should be submitted within fourteen (14) calendar days of the incident giving rise to the complaint, or after attempts to informally resolve the matter have ended, whichever is later.

A written response from the Director of Training, Compliance Officer or Campus President will be provided to the written complaint. If the student is dissatisfied with this response, he or she may appeal the decision to the School Review Board. The appeal must be in writing and submitted within 14 calendar days of the student's receipt of the written response to his or her complaint.

A student who is placed on academic or professional conduct warning, probation, suspension or dismissal may request review of the decision by the School Review Board, c/o MIAT College of Technology, 2955 South Haggerty Road, Canton, Michigan 48188. The request for review must be made within fourteen (14) days of the warning, probation, suspension or dismissal. The request must be in writing and signed by the individual. The request for review must contain the reasons for the academic, attendance or conduct violation. In addition, the student's plan to comply with the academic, attendance or conduct policy must be stated. The request must provide current student contact information, including a valid address and telephone number.

In summary, if a student has any questions, concerns or complaints, MIAT College of Technology recommends that he or she adhere to the following process for seeking assistance:

Level 1	Assistant Director of Training, Instructor, Compliance Officer or appropriate MIAT College of Technology staff member (through informal means)
Level 2	Director of Training, Compliance Officer or Campus President (through written complaint)

**Secondary Resolution System (Arbitration)**

Any disputes or controversies between the parties to this agreement, arising out of or relating to the student's recruitment, enrollment, attendance, education or placement by MIAT College of Technology or to this agreement, shall be resolved by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association in effect at the time of the dispute or controversy, or in accordance with procedures that the parties agree to in the alternative. The Federal Arbitration Act and related federal judicial procedure shall govern this agreement to the fullest extent possible, irrespective of the location of the arbitration proceedings or of the nature of the court in which any related proceedings may be brought. Arbitration shall be the sole remedy for the resolution of any disputes or controversies between the parties to this agreement. Arbitration shall take place before a neutral arbitrator in the locale of MIAT College of Technology attended by the student unless the student and MIAT College of Technology agree otherwise. The arbitrator must have knowledge of and actual experience in the administration and operation of postsecondary educational institutions unless the parties agree otherwise.

**Note:** It is understood and agreed that a student must complete and follow the Primary Resolution System procedures first, then, if necessary, follow the Secondary Resolution System procedures.

**STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Colleges accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling complaints. If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the college for a response. The complainant(s) will be kept informed as to the status of the complaint, as well as the final resolution by the Commission.

Please direct all inquiries: Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212 or online at [www.accsc.org](http://www.accsc.org).

A copy of the Commission's Complaint Form is available at MIAT College of Technology and may be obtained by contacting the Compliance Officer or Campus President.

Michigan residents may also write to the Executive Director, State of Michigan, Department of Licensing and Regulatory Affairs, Victor Office Center, 201 N. Washington Square, 2<sup>nd</sup> Floor, Lansing, Michigan 48913 or call (517) 335-5858.

Ohio residents may also write to the Executive Director, State Board of Career Colleges and Schools, 35 Gay Street, Suite 403, Columbus, Ohio 43266 or call (614) 466-2752.

**COMPUTER AND INFORMATION TECHNOLOGY POLICY**

Computer and Internet access have an increasingly important role in today's education and business environments. The intent of the following policy is to allow the greatest use of MIAT College of Technology's computer facilities in a manner consistent with an appropriate professional environment and with the mission of MIAT College of Technology.

**Computer Violation Examples:**

1. Intentionally introducing damaging software, such as viruses.
2. Accessing any Internet sites or services that are inappropriate for a particular curriculum or the educational environment. This includes but is not limited to any information containing obscene, indecent or sexually explicit material. It also includes any information containing profane language.
3. Intentionally damaging hardware.
4. Attempting to access any computing resources to which a student is not entitled or authorized.
5. Violating the privacy of others' computer information (either files or e-mail).
6. Harassing others or sending threatening, inappropriate or falsified e-mail messages.
7. Violating password security.
8. Violating copyright or license requirements.
9. Allowing computer access to any individual not a MIAT College of Technology student, graduate or employee.
10. Conducting any profit making or commercial activity from MIAT College of Technology computer facilities.
11. Violating any computer security rules, regulations or laws as follows:

MIAT College of Technology Computing Policy  
Michigan Laws and Regulations  
Federal Copyright Law  
Computer Fraud and Abuse Act of 1986

Electronic Communication Privacy Act of 1986  
Computer Software Rental Amendments Act of 1990

# DEGREE PROGRAM OF STUDY

## AVIATION MAINTENANCE TECHNOLOGY PROGRAM

The Aviation Maintenance Technology Program is a combination of classroom and hands-on instruction and outside work/homework. Upon completion of this FAA (Federal Aviation Administration) certificated program, graduates are eligible to apply and test for the Airframe and Powerplant FAA Certification that is nationally recognized. Upon certification, graduates also possess industry-recognized certificates and are prepared to enter various career areas of the aviation industry at an entry level. Career options include, but are not limited to, **Commercial Airlines, Corporate Aviation, Helicopters, Unmanned Aircraft Systems, General Aviation, Manufacturing, Repair and Overhaul and Avionics.** A sample of entry-level careers include: Airframe Technician, Powerplant Technician, Aircraft Restoration, Jet Engine Mechanic, Avionics Technician, Avionics Installer, Engine Manufacturing, Structures Technician, Sheetmetal Assemble and Riveter. There will be some limitations for career options without the FAA Airframe and Powerplant Certification. Graduates can also secure entry-level positions in other technical areas such as: **Wind Energy** (Wind Technician), **Manufacturing Production** (Electrical, Hydraulics/Pneumatics Technician, Sheetmetal/Composite Technician), **Engine and Other Machine Assemblers** (Engine Assembler, Engine Builder, Fuel Injection Technician) and **Electrical/Electronics** (Control Technician, Instrument Repair Technician, Electronics Technician, Service Technician). Additionally, the general education courses expand and enhance non-technical skills important to the career growth and development of graduates of this program.

**Aviation Maintenance Technology Program**  
**Associate in Applied Science (AAS)**  
**2340 Clock Hours**  
**135.0 Quarter Credit Hours**  
**Day or Afternoon Program**  
**24 Months**

### AIR SCIENCE SECTION

Course Number	Course Name	Clock Hours	Credit Hours
AS101-3	Learning Strategies and History	42	2.5
AS102-3	Math and Drawings	48	2.5
AS103-3	NDT and Physics	60	3.0
AS104-3	Safety and Ground Operations	60	3.0
AS105-3	Materials, Processes and FAR's	90	4.5
AS106-3	Basic Electricity I	42	2.5
AS107-3	Basic Electricity II	54	3.0
AS108-3	Basic Electricity III	54	3.0

### AIRFRAME SECTION

Course Number	Course Name	Clock Hours	Credit Hours
AF201-3	Basic Sheetmetal and Welding I	54	3.0
AF202-3	Basic Sheetmetal and Welding II	54	2.5
AF203-3	Basic Sheetmetal and Welding III	42	2.0
AF204-3	Advanced Sheetmetal	84	4.0
AF205-3	Rigging and Fuel Systems	66	3.5
AF206-3	Non-Metallic Structures	84	4.0
AF207-3	Cabin Atmosphere and Aircraft Finishes	66	3.5
AF208-3	Airframe Electrical I	54	3.0
AF209-3	Airframe Electrical II	54	3.0
AF210-3	Principles of Troubleshooting	42	2.0
AF211-3	Aircraft Instruments and Advanced Troubleshooting	72	3.5
AF212-3	Communication and Navigation Systems	78	4.0
AF213-3	Hydraulics and Pneumatics	54	3.0
AF214-3	Landing Gear Systems	48	2.5
AF215-3	Airframe Inspection	48	2.5

## POWERPLANT SECTION

<b>Course Number</b>	<b>Course Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
PP201-3	Reciprocating Engine Operation	54	3.0
PP202-3	Fuel Metering Systems	54	3.0
PP203-3	Induction, Exhaust and Instrument Systems	42	2.5
PP204-3	Powerplant Lubrication Systems	78	4.5
PP205-3	Reciprocating Engine Ignition Systems	72	4.0
PP206-3	Reciprocating Engine Inspection and Overhaul I	48	2.5
PP207-3	Reciprocating Engine Inspection and Overhaul II	54	2.5
PP208-3	Reciprocating Engine Systems Troubleshooting	48	3.0
PP209-3	Turbine Engine Operation and Design I	42	2.5
PP210-3	Turbine Engine Operation and Design II	42	2.5
PP211-3	Turbine Engine Accessories	66	3.5
PP212-3	Turbine Engine Instruments	30	1.5
PP213-3	Turbine Engine Maintenance	54	3.0
PP214-3	Turbine Engine Overhaul and Troubleshooting	66	3.0

## GENERAL EDUCATION SECTION

<b>Course Number</b>	<b>Course Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
GE110-3	Mathematics	40	4.0
GE111-3	English Composition	40	4.0
GE112-3	Public Speaking	40	4.0
GE113-3	Introduction to Sociology	40	4.0
GE114-3	Environmental Sciences	40	4.0
GE115-3	Organizational Behavior	40	4.0

# CERTIFICATE PROGRAMS OF STUDY

## AIRCRAFT DISPATCH PROGRAM

The Aircraft Dispatch Program is a combination of classroom, hands-on, and outside assignments. Upon successful completion of the Aircraft Dispatch program, graduates will have entry-level career choices in the aviation industry to include: **Assistant Aircraft Dispatch, Aircraft Dispatcher, Flight Follower, and Crew Scheduler.**

Transfer students who desire to pursue an FAA Aircraft Dispatch Certificate must comply with the following requirements for transfer of credit: Successfully complete MIAT College of Technology Aircraft Dispatch subjects or have credit for previous training; Students must have made-up any missed time in FAA approved curriculum; Students must meet age requirements of the FAA Aircraft Dispatch program

**Aircraft Dispatch Program  
Certificate  
280 Clock Hours  
17.0 Quarter Credit Hours  
20 Weeks**

Subject Number	Subject Name	Clock Hours	Credit Hours
*AD2101-1	Meteorology	54	3.5
*AD2102-1	Federal Aviation Regulations	30	2.0
*AD2105-1	Communications Emergency Procedures	18	1.0
*AD2107-1	Air Traffic Control	18	1.0
*AD3103-1	Navigation	24	1.5
*AD2104-1	Aircraft Specifics	30	2.0
*AD3108-1	Practical Dispatching	48	3.0
AD2118-1	FAA Test Prep	18	1.0
AD2109-1	Computer Skills	40	2.0

\*FAA Approved Curriculum



## AIRFRAME AND POWERPLANT TECHNICIAN PROGRAM

The Airframe and Powerplant (A&P) Technician Program is a combination of classroom and hands-on assignments. Upon successful completion of the A&P program, graduates will have a variety of entry-level career choices in aviation and other technical industries. The program consists of three sections: air science, airframe, and powerplant. A&P Technicians are qualified to work in many areas of aviation such as **Commercial Airlines, Corporate Aviation, Helicopters, Unmanned Aircraft Systems, General Aviation, Manufacturing, Repair and Overhaul, and Avionics**. A sample of entry-level careers include: Aircraft Mechanic/Technician, Aircraft Restoration, Aviation Maintenance, Helicopter Mechanic, Avionics Technician, Avionics Installer, Equipment Service Mechanic, Sheet Metal Assembler and Riveter, and Structures Technician. Additionally, graduates can secure entry-level positions in other technical areas such as: **Wind Energy** (Wind Technicians), **Machine Maintenance** (Assembler, Machinist, Repair), **Maintenance and Repair** (Maintenance Technician or Mechanic, Maintenance Electrician, Building Maintenance, Instrument and Controls Technician), **Engine Technology** (Assemblers, Test Cell Technician, Engine Builder, Field Service Technician, Fuel Injection Technician), **Electrical/Electronics** (Control Technician, Instrument Repair Technician, Electronics Technician, Service Technician) and **Manufacturing Production** (Assembly Line Maintenance, Research and Development Machinist).

### Airframe and Powerplant Technician Program Certificate 2100 Clock Hours 111.5 Quarter Credit Hours Day or Afternoon Program 20 Months

#### AIR SCIENCE SECTION

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block AS101</b>	<b>Introduction to Aviation I</b>	<b>150</b>	<b>7.5</b>
GB110-2	Learning Strategies	18	1.0
GB111-2	Aircraft History & Familiarization	24	1.5
GB112-2	Mathematics	24	1.0
GB113-2	Aircraft Drawings	24	1.0
GB114-2	Physics	30	1.5
GB115-2	Cleaning and Corrosion & NDT	30	1.5

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block AS102</b>	<b>Introduction to Aviation II</b>	<b>150</b>	<b>7.5</b>
GB116-2	Weight and Balance	27	1.5
GB117-2	Tools/Safety and Ground Operations	33	1.5
GB118-2	FAR's, Publications and Limitations	36	2.0
GB119-2	Fluid Lines and Fittings	24	1.0
GB120-2	Materials and Processes	30	1.5

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block AS103</b>	<b>Basic Electricity</b>	<b>150</b>	<b>8.5</b>
GB121-2	Basic Electricity	150	8.5

#### AIRFRAME SECTION

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block AF201</b>	<b>Basic Sheetmetal and Welding Familiarization I</b>	<b>150</b>	<b>8.0</b>
AF210-2	Basic Sheetmetal & Welding Familiarization	150	8.0

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block AF202</b>	<b>Advanced Sheetmetal, Assembly &amp; Rigging, Fuel Systems</b>	<b>150</b>	<b>8.0</b>
AF211-2	Advanced Sheetmetal	84	4.5
AF212-2	Assembly and Rigging	36	2.0
AF213-2	Fuel Systems	30	1.5

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block AF203</b>	<b>Non-Metallic Structures, Finishes, &amp; Cabin Atmosphere Control Systems</b>	<b>150</b>	<b>8.0</b>
AF214-2	Non-Metallic Structures	84	4.5
AF215-2	Aircraft Finishes	36	2.0
AF216-2	Cabin Atmosphere Control Systems	30	1.5

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block AF204</b>	<b>Airframe Electrical</b>	<b>150</b>	<b>8.0</b>
AF217-2	Airframe Electrical	108	6.0
AF218-2	Position and Warning	24	1.0
AF219-2	Principles of Troubleshooting	18	1.0

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block AF205</b>	<b>Aircraft Navigation and Communications</b>	<b>150</b>	<b>7.5</b>
AF220-2	Aircraft Instruments	42	2.0
AF221-2	Communication and Navigation Systems	78	4.0
AF222-2	Advanced Airframe Systems & Troubleshooting	30	1.5

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block AF206</b>	<b>Hydraulics, Pneumatics, Landing Gear and Inspections</b>	<b>150</b>	<b>8.0</b>
AF223-2	Hydraulics and Pneumatics	54	3.0
AF224-2	Aircraft Landing Gear Systems	48	2.5
AF225-2	Airframe Inspection	48	2.5

### POWERPLANT SECTION

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block PP201</b>	<b>Reciprocating Engine Operation</b>	<b>150</b>	<b>8.0</b>
PP210-2	Reciprocating Engine Operation	54	3.0
PP211-2	Reciprocating Engine Fuel Metering Systems	54	3.0
PP212-2	Reciprocating Engine Induction and Exhaust	24	1.0
PP213-2	Reciprocating Engine Instrument Systems	18	1.0

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block PP202</b>	<b>Reciprocating Engine Systems and Propellers</b>	<b>150</b>	<b>8.5</b>
PP214-2	Powerplant Lubrication Systems	42	2.5
PP215-2	Reciprocating Engine Ignition Systems	72	4.0
PP216-2	Propellers	36	2.0

<b>Subject Number</b>	<b>Subject Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>Block PP203</b>	<b>Reciprocating Engine Overhaul, Troubleshooting</b>	<b>150</b>	<b>7.5</b>
PP217-2	Reciprocating Engine Inspection and Overhaul	102	5.5
PP218-2	Reciprocating Engine Systems Troubleshooting	24	1.0
PP219-2	Fire Protection	24	1.0

<b>Subject Number</b>	<b>Subject Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>Block PP204</b>	<b>Turbine Engine Operation</b>	<b>150</b>	<b>8.5</b>
PP220-2	Turbine Engine Operation and Designs	84	5.0
PP221-2	Turbine Engine Accessories	66	3.5

<b>Subject Number</b>	<b>Subject Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>Block PP205</b>	<b>Turbine Engine Overhaul and Troubleshooting</b>	<b>150</b>	<b>8.0</b>
PP222-2	Turbine Engine Instruments	30	1.5
PP223-2	Turbine Engine Maintenance and Overhaul	102	5.5
PP224-2	Turbine Engine Troubleshooting	18	1.0

## AIRFRAME TECHNICIAN PROGRAM

The Airframe Technician Program is a combination of classroom and hands-on assignments. It is designed for those who have previous aviation or military powerplant experience. Upon successful completion of the Airframe Technician program, graduates will have entry-level career choices in aviation and other technical industries. A student will be eligible to apply for and complete the FAA Airframe certification exams after completing this program. Airframe Technicians are qualified to work in areas of aviation such as **Commercial Airlines, Corporate Aviation, Helicopters, Unmanned Aircraft Systems, General Aviation, Manufacturing, Repair and Overhaul, and Avionics**. A sample of entry-level careers include: Airframe Technician, Aircraft Restoration, Avionics Technician, Avionics Installer, Sheet Metal Assembler and Riveter, and Structures Technician. There will be some limitations for career options without the FAA Powerplant certification. Additionally, graduates can secure entry-level positions in other technical areas such as: **Wind Energy** (Wind Technicians), **Manufacturing Production** (Electrical, Hydraulics/Pneumatics Technician, Sheet Metal/Composite Technician) and **Electrical/Electronics** (Control Technician, Instrument Repair Technician, Electronics Technician, Service Technician).

**Airframe Technician Program  
Certificate  
1350 Clock Hours  
71.0 Quarter Credit Hours  
Day or Afternoon Program  
10 Months**

### AIR SCIENCE SECTION

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block AS101</b>	<b>Introduction to Aviation I</b>	<b>150</b>	<b>7.5</b>
GB110-2	Learning Strategies	18	1.0
GB111-2	Aircraft History & Familiarization	24	1.5
GB112-2	Mathematics	24	1.0
GB113-2	Aircraft Drawings	24	1.0
GB114-2	Physics	30	1.5
GB115-2	Cleaning and Corrosion & NDT	30	1.5

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block AS102</b>	<b>Introduction to Aviation II</b>	<b>150</b>	<b>7.5</b>
GB116-2	Weight and Balance	27	1.5
GB117-2	Tools/Safety and Ground Operations	33	1.5
GB118-2	FAR's, Publications and Limitations	36	2.0
GB119-2	Fluid Lines and Fittings	24	1.0
GB120-2	Materials and Processes	30	1.5

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block AS103</b>	<b>Basic Electricity</b>	<b>150</b>	<b>8.5</b>
GB121-2	Basic Electricity	150	8.5

### AIRFRAME SECTION

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block AF201</b>	<b>Basic Sheetmetal and Welding Familiarization I</b>	<b>150</b>	<b>8.0</b>
AF210-2	Basic Sheetmetal & Welding Familiarization	150	8.0

<b>Subject Number</b>	<b>Subject Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>Block AF202</b>	<b>Advanced Sheetmetal, Assembly &amp; Rigging, Fuel Systems</b>	<b>150</b>	<b>8.0</b>
AF211-2	Advanced Sheetmetal	84	4.5
AF212-2	Assembly and Rigging	36	2.0
AF213-2	Fuel Systems	30	1.5

<b>Subject Number</b>	<b>Subject Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>Block AF203</b>	<b>Non-Metallic Structures, Finishes, &amp; Cabin Atmosphere Control Systems</b>	<b>150</b>	<b>8.0</b>
AF214-2	Non-Metallic Structures	84	4.5
AF215-2	Aircraft Finishes	36	2.0
AF216-2	Cabin Atmosphere Control Systems	30	1.5

<b>Subject Number</b>	<b>Subject Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>Block AF204</b>	<b>Airframe Electrical</b>	<b>150</b>	<b>8.0</b>
AF217-2	Airframe Electrical	108	6.0
AF218-2	Position and Warning	24	1.0
AF219-2	Principles of Troubleshooting	18	1.0

<b>Subject Number</b>	<b>Subject Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>Block AF205</b>	<b>Aircraft Navigation and Communications</b>	<b>150</b>	<b>7.5</b>
AF220-2	Aircraft Instruments	42	2.0
AF221-2	Communication and Navigation Systems	78	4.0
AF222-2	Advanced Airframe Systems & Troubleshooting	30	1.5

<b>Subject Number</b>	<b>Subject Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>Block AF206</b>	<b>Hydraulics, Pneumatics, Landing Gear and Inspections</b>	<b>150</b>	<b>8.0</b>
AF223-2	Hydraulics and Pneumatics	54	3.0
AF224-2	Aircraft Landing Gear Systems	48	2.5
AF225-2	Airframe Inspection	48	2.5

## ENERGY TECHNICIAN PROGRAM

The Energy Technician Program is a combination of classroom, hands-on assignments and outside work/homework. The program consists of three phases: power generation, power plant operations, and wind power. Upon successful completion of the Energy Technician program, graduates will have entry-level career choices in a variety of areas in the energy industry to include, **Wind, Gas, Coal, Nuclear, Solar, Standby Power, Geothermal, Hydroelectric, Methane/Landfill Gas Generation, Power Distribution and Dispatch, and Water Treatment**. A sample of job titles include: Power Plant Operator, Maintenance Worker/Repairer, Industrial Mechanic, Electrical/Electrician Repairer, Auxiliary Operator, Control Operator, Operations and Maintenance Technician, Field Service Technician, Boiler Operator, Gas Turbine Technician, Wind Turbine Construction Technician, Wind Service Technician, and Solar Installation Technician.

### Energy Technician Program Certificate

**1440 Clock Hours**

**85.0 Quarter Credit Hours**

**All Quarters are a minimum of ten calendar weeks**

**Day or Afternoon Program:**

**Full Time - 14 Months/6 Quarters**

**Half Time – 28 Months/12 Quarters**

Course Number	Course Name	Clock Hours	Credit Hours
ET101	Learning Skills, History and Math	72	4.5
ET102	OSHA	48	3.0
ET103	Tools and Professional Skills	48	3.0
ET104	Precision Measuring and Rigging	72	4.0
ET105	Welding, Materials and Processes	84	5.0
ET106	Inspection	36	2.0
ET107	DC Electrical Theory	60	3.5
ET108	AC Electrical Theory	60	3.5
ET109	Climb and Rescue	54	3.0
ET110	Wind Operation and Renewal Energy Sources	66	4.0
ET111	Hydraulics and Gears	60	3.5
ET112	PLC and SCADA	60	3.5
ET113	Gas Turbine and Co-Generation Operation	66	4.0
ET114	Gas Turbine Maintenance	54	3.0
ET115	Boiler Operation	60	3.5
ET116	Steam Operation	60	3.5
ET201	Nuclear History and Regulation	48	3.0
ET202	NANTEL Training	72	4.5
ET203	Process Support History, Familiarization and HAZWOPER	42	2.5
ET204	Process Systems and Components	78	4.5
ET205	Refining Processes and Energy Platform Service Technician	90	5.5
ET206	Compression Technology I	30	2.0
ET207	Compression Technology II	30	1.5
ET208	Advanced Troubleshooting, Standby Power and 3-Phase Theory	90	5.0

## GLOBAL LOGISTICS AND DISPATCH PROGRAM

The Global Logistics and Dispatch Program is a combination of classroom, hands-on instruction and outside assignments. Upon successful completion, logistics and dispatch graduates will have a variety of entry-level career choices in dispatch and supply chain management fields. The program includes three phases, *Aircraft Dispatch*, *Transportation Dispatch* and *Global Logistics*. Upon completion of the *Aircraft Dispatch* portion, a student may transfer credits to the Aircraft Dispatch Certificate Program. Entry-level careers would include Assistant Aircraft Dispatcher Aircraft Dispatcher Crew Scheduler and Flight Follower The second phase of training, *Transportation Dispatch*, includes training to enter a variety of additional dispatch careers including emergency response (ambulance and police), trucking and common carriers (over the road and local transport), service fleets (energy operations, shuttle services) and the railroad industry. Entry-level careers include Emergency Dispatcher, 9-1-1 Operator, Fleet Dispatcher, Communication Technician, and Railroad Dispatcher The third phase of the program, *Global Supply Chain Logistics*, involves warehousing, distribution, import/export and customs. This portion of the program will include training for Certified Logistics Associates (CLA) and Certified Logistics Technicians (CLT). Graduates will be qualified to work in entry-level careers such as Cargo Agents, Freight Forwarders/Brokers, Shipping Associates, Customer Service Representatives, and Account Representatives

**Global Logistics and Dispatch Program**  
**Certificate**  
**960 Clock Hours**  
**57.0 Quarter Credit Hours**  
**All Quarters are a minimum of ten calendar weeks**  
**Day or Afternoon Program**  
**Full Time - 9 Months/4 Quarters**  
**Half Time – 18 Months/8 Quarters**

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Course GLD101</b>	<b>Computer Skills, Regulations and Industry Trends I A</b>	<b>120</b>	<b>7.0</b>
GLD110-1	Learning Strategies	18	1.0
GLD111-1	Computer Skills	78	4.5
GLD112-1	Emergency Response	24	1.5

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Course GLD102</b>	<b>Computer Skills, Regulations and Industry Trends I B</b>	<b>120</b>	<b>7.0</b>
GLD113-1	Industry Employment Trends	18	1.0
GLD114-1	Regulations	48	3.0
GLD115-1	Practical Development	54	3.0

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Course GLD201</b>	<b>Aircraft Dispatch I A</b>	<b>120</b>	<b>7.5</b>
GLD210-1	Meteorology	54	3.5
GLD211-1	Federal Aviation Regulations	30	2.0
GLD212-1	Communications and Emergency Procedures	18	1.0
GLD213-1	Air Traffic Control	18	1.0

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Course GLD202</b>	<b>Aircraft Dispatch I B</b>	<b>120</b>	<b>7.5</b>
GLD214-1	Navigation	30	2.0
GLD215-1	Aircraft Specifics	36	2.5
GLD216-1	Practical Dispatch	54	3.0

<b>Subject Number</b>	<b>Subject Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>Course GLD203</b>	<b>Communications, Customer Skills and HAZMAT I A</b>	<b>120</b>	<b>7.0</b>
GLD218-1	Communications and Customer Service	90	5.5
GLD219-1	Area Specifics	30	1.5

<b>Subject Number</b>	<b>Subject Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>Course GLD204</b>	<b>Communications, Customer Skills and HAZMAT I B</b>	<b>120</b>	<b>7.0</b>
GLD220-1	Human Factors	90	5.5
GLD221-1	Transportation of Dangerous Goods (HAZMAT)	30	1.5

<b>Subject Number</b>	<b>Subject Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>Course GLD205</b>	<b>Global Supply Chain Logistics I A</b>	<b>120</b>	<b>7.0</b>
GLD222-1	Intro to Global Supply Chain Logistics	36	2.0
GLD223-1	Warehousing and Distribution	48	3.0
GLD224-1	Import/Export, Customs & Homeland Security	36	2.0

<b>Subject Number</b>	<b>Subject Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>Course GLD206</b>	<b>Global Supply Chain Logistics I B</b>	<b>120</b>	<b>7.0</b>
GLD225-1	Advanced Simulations	60	3.5
GLD226-1	Certification Prep and Testing	60	3.5



## HVACR TECHNICIAN PROGRAM

The HVACR (Heating, Ventilation, Air-conditioning and Refrigeration) Technician Program is a combination of classroom, hands-on assignments and outside/homework. The program consists of four phases: heating, ventilation, air-conditioning, and refrigeration. Students will develop troubleshooting skills, learn the proper and safe handling of potentially hazardous materials, understand how to balance ventilation systems and develop a variety of other skills necessary to perform the functions of a HVACR technician. Upon successful completion of this program, graduates will have entry-level career opportunities in a variety of areas in the HVACR industry to include, residential and commercial heating, air-conditioning, and refrigeration. A sample of job titles include: AC Technician, Environmental Technician, Building Maintenance Technician, Industrial Air Handling Technician, Refrigeration Technician, and Furnace Repair Technician. Graduates of this program are eligible to test for the North American Technician Excellence (NATE) certificate.

**HVACR Technician Program**  
**Certificate**  
**960 Clock Hours**  
**57.5 Quarter Credit Hours**  
**All Quarters are a minimum of ten calendar weeks**  
**Day or Afternoon Program:**  
**Full Time - 9 Months/4 Quarters/40 Weeks**  
**Half Time - 18 Months/8 Quarters/80 Weeks**

Course Number	Course Name	Clock Hours	Credit Hours
<b>HV001</b>	<b>OSHA and Basic Safety</b>	<b>66</b>	<b>4.0</b>
	NCCER Level I Certification in HVACR Technology A		
	OSHA 10 Hour Certification		
	Tool Safety		
	Construction		
	Math and Drawings		

Course Number	Course Name	Clock Hours	Credit Hours
<b>HV002</b>	<b>Customer Relations and Introduction to HVACR</b>	<b>54</b>	<b>3.5</b>
	NCCER Level I Certification in HVACR Technology B		
	Introduction to Customer Relations and Communications Skills		
	Material Handling		
	Introduction to HVACR		

Course Number	Course Name	Clock Hours	Credit Hours
<b>HV003</b>	<b>Basic Electricity</b>	<b>66</b>	<b>3.5</b>
	NCCER Level I Certification in HVACR Technology C		
	Basic Electricity		
	Piping Practices		
	Trade Math		

Course Number	Course Name	Clock Hours	Credit Hours
<b>HV004</b>	<b>Introduction to Heating and Cooling</b>	<b>54</b>	<b>3.0</b>
	NCCER Level I Certification in HVACR Technology D		
	Introduction to Heating and Cooling		
	Air Distribution Systems		

Course Number	Course Name	Clock Hours	Credit Hours
<b>HV005</b>	<b>Airhandling and Hydronic Systems</b>	<b>48</b>	<b>3.0</b>
	NCCER Level II Certification in HVACR Technology A		
	Commercial Airside Systems		
	Chimneys, Vents, and Flues		

Course Number	Course Name	Clock Hours	Credit Hours
<b>HV006</b>	<b>Cooling System Maintenance</b>	<b>72</b>	<b>4.5</b>
	NCCER Level II Certification in HVACR Technology B		
	Air Quality Equipment		
	Cooling System Leak Detection, Evacuation, Recovering & Recharging		

Course Number	Course Name	Clock Hours	Credit Hours
<b>HV007</b>	<b>Electrical and Mechanical System Troubleshooting</b>	<b>72</b>	<b>4.5</b>
	NCCER Level II Certification in HVACR Technology C		
	Basic Electronics		
	Alternating Current and Troubleshooting System Control Circuits		
	Heating Systems and Cooling Systems		

Course Number	Course Name	Clock Hours	Credit Hours
<b>HV008</b>	<b>Basic Installation and Maintenance</b>	<b>48</b>	<b>3.0</b>
	NCCER Level II Certification in HVACR Technology D		
	Basic Installation and Maintenance Practices		
	Heat Pump Operation		
	Duct Systems		

Course Number	Course Name	Clock Hours	Credit Hours
<b>HV009</b>	<b>Refrigerant Control Devices and Oil</b>	<b>60</b>	<b>3.5</b>
	NCCER Level III Certification in HVACR Technology A		
	Refrigerant and Oil Properties		
	Compressor Operation		
	Metering Devices		

Course Number	Course Name	Clock Hours	Credit Hours
<b>HV010</b>	<b>Retail and Commercial Refrigeration</b>	<b>60</b>	<b>3.5</b>
	NCCER Level III Certification in HVACR Technology B		
	Retail Refrigeration Systems		
	Commercial Hydronic Systems		

Course Number	Course Name	Clock Hours	Credit Hours
<b>HV011</b>	<b>Steam and Water Technology</b>	<b>54</b>	<b>3.5</b>
	NCCER Level III Certification in HVACR Technology C		
	Steam Systems		
	Planned Maintenance Practices		
	Water Treatment Technology		

<b>Course Number</b>	<b>Course Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>HV012</b>	<b>Electronic Control Troubleshooting</b>	<b>66</b>	<b>4.0</b>
	NCCER Level III Certification in HVACR Technology D		
	Troubleshooting Electronic Controls		
	Oil Heating Systems		
	Heat Pumps		

<b>Course Number</b>	<b>Course Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>HV013</b>	<b>Systems Accessories Troubleshooting</b>	<b>42</b>	<b>2.5</b>
	NCCER Level IV Certification in HVACR Technology A		
	Construction Drawings and Specifications		
	Troubleshooting Systems Accessories		

<b>Course Number</b>	<b>Course Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>HV014</b>	<b>Energy Conservation and System Balancing</b>	<b>78</b>	<b>4.5</b>
	NCCER Level IV Certification in HVACR Technology B		
	Building Management		
	Energy Conservation Equipment		
	Indoor Air Quality		
	Systems Balancing		

<b>Course Number</b>	<b>Course Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>HV015</b>	<b>Startup/Shutdown Procedures</b>	<b>54</b>	<b>3.0</b>
	NCCER Level IV Certification in HVACR Technology C		
	Heating and Cooling System Design		
	Startup/Shutdown Procedures		

<b>Course Number</b>	<b>Course Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>HV016</b>	<b>Supervisory Skills and Alternate Systems</b>	<b>66</b>	<b>4.0</b>
	NCCER Level IV Certification in HVACR Technology D		
	Commercial and Industrial Refrigeration Systems		
	Alternate Heating and Cooling Systems		
	Supervisory Skills		

## POWERPLANT TECHNICIAN PROGRAM

The Powerplant Technician Program is a combination of classroom and hands-on assignments. It is designed for those who have previous aviation or military airframe experience. Upon successful completion of the Powerplant Technician program, graduates will have entry-level career choices in aviation and other technical industries. A student will be eligible to apply for and complete the FAA Powerplant certification exams after completing this program. Powerplant Technicians are qualified to work in areas of aviation such as **Commercial Airlines, Corporate Aviation, Helicopters, Unmanned Aircraft Systems, General Aviation, Manufacturing, Repair and Overhaul, and Avionics**. A sample of entry-level careers include: Powerplant Technician, Jet Engine Mechanic, and Engine Manufacturing. There will be some limitations for career options without the FAA Airframe certification. Additionally, graduates can secure entry-level positions in other technical areas such as **Engine and Other Machine Assemblers** (Engine Assembler, Engine Builder, Fuel Injection Technician).

### Powerplant Technician Program

#### Certificate

1200 Clock Hours

64.0 Quarter Credit Hours

Day or Afternoon Program:

9 Months

### AIR SCIENCE SECTION

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block AS101</b>	<b>Introduction to Aviation I</b>	<b>150</b>	<b>7.5</b>
GB110-2	Learning Strategies	18	1.0
GB111-2	Aircraft History & Familiarization	24	1.5
GB112-2	Mathematics	24	1.0
GB113-2	Aircraft Drawings	24	1.0
GB114-2	Physics	30	1.5
GB115-2	Cleaning and Corrosion & NDT	30	1.5

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block AS102</b>	<b>Introduction to Aviation II</b>	<b>150</b>	<b>7.5</b>
GB116-2	Weight and Balance	27	1.5
GB117-2	Tools/Safety and Ground Operations	33	1.5
GB118-2	FAR's, Publications and Limitations	36	2.0
GB119-2	Fluid Lines and Fittings	24	1.0
GB120-2	Materials and Processes	30	1.5

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block AS103</b>	<b>Basic Electricity</b>	<b>150</b>	<b>8.5</b>
GB121-2	Basic Electricity	150	8.5

### POWERPLANT SECTION

Subject Number	Subject Name	Clock Hours	Credit Hours
<b>Block PP201</b>	<b>Reciprocating Engine Operation</b>	<b>150</b>	<b>8.0</b>
PP210-2	Reciprocating Engine Operation	54	3.0
PP211-2	Reciprocating Engine Fuel Metering Systems	54	3.0
PP212-2	Reciprocating Engine Induction and Exhaust	24	1.0
PP213-2	Reciprocating Engine Instrument Systems	18	1.0

<b>Subject Number</b>	<b>Subject Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>Block PP202</b>	<b>Reciprocating Engine Systems and Propellers</b>	<b>150</b>	<b>8.5</b>
PP214-2	Powerplant Lubrication Systems	42	2.5
PP215-2	Reciprocating Engine Ignition Systems	72	4.0
PP216-2	Propellers	36	2.0

<b>Subject Number</b>	<b>Subject Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>Block PP203</b>	<b>Reciprocating Engine Overhaul, Troubleshooting</b>	<b>150</b>	<b>7.5</b>
PP217-2	Reciprocating Engine Inspection and Overhaul	102	5.5
PP218-2	Reciprocating Engine Systems Troubleshooting	24	1.0
PP219-2	Fire Protection	24	1.0

<b>Subject Number</b>	<b>Subject Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>Block PP204</b>	<b>Turbine Engine Operation</b>	<b>150</b>	<b>8.5</b>
PP220-2	Turbine Engine Operation and Designs	84	5.0
PP221-2	Turbine Engine Accessories	66	3.5

<b>Subject Number</b>	<b>Subject Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>Block PP205</b>	<b>Turbine Engine Overhaul and Troubleshooting</b>	<b>150</b>	<b>8.0</b>
PP222-2	Turbine Engine Instruments	30	1.5
PP223-2	Turbine Engine Maintenance and Overhaul	102	5.5
PP224-2	Turbine Engine Troubleshooting	18	1.0

## WIND POWER TECHNICIAN PROGRAM

The Wind Power Technician Program is a combination of classroom, hands-on assignments and outside work/homework. Upon successful completion of the Wind Power Technician program, graduates will have entry-level career choices in areas in the wind energy industry to include **Manufacturing, Construction, Commissioning, and Sales, and Service.** A sample of job titles include: Wind Service Technician, Wind Turbine Construction Technician, Composites Technician, Control Room Operator, Generator/Winder, and Wind Turbine Sales Representative.

### Wind Power Technician Program Certificate

**720 Clock Hours**

**42.5 Quarter Credit Hours**

**All Quarters are a minimum of ten calendar weeks**

**Day or Afternoon Program:**

**Full Time - 7 Months/3 Quarters**

**Half Time - 14 Months/6 Quarters**

<b>Course Number</b>	<b>Course Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
ET101	Learning Skills, History and Math	72	4.5
ET102	OSHA	48	3.0
ET103	Tools and Professional Skills	48	3.0
ET104	Precision Measuring and Rigging	72	4.0
ET105	Welding, Materials and Processes	84	5.0
ET106	Inspection	36	2.0
ET107	DC Electrical Theory	60	3.5
ET108	AC Electrical Theory	60	3.5
ET109	Climb and Rescue	54	3.0
ET110	Wind Operation and Renewal Energy Sources	66	4.0
ET111	Hydraulics and Gears	60	3.5
ET112	PLC and SCADA	60	3.5

# **GENERAL ADMISSION REQUIREMENT**

## **COURSE DESCRIPTION**

### **MR101 – Math Review Course**

Students may be required to take the Math Review depending on their CPAT scores. This course is designed to ensure that the student has current math skill levels necessary for success in their program. The student will review basic math functions, including addition, subtraction, multiplication and division of whole numbers, fractions, decimals and percentages.

## **AVIATION MAINTENANCE TECHNOLOGY PROGRAM**

### **COURSE DESCRIPTIONS**

#### **AIR SCIENCE SECTION**

### **Course AS101-3 – Learning Strategies and History** **42 Clock Hours/2.5 Credit Hours**

This course will prepare the student to succeed in their post-secondary education program by providing the student with learning strategy skills such as basic computer and software application, time management, study techniques, note taking, human factors and other similar skills. This course covers the history of aviation from early balloons and gliders through modern transport jet aircraft. The student is also introduced to the basic aircraft nomenclature.

### **Course AS102-3 – Math and Drawings** **48 Clock Hours/2.5 Credit Hours**

This is a study of basic math and formulas, which will be encountered and used by the technician in performing daily activities. Fundamentals such as fractions, percentages, addition, multiplication and division will be reviewed and expanded upon. This course also includes a study of all elements necessary for effective understanding and interpretation of aircraft drawings. Drawing types include working drawings, schematics and assembly.

### **Course AS103-3 – NDT and Physics** **60 Clock Hours/3.0 Credit Hours**

This subject relates the conditions of the physical world and their effect on systems and components used in aircraft. In this course the student learns and practices the processes used for the cleaning of aircraft parts and structures, as well the methods employed to protect them from corrosion. Several different types of non-destructive testing methods are explored.

### **Course AS104-3 – Safety and Ground Operations** **60 Clock Hours/3.0 Credit Hours**

This class contains a study of the weight and balance of aircraft and its relationship to maintenance, installation and flight characteristics. The student will receive instruction in the criteria for selecting the proper tool for a job, whether it is a hand tool or power. With the ability to select the proper tool, the student will then learn how to properly and safely use the tools that are essential to the Aviation Maintenance Technician. Students are taught hangar safety, starting of aircraft, directing aircraft for taxi, tying down of aircraft and jacking an aircraft.

### **Course AS105-3 – Materials, Processes and FAR's** **90 Clock Hours/4.5 Credit Hours**

This course will provide the student with a solid foundation of interpretation of Federal Aviation Administration acceptable publications. This will include FAR's, maintenance manuals, and the privileges/limitations of an Airframe and Powerplant Certificate. The student will acquire skills based on standard industry practices which will make possible the fabrication, installation and repair of rigid and flexible fluid lines used in various aircraft systems, including fuel and hydraulic systems. In this course the student learns to recognize, properly select and use a variety of hardware and materials used in aircraft repair and maintenance. Techniques and methods for securing aircraft fasteners are learned.

**Course AS106-3 – Basic Electricity I**  
**42 Clock Hours/2.5 Credit Hours**

In this course the student will be introduced to electrical theory and principles, and their application to aircraft systems. This course is designed to introduce the student to aircraft electrical circuit diagrams, including solid state devices and logic functions. Basics such as ohm's law and power calculations will be included.

**Course AS107-3 – Basic Electricity II**  
**54 Clock Hours/3.0 Credit Hours**

This course is designed to introduce the student to aircraft electrical circuit diagrams, including solid state devices and logic functions. Interpretation of electrical drawing as it applies to troubleshooting will be explored. The ability to read and understand manufacture information will be reinforced through the use of approved publications and examples.

**Course AS108-3 – Basic Electricity III**  
**54 Clock Hours/3.0 Credit Hours**

This will include DC and AC circuit operation and electrical fundamentals, which will prepare the student for advanced electrical functions and troubleshooting. The characteristics of both AC and DC electricity will be explored and their unique operation and application will be demonstrated.

**AIRFRAME SECTION**

**Course AF201-3 – Basic Sheetmetal and Welding I**  
**54 Clock Hours/3.0 Credit Hours**

Students receive a general introduction to FAA's requirements for sheetmetal fabrication and repair. Industry standard practices such as de-burring metal to prevent cracking and failure will be included. Proper interpretation of repair drawing as well as the process to develop a repair plan will be discussed and applied.

**Course AF202-3 – Basic Sheetmetal and Welding II**  
**54 Clock Hours/2.5 Credit Hours**

This class includes special fasteners, layouts, bends in sheetmetal, forming and stressed skin repairs. Fasteners such as Hi-Lock, Taper Lock, Cherry-Max and Cam-Locks will be selected and installed as per a print. Repair procedures and requirements will be evaluated and employed during this phase of training.

**Course AF203-3 – Basic Sheetmetal and Welding III**  
**42 Clock Hours/2.0 Credit Hours**

In this class welding will be discussed and demonstrated at an entry level. Welding methods such as TIG and MIG will be demonstrated and practiced in this course. Fundamental operations such as oxy-acetylene equipment operation and safety are included in this course.

**Course AF204-3 – Advanced Sheetmetal**  
**84 Clock Hours/4.0 Credit Hours**

In this course the student will develop advanced skills and techniques used in the work place. This course includes advanced hardware such as Hi-Lock and Taper-Lock fasteners. Advanced fabrication skills such as shrinking and stretching will provide significant hands on experience that will prepare the student for a career focused on sheetmetal repair and fabrication.

**Course AF205-3 – Rigging and Fuel Systems**  
**66 Clock Hours/3.5 Credit Hours**

This course covers the theory of flight and explains correct aircraft nomenclature for both fixed and rotary wing aircraft. It includes verification of structural alignment, control responses and balancing. Aircraft component and cabling assembly, inspection and repair are accomplished. This class covers aircraft fuel systems and all associated components. The student will begin this training at the fueling point and end in the combustion chamber.



**Course AF206-3 – Non-Metallic Structures**  
**84 Clock Hours/4.0 Credit Hours**

This course is designed to introduce the student to composite materials, such as fiberglass and Kevlar, used in aircraft construction. It also describes some of the historically traditional building materials and techniques, such as wood and fabric.

**Course AF207-3 – Cabin Atmosphere and Aircraft Finishes**  
**66 Clock Hours/3.5 Credit Hours**

Students learn to identify aircraft dopes, paints, thinners and related materials. Application of materials, inspection of finishes and recognition of defects are accomplished. This course also covers rules regarding installation of aircraft registration numbers. This subject covers, in depth, the inspection, checking and troubleshooting, service and repair of air conditioning and pressurization systems. It also includes heater and oxygen systems.

**Course AF208-3 – Airframe Electrical I**  
**54 Clock Hours/3.0 Credit Hours**

This course will familiarize the student with basic airframe and powerplant electrical installation and troubleshooting. Component identification by location and function will be included in this course of instruction. Troubleshooting and fault isolation will be demonstrated and practiced by the student.

**Course AF209-3 – Airframe Electrical II**  
**54 Clock Hours/3.0 Credit Hours**

This course expands on and reinforces the troubleshooting skills learned in Airframe Electrical I. Complex drawings and systems will be evaluated and inspected in this phase of electrical training. Students will study various electrical systems from a functional point of view and identify faults.

**Course AF210-3 – Principals of Troubleshooting**  
**42 Clock Hours/2.0 Credit Hours**

The student will learn to inspect, check, troubleshoot and service aircraft speed and configuration warning systems, landing gear position indicating and warning systems, airframe carbon monoxide and fire detection systems and fire extinguishing systems. The student will also be exposed to ice and rain systems, maintenance and installation. The student will also develop the demanding skills needed for Aviation troubleshooting. This training will be reinforced by hands-on activities to prepare the student to identify problems commonly found in aviation maintenance and logically develop solutions to those problems.

**Course AF211-3 – Aircraft Instruments and Advanced Troubleshooting**  
**72 Clock Hours/3.5 Credit Hours**

This course contains the theory of all instruments and instrument systems used for flight and navigation of an aircraft. In this course the student will develop an understanding of avionics at the systems level and how data is transferred in those systems. The student will develop an understanding of computer systems in the aircraft and their function as it relates to the operation and maintenance of the aircraft. In addition, the student will be exposed to real world aviation databases, which they will encounter in the work place upon graduation. The student will also develop an understanding of one or more specific avionics system utilized in today's aircraft.

**Course AF212-3 – Communication and Navigation Systems**  
**78 Clock Hours/4.0 Credit Hours**

This course is a study of aircraft navigation, communication, autopilot and approach control systems. The course includes inspection, installation, service and FAA regulations. Traditional analog gauges as well as digital advanced systems will be included in this course.

**Course AF213-3 – Hydraulics and Pneumatics**  
**54 Clock Hours/3.0 Credit Hours**

This course acquaints students with basic hydraulic and pneumatic principles, operation and servicing of equipment. It includes information covering fluids, washers, seals, pressures and component repair. Basic theory is reinforced through hands-on activities such as the inspection of a hydraulic pump for efficiency after a detailed disassembly and reassembly by the student.

**Course AF214-3 – Landing Gear Systems**  
**48 Clock Hours/2.5 Credit Hours**

Study in this area increases the student's knowledge of hydraulic and pneumatic landing gear systems, including operation, tires, and anti-skid brakes. This course includes a discussion of inspection, troubleshooting and repair of systems. The hands-on activities include oleo strut identification and disassembly, brake system inspection to include pad wear and rotor measurement.

**Course AF215-3 – Airframe Inspection**  
**48 Clock Hours/2.5 Credit Hours**

The student will be required to perform airframe conformity and airworthiness inspections including 100 hour and annual type. The process will include the proper completion of all of the required records and forms. This process will be conducted in lock-step fashion using approved maintenance manuals and inspection techniques. Any defect will be recorded and a logbook entry will be completed. Also included is an Airworthy Directive search for compliance with the FAR's.

**POWERPLANT SECTION**

**Course PP201-3 – Reciprocating Engine Operation**  
**54 Clock Hours/3.0 Credit Hours**

This course includes an introduction to reciprocating engine theory and operation. The student will be exposed to the internal and external components used to make up an operating aircraft reciprocating engine. The hands-on portion of this course will include identification of reciprocating engine components such as pistons, rings, crankshaft, valves and cylinders. A cutaway will be used to illustrate the cycles of an internal combustion engine as it goes through the four strokes of operation.

**Course PP202-3 – Fuel Metering Systems**  
**54 Clock Hours/3.0 Credit Hours**

Float-type carburetors, pressure-type carburetors and direct fuel injection theory and operation are stressed. The course includes inspection, removal and adjustment of carburetors. The physics required for a carbureted engine to function will be explained. The pressures of a fuel injection system as well as the injectors and their operation will be included in this course.

**Course PP203-3 – Induction, Exhaust and Instrument Systems**  
**42 Clock Hours/2.5 Credit Hours**

This course covers the inspection, troubleshooting, service and repair of reciprocating engine induction and exhaust components, operation and inspection including turbo charger, superchargers, heat exchangers, airflow and temperature controls, and engine ice and rain control systems. The student will learn to troubleshoot, service and repair electrical and mechanical fluid rate-of-flow indicating systems as well as electrical and mechanical engine temperature, pressure, and R.P.M. indicating systems.

**Course PP204-3 – Powerplant Lubrication Systems**  
**78 Clock Hours/4.5 Credit Hours**

This course addresses the identification of lubricants and their functions. It includes identifying, servicing and adjusting the components, installing rings and lines, interpreting FAA regulations pertaining to oil tanks and disassembling and reassembling engine oil pumps. The student learns the theory of aircraft propellers, installation procedures, major and minor repair classifications, balancing, tracking, government regulations concerning maintenance and aircraft applications of propellers and governors.

**Course PP205-3 – Reciprocating Engine Ignition Systems**  
**72 Clock Hours/4.0 Credit Hours**

This course offers hands-on experience in disassembling, inspecting, timing and reassembling magnetos; removing, inspecting, checking, troubleshooting and reinstalling ignition wiring. Sparkplug operation, cleaning and testing will be demonstrated and performed by the students. High-tension wires and magneto operations will be examined.

**Course PP206-3 – Reciprocating Engine Inspection and Overhaul I**  
**48 Clock Hours/2.5 Credit Hours**

This course provides theory and hands-on experience on reciprocating engines including inspection, checking, servicing, repair and overhaul of opposed engines. Standard operating procedures such as shop safety and equipment protection will be stressed in this course. Using an aircraft manufacturer's maintenance manual, the students will begin the process of inspecting a reciprocating engine.

**Course PP207-3 – Reciprocating Engine Inspection and Overhaul II**  
**54 Clock Hours/2.5 Credit Hours**

Engine removal, troubleshooting and engine installation are covered in this class. Disassembly, inspection and reassembly are in this course. Several key measurements such as piston wear will be taken and recorded using precision measuring devices such as micrometers. Reassembly will include the use of tools such as torque wrenches and cylinder wrenches as required. Instructors monitor the reassembly operations to insure a safe work environment.

**Course PP208-3 – Reciprocating Engine Systems Troubleshooting**  
**48 Clock Hours/3.0 Credit Hours**

In this course the student will practice the systematic identification of problems that develop in engine systems, such as intake, fuel delivery, ignition and exhaust. Faults that occurred during the rebuilding process or that were introduced into the engine by design will be identified and corrected to allow an engine run on a test stand.

**Course PP209-3 – Turbine Engine Operation and Design I**  
**42 Clock Hours/2.5 Credit Hours**

This course will introduce the future technician to gas turbine engines beginning with the history of the development of gas turbines, the theory of jet propulsion followed by a study of the major sections of a typical gas turbine engine. After a familiarization of turbine engine development, the student will see and identify the intake, compression, hot section, the turbine and exhaust areas of a given turbine engine.

**Course PP210-3 – Turbine Engine Operation and Design II**  
**42 Clock Hours/2.5 Credit Hours**

This course is designed to develop an understanding of the designs of turbine engines used on aircraft to include turbojet engines, turbofan engines and turboprop engines. The multiple operating principals will be described as well as the specific benefit of each for a given application. The evolution of the different designs will be explained.

**Course PP211-3 – Turbine Engine Accessories**  
**66 Clock Hours/3.5 Credit Hours**

In this course the student will be exposed to accessory and auxiliary turbine engine systems, such as engine ignition, fuel, thrust augmentation, bleed air and others. All of the accessories that are used to support the turbine engine will be explained and diagramed for the students.

**Course PP212-3 – Turbine Engine Instruments**  
**30 Clock Hours/1.5 Credit Hours**

This course covers the instrumentation found in turbine engine installations, including instrumentation found in transport category aircraft. The interpretation of the data received from the instrumentation will be demonstrated and explained. Analog and digital instruments will be included in this training.

**Course PP213-3 – Turbine Engine Maintenance**  
**54 Clock Hours/3.0 Credit Hours**

In this course the student is introduced to the maintenance and inspections required for turbine engines. This course utilizes approved maintenance publications and Federal Aviation Administration databases such as the Airworthiness Directive catalog. Inspection techniques such as boroscope inspection is included in this course.

**Course PP214-3 – Turbine Engine Overhaul and Troubleshooting**  
**66 Clock Hours/3.0 Credit Hours**

In this course the student is exposed to the overhaul procedures of turbine engines. In this course the student will practice the systematic identification of problems that develop in turbine engine systems, including intake, compressor, ignition, combustion, power, exhaust, bleed air and fuel.

**GENERAL EDUCATION**

**Course GE110-3 – Mathematics**  
**40 Clock Hours/4.0 Credit Hours**

This course introduces algebraic, geometric and trigonometric concepts. Topics include: a review of the fundamentals of fractions, decimals and percentages; terminology and applications of geometry; measurements and conversions; algebraic expressions, equations, and formulas; ratio and proportions; summary graphs and charts; and an introduction to right triangle trigonometry.

**Course GE111-3 – English Composition**  
**40 Clock Hours/4.0 Credit Hours**

This course teaches students to write effective academic essays for various audiences. Students develop written communication skills with emphasis placed on the principals of effective communication, which includes, understanding the writing process, critical reading and logical thinking skills. In addition to reviewing the writing process, students learn research techniques, citation techniques, documentation formats and critical analysis of written topics.

**Course GE112-3 – Public Speaking**  
**40 Clock Hours/4.0 Credit Hours**

This course provides the student with a basic understanding of public speaking and how to prepare and present a variety of speeches. This course will enhance the student's communication skills particularly in a business setting.

**Course GE113-3 – Introduction to Sociology**  
**40 Clock Hours/4.0 Credit Hours**

This course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, critical thinking, new technology and the growing influence of mass media.

**Course GE114-3 – Environmental Sciences**  
**40 Clock Hours/4.0 Credit Hours**

This course explores the relationship between man and the environment. Students examine balance between natural resources and the needs of mankind. Students explore the scientific, political, economic and social implications of environmental science.

**Course GE115-3 – Organizational Behavior**  
**40 Clock Hours/4.0 Credit Hours**

This course examines organizational theory and application. A comprehensive review is made of individual, group and organizational performance in relation to organizational structures in contemporary business settings.

# AIRCRAFT DISPATCH PROGRAM

## COURSE DESCRIPTIONS

### **AD2101-1 Meteorology**

An in-depth look at requirements of meteorological needs of aviation and the specific requirements of airline and corporate flight departments to include interpretation of National Weather Service reports, their weather charts and forecasting presentations. Properties of the atmosphere and associated weather systems are discussed in detail. 54 clock hours

### **AD2102-1 Federal Aviation Regulations**

A comprehensive review of the Federal Aviation Regulations under U.S. Code Title 14 governing the safe flight planning, control and dispatch of aircraft covered under parts 1, 25, 61, 71, 91, 103, 119, 121, 135 and 139 of Title 14. HMR is also covered, as is NTSB part 830. 30 clock hours

### **AD3103-1 Navigation**

Skills developed include planning aircraft routes in domestic and international airspace, as well reading and interpreting high and low altitude en route charts and terminal procedure charts. The student will also learn about on board navigation systems, radio navigation, and Global Positioning System navigation including Wide Area Augmentation Systems (WAAS) and Local Area Augmentation System (LAAS). 24 clock hours

### **AD2104-1 Aircraft Specifics**

The student will learn advanced aerodynamics, aircraft systems and aircraft performance. Lessons include detailed study of several types of large transport category airplanes used in air transportation. At the completion of this section, the student will have a thorough understanding of aircraft systems including hydraulics, electrical, pressurization, and powerplant. Flight planning and performance limitations are discussed in detail. 30 clock hours

### **AD2105-1 Communications and Emergency Procedures**

This course enables the student to have the knowledge to contact aircraft anywhere in the World. This course will include phraseology requirements for international and domestic operations as well as FCC rules and regulations. Familiarization with procedures used when an emergency situation occurs, including dispatcher and pilot responsibilities, also will be covered. 18 clock hours

### **AD2107-1 Air Traffic Control**

This course introduces the student to the FAA Air Traffic Control System (ATC). Discussions pertaining to how a dispatcher affects the ATC system, common problems associated with domestic and international flights, air traffic procedures and equipment usage are detailed and discussed. 18 clock hours

### **AD3108-1 Practical Dispatching**

This course will consolidate all the knowledge and skills learned in the previous subjects. The emphasis is on decision making, resource management, and task prioritization. The student will learn how to apply their skills in order to release flights in accordance with all applicable regulations, and within the constraints of ATC procedures, navigation systems, weather, and aircraft performance limitations. Real-world scenarios are presented, and students are challenged with numerous abnormal situations, system malfunctions and emergency situations. 48 clock hours

### **AD2118-1 FAA Test Prep**

This will prepare students to take the FAA Aircraft Dispatcher oral and practical examination. Students will be thoroughly evaluated by the instructor to ensure they are properly prepared to pass the exam. Time is allotted for guided independent study and review. 18 clock hours

### **AD2109-1 Computer Skills**

This course will teach the student to master the fundamental computer skills necessary to succeed in the dispatch field. This will include an introduction to basic typing, data entry, Windows™ and MS Office™ applications. 40 clock hours

# **AIRFRAME AND/OR POWERPLANT TECHNICIAN PROGRAM**

## **COURSE DESCRIPTIONS**

### **AIR SCIENCE SECTION**

#### **Block AS101 – Introduction to Aviation I**

**150 Clock Hours/7.5 Credit Hours**

##### **GB110-2 Learning Strategies**

This course will prepare the student to succeed in their post-secondary education program by providing the student with learning strategy skills such as basic computer and software application, time management, study techniques, note taking, human factors and other similar skills. 18 clock hours

##### **GB111-2 Aircraft History and Familiarization**

This course covers the history of aviation from early balloons and gliders through modern transport jet aircraft. The student is also introduced to the basic aircraft nomenclature. 24 clock hours

##### **GB112-2 Mathematics**

This is a study of basic math and formulas, which will be encountered and used by the technician in performing daily activities. 24 clock hours

##### **GB113-2 Aircraft Drawings**

Study of all elements necessary for effective understanding and interpretation of aircraft drawings. 24 clock hours

##### **GB114-2 Physics**

This subject relates the conditions of the physical world and their effect on systems and components used in aircraft. 30 clock hours

##### **GB115-2 Cleaning and Corrosion & Non-Destructive Testing**

In this course the student learns and practices the processes used for the cleaning of aircraft parts and structures, as well the methods employed to protect them from corrosion. Several different types of non-destructive testing methods are explored. 30 clock hours

#### **Block AS102 – Introduction to Aviation II**

**150 Clock Hours/7.5 Credit Hours**

##### **GB116-2 Weight and Balance**

A study of the weight and balance of aircraft and its relationship to maintenance, installation and flight characteristics. 27 clock hours

##### **GB117-2 Tools and Safety and Ground Operations**

The student will receive instruction in the criteria for selecting the proper tool for a job, whether it is a hand tool or power. With the ability to select the proper tool, the student will then learn how to properly and safely use the tools that are essential to the Aviation Maintenance Technician. Students are taught hangar safety, starting of aircraft, directing aircraft for taxi, tying down of aircraft and jacking an aircraft. 33 clock hours

##### **GB118-2 FAR's, Publications and Limitations**

This course will provide the student with a solid foundation of interpretation of Federal Aviation Administration acceptable publications. This will include FAR's, maintenance manuals, and the privileges/limitations of an Airframe and Powerplant Certificate. 36 clock hours

##### **GB119-2 Fluid Lines and Fittings**

The student will acquire skills based on standard industry practices which will make possible the fabrication, installation and repair of rigid and flexible fluid lines used in various aircraft systems, including fuel and hydraulic systems. 24 clock hours

##### **GB120-2 Materials and Processes**

In this course the student learns to recognize, properly select and use a variety of hardware and materials used in aircraft repair and maintenance. Techniques and methods for securing aircraft fasteners are learned. 30 clock hours

**Block AS103 – Basic Electricity**  
**150 Clock Hours/8.5 Credit Hours**

**GB121-2 Basic Electricity**

In this course the student will be introduced to electrical theory and principles, and their application to aircraft systems. This course is designed to introduce the student to aircraft electrical circuit diagrams, including solid state devices and logic functions. This will include DC and AC circuit operation and electrical fundamentals, which will prepare the student for advanced electrical functions and troubleshooting. 150 clock hours

**AIRFRAME SECTION**

**Block AF201 – Basic Sheetmetal and Welding Familiarization**  
**150 Clock Hours/8.0 Credit Hours**

**AF210-2 Basic Sheetmetal and Welding Familiarization**

Students receive a general introduction to FAA's requirements for sheetmetal fabrication and repair. This includes special fasteners, layouts, bends in sheetmetal, forming and stressed skin repairs. Welding will also be discussed and demonstrated at an entry level. 150 clock hours

**Block AF202 – Advanced Sheetmetal, Assembly and Rigging, Fuel Systems**  
**150 Clock Hours/8.0 Credit Hours**

**AF211-2 Advanced Sheetmetal Repair and Fabrication**

In this course the student will develop advanced skills and techniques used in the work place. This course includes advanced hardware such as Hi-Lock and Taper-Lock fasteners. Advanced fabrication skills such as shrinking and stretching will provide significant hands on experience that will prepare the student for a career focused on sheetmetal repair and fabrication. 84 clock hours

**AF212-2 Assembly and Rigging**

This course covers the theory of flight and explains correct aircraft nomenclature for both fixed and rotary wing aircraft. It includes verification of structural alignment, control responses and balancing. Aircraft component and cabling assembly, inspection and repair are accomplished. 36 clock hours

**AF213-2 Fuel Systems**

This class covers aircraft fuel systems and all associated components. The student will begin this training at the fueling point and end in the combustion chamber. 30 clock hours

**Block AF203 – Non-Metallic Structures, Finishes and Cabin Atmosphere Control Systems**  
**150 Clock Hours/8.0 Credit Hours**

**AF214-2 Non-Metallic Structures**

This course is designed to introduce the student to composite materials, such as fiberglass and Kevlar, used in aircraft construction. It also describes some of the historically traditional building materials and techniques, such as wood and fabric. 84 clock hours

**AF215-2 Aircraft Finishes**

Students learn to identify aircraft dopes, paints, thinners and related materials. Application of materials, inspection of finishes and recognition of defects are accomplished. This course also covers rules regarding installation of aircraft registration numbers. 36 clock hours

**AF216-2 Cabin Atmosphere Control Systems**

This subject covers, in depth, the inspection, checking and troubleshooting, service and repair of air conditioning and pressurization systems. It also includes heater and oxygen systems. 30 clock hours

**Block AF204 – Airframe Electrical**  
**150 Clock Hours/8.0 Credit Hours**

**AF217-2 Airframe Electrical**

This course will familiarize the student with basic airframe and powerplant electrical installation and troubleshooting. 108 clock hours

**AF218-2 Position and Warning Systems**

The student will learn to inspect, check, troubleshoot and service aircraft speed and configuration warning systems, landing gear position indicating and warning systems, airframe carbon monoxide and fire detection systems and fire extinguishing systems. The student will also be exposed to ice and rain systems, maintenance and installation. 24 clock hours

**AF219-2 Principals of Troubleshooting**

The student will also develop the demanding skills needed for Aviation troubleshooting. This training will be reinforced by hands-on activities to prepare the student to identify problems commonly found in aviation maintenance and logically develop solutions to those problems. 18 clock hours

**Block AF205 – Aircraft Navigation and Communications****150 Clock Hours/7.5 Credit Hours****AF220-2 Aircraft Instruments**

This course contains the theory of all instruments and instrument systems used for flight and navigation of an aircraft. 42 clock hours

**AF221-2 Communication and Navigation Systems**

A study of aircraft navigation, communication, autopilot and approach control systems. The study includes inspection, installation, service and FAA regulations. 78 clock hours

**AF222-2 Advanced Airframe Systems and Troubleshooting**

In this course the student will develop an understanding of avionics at the systems level and how data is transferred in those systems. This course will examine in depth the use of logic gates; binary, octal and hexadecimal codes. The student will develop an understanding of computer systems in the aircraft and their function as it relates to the operation and maintenance of the aircraft. In addition, the student will be exposed to real world aviation databases, which they will encounter in the work place upon graduation. The student will also develop an understanding of one or more specific avionics system utilized in today's aircraft. The student will be able to interrogate an aircraft system and keep an aircraft flying with the use of advanced troubleshooting skills. 30 clock hours

**Block AF206 – Assembly and Rigging and Aircraft Systems****150 Clock Hours/8.0 Credit Hours****AF223-2 Hydraulics and Pneumatics**

This course acquaints students with basic hydraulic and pneumatic principles, operation and servicing of equipment. It includes information covering fluids, washers, seals, pressures and component repair. 54 clock hours

**AF224-2 Aircraft Landing Gear Systems**

Study in this area increases the students' knowledge of hydraulic and pneumatic landing gear systems, including operation, tires, and anti-skid brakes. Discussion of inspection, troubleshooting and repair of systems. 48 clock hours

**AF225-2 Airframe Inspection**

The student will be required to perform airframe conformity and airworthiness inspections including 100 hour and annual type. The process will include the proper completion of all of the required records and forms. 48 clock hours

**POWERPLANT SECTION****Block PP201– Reciprocating Engine Operation****150 Clock Hours/8.0 Credit Hours****PP210-2 Reciprocating Engine Operation**

Introduction to reciprocating engine theory and operation. The student will be exposed to the internal and external components used to make up an operating aircraft reciprocating engine. 54 clock hours

**PP211-2 Reciprocating Engine Fuel Metering Systems**

Float-type carburetors, pressure-type carburetors and direct fuel injection theory and operation are stressed. The course includes inspection, removal and adjustment of carburetors. 54 clock hours

**PP212-2 Reciprocating Engine Induction and Exhaust Systems**

This course covers the inspection, troubleshooting, service and repair of reciprocating engine induction and exhaust components, operation and inspection including turbo charger, superchargers, heat exchangers, airflow and temperature controls, and engine ice and rain control systems. 24 clock hours



**PP213-2 Powerplant Instrument Systems**

The student will learn to troubleshoot, service and repair electrical and mechanical fluid rate-of-flow indicating systems as well as electrical and mechanical engine temperature, pressure, and R.P.M. indicating systems. 18 clock hours

**Block PP202 – Reciprocating Engine Systems and Propellers  
150 Clock Hours/8.5 Credit Hours****PP214-2 Powerplant Lubrication Systems**

This course addresses the identification of lubricants and their functions. It includes identifying, servicing and adjusting the components, installing rings and lines, interpreting FAA regulations pertaining to oil tanks and disassembling and reassembling engine oil pumps. 42 clock hours

**PP215-2 Reciprocating Engine Ignition Systems**

This course offers hands-on experience in disassembling, inspecting timing and reassembling magnetos; removing, inspecting, checking, troubleshooting and reinstalling ignition wiring. 72 clock hours

**PP216-2 Propellers**

The student learns the theory of aircraft propellers, installation procedures, major and minor repair classifications, balancing, tracking, government regulations concerning maintenance and aircraft applications of propellers and governors. 36 clock hours

**Block PP203 – Reciprocating Engine Overhaul, Troubleshooting  
150 Clock Hours/7.5 Credit Hours****PP217-2 Reciprocating Engine Inspection and Overhaul**

This course provides theory and hands-on experience on reciprocating engines including inspection, checking, servicing, repair and overhaul of opposed engines. Engine removal, troubleshooting and engine installation are covered. 102 clock hours

**PP218-2 Reciprocating Engine Systems Troubleshooting**

In this course the student will practice the systematic identification of problems that develop in engine systems, such as intake, fuel delivery, ignition and exhaust. 24 clock hours

**PP219-2 Fire Protection**

This class will expose the student to fire detection warning and protection systems as they relate to the airframe and powerplant. 24 clock hours

**Block PP204 – Turbine Engine Operation  
150 Clock Hours/8.5 Credit Hours****PP220-2 Turbine Engine Operation and Design**

This course will introduce the future technician to gas turbine engines beginning with the history of the development of gas turbines, the theory of jet propulsion followed by a study of the major sections of a typical gas turbine engine. This course is also designed to develop an understanding of the designs of turbine engines used on aircraft to include turbojet engines, turbofan engines and turboprop engines. 84 clock hours

**PP221-2 Turbine Engine Accessories**

In this course the student will be exposed to accessory and auxiliary turbine engine systems, such as engine ignition, fuel, thrust augmentation, bleed air and others. 66 clock hours

**Block PP205 – Turbine Engine Overhaul and Troubleshooting  
150 Clock Hours/8.0 Credit Hours****PP222-2 Turbine Engine Instruments**

This course covers the instrumentation found in turbine engine installations, including instrumentation found in transport category aircraft. 30 clock hours

**PP223-2 Turbine Engine Maintenance and Overhaul**

In this course the student is introduced to the maintenance and inspections required for turbine engines. The student is also exposed to the overhaul procedures of turbine engines. 102 clock hours

**PP224-2 Turbine Engine Troubleshooting**

In this course the student will practice the systematic identification of problems that develop in turbine engine systems, including intake, compressor, ignition, combustion, power, exhaust, bleed air and fuel. 18 clock hours

# **ENERGY TECHNICIAN PROGRAM**

## **COURSE DESCRIPTIONS**

### **Course ET101 – Learning Skills, History and Math** **72 Clock Hours/4.5 Credit Hours**

In this course the student will learn how to succeed in their post-secondary education program by learning strategy skills such as basic computer and software application, time management, study and testing techniques, note taking and other similar skills. This course reviews the history of the power technology industry up to and including present. Also included in this course is a review of common terminology and definitions used in the industry. An overview of the components and the function of a power plant will be presented. The student will demonstrate what they have learned through written summary and hands-on identification of selected equipment. The student will learn basic math and formulas which will be encountered and used by the technician in performing daily activities. In this course the student will also learn how to read, convert and understand the metric system of measurement.

### **Course ET102 – OSHA** **48 Clock Hours/3.0 Credit Hours**

In this course the student will learn the safety required in the field while performing tasks on the job. Lock Out Tag Out procedures will be learned and demonstrated. This class will approach safety from a behavioral prevention standpoint. General shop safety and material handling will be covered as well as regulation compliance. The student will learn how function safely and understand the importance of compliance when on the site at a power generation facility. Emergency Response will also be discussed and reinforced through case studies. Proper procedures and responsibilities will be learned.

### **Course ET103 – Tools and Professional Skills** **48 Clock Hours/3.0 Credit Hours**

The student will learn the criteria used when selecting the proper tool for a job, whether it is a hand or power tool (including hydraulic wrenches). With the ability to select the proper tool, the student then will learn how to properly and safely use the tools that are essential to Power Technology Technicians. Students will learn general shop safety and the importance of preventing damage to components when using tools. The importance of personal protective equipment is emphasized to help ensure a safe working environment. Concepts such as professional behavior on and off the job will be learned. The student will learn the proper code of conduct required to ensure success when working on the road with little or no supervision. Additional subjects learned will include how to manage expenses, the expectation of an employer regarding attendance and job performance and global etiquette when overseas. Another factor emphasized is the ability to learn from experienced technicians in the field during on-the-job training.

### **Course ET104 – Precision Measuring and Rigging** **72 Clock Hours/4.0 Credit Hours**

The student will learn the proper use and interpretation of precision measuring devices such as micrometers, calipers, depth gauges and gap measuring devices. This course will include both standard and metric tooling to teach the student about the equipment that will be encountered in the field. The student will learn basic skills based on standard industry practices. Safety will be emphasized and will prepare the student to participate in lifting and rigging on-the-job training when they enter the power generation field. The student will demonstrate the skills they have learned by participating in an actual lift operation.

### **Course ET105 – Welding, Materials and Processes** **84 Clock Hours/5.0 Credit Hours**

In this course the student will learn how to weld safely and the techniques used in a maintenance environment. Skills such as heating bolts and components without doing damage to the materials is learned and demonstrated. Basic skills such as how to successfully complete a tack weld is demonstrated and practiced by the student. Proper heating and installation of bolts is also learned in this course. Specific procedure when accomplishing “hot work” will also be learned. In this course the student learns to recognize, properly select and use a variety of hardware and materials used in the repair and maintenance of power technology equipment. Proper filing and honing techniques are demonstrated. Students will demonstrate what they have learned by identifying and installing specialty hardware such as Helicoils as well as become proficient at the use of easy outs and drilling without damaging the surrounding structure. Skills learned will include standard practices such as safety wire and the use of torque wrenches. Basic Composite Identification will be included in this training.

**Course ET106 – Inspection****36 Clock Hours/2.0 Credit Hours**

In this class the student will learn various inspection techniques employed in the field. These inspection techniques will include visual, borescopic and dye penetrant. Advanced methods such as eddy current and magnetic particle will be demonstrated. The importance of recognizing degrees of damage and distinguishing between negligible and serious flaws will be learned. The student will demonstrate what they have learned by inspecting various valves and other assigned power equipment.

**Course ET107 – DC Electrical Theory****60 Clock Hours/3.5 Credit Hours**

In this course the student will learn electrical theory and principles, and their application to power generation systems. This course is designed to teach the student electrical circuit diagrams, including charging and storage functions. This will include circuit operation and electrical fundamentals, which will prepare the student for basic electrical functions and troubleshooting. Generator design and operation will be demonstrated and learned. Students will also learn basic electricity concepts and schematic interpretation.

**Course ET108 – AC Electrical****60 Clock Hours/3.5 Credit Hours**

In this course the student will learn AC 3-phase electrical theory and principles, and their application to power generation systems. This course is designed to teach the student about AC electrical circuit diagrams, including solid state devices and logic functions. This will include electrical component operation and electrical fundamentals needed for advanced electrical functions and troubleshooting.

**Course ET109 – Climb and Rescue****54 Clock Hours/3.0 Credit Hours**

In this class the student will learn the hazards involved when climbing a wind turbine tower. The student will learn safety issues such as where and when to take a rest period during the climb. Emergency measures such as rescue from a tower will be learned and demonstrated. The student will demonstrate what they have learned by performing a safety inspection on a given piece of climb equipment correctly.

**Course ET110 – Wind Operation and Renewable Energy Sources****66 Clock Hours/4.0 Credit Hours**

In this course the student will learn function and design of wind turbines in the power generation field. Students will demonstrate what they have learned by identifying the various major components and their relationship to the wind turbine. In this course the student will learn renewable energy systems other than wind turbines. The student will learn about other systems such as solar, biomass and geothermal during this course.

**Course ET111 – Hydraulics and Gears****60 Clock Hours/3.5 Credit Hours**

In this course the student will learn about hydraulic power and its function in the wind turbine industry. Fluid types, system inspection, and component identification will be learned. System troubleshooting will be demonstrated and applied in this course. In this course the student will learn the maintenance and inspections required for gear trains and lubrication systems. Inspection of fluids and gear condition will be learned and reinforced through hand on inspection activities. Proper and improper wear in gear systems will be inspected and identified.

**Course ET112 – PLC and SCADA****60 Clock Hours/3.5 Credit Hours**

In this course the student will learn about Programmable Logic Controllers (PLC) and their use in the wind field as well as other industrial applications. Students will develop and install a simple program and execute same using a human mechanical interface system. In this course the student will learn about Supervisory Control and Data Acquisition (SCADA) systems and their use in the field of wind energy. Remote recording and correction will also be learned by the student. The data tracking and resulting trend monitoring will be examined. The student will demonstrate what they have learned by identifying component location and function in the wind turbine.

**Course ET113 – Gas Turbine and Co-Generation Operation**  
**66 Clock Hours/4.0 Credit Hours**

In this course the student will learn about gas turbine engines beginning with the history of the development of turbines followed by a study of the major sections of a typical turbine engine. Common accessories employed by turbine engines will be presented and discussed. Instrumentation and control systems will be learned and examined to help determine proper performance and assist in troubleshooting skills. The efficiencies derived from combined cycle power generation will be learned by the student. The student will demonstrate what they have learned through identification and explanation of the major components found in a co-generation facility.

**Course ET114 – Gas Turbine Maintenance**  
**54 Clock Hours/3.0 Credit Hours**

In this course the student will learn about scheduled and nonscheduled maintenance required for gas turbines. The student will also learn about the overhaul process discussed and demonstrate their skill by performing assigned hands-on tasks.

**Course ET115 – Boiler Operation**  
**60 Clock Hours/3.5 Credit Hours**

In this class the student will learn the water treatment process used in power generation systems. The student will learn the need for water treatment and the process used to comply with state and federal guidelines to protect the environment. Safety is reinforced in this course and HAZMAT is introduced to the student. In this class the student will learn the basic operation and design of boiler systems. The safety required for high pressure and high heat systems will be explained and reinforced through case studies. Fundamental operation and physics will be explained and demonstrated. Emergency procedures will be incorporated in this training.

**Course ET116 – Steam Operation**  
**60 Clock Hours/3.5 Credit Hours**

In this course the student will learn about steam turbines beginning with the history of the development of steam turbines followed by a study of the major sections of a typical steam turbine. Common accessories employed by steam turbines will be presented and discussed. Instrumentation and control systems will be explained and examined to help determine proper performance and assist in troubleshooting skills. This course is designed to develop an understanding of the scheduled and nonscheduled maintenance required for steam turbines. The overhaul process will be discussed with hands on demonstrations and will further foster an understanding of the steam turbine operation.

**Course ET201 – Nuclear History and Regulation**  
**48 Clock Hours/3.0 Credit Hours**

In this class the student will learn about the advent of nuclear technology and the function and operation of the nuclear power plant components. The commonality between standard steam turbine environments and a nuclear environment will be examined. The students will also learn about the safety in a nuclear environment. This training will lead the student through the multiple levels of regulation governing nuclear operations and safety. Organizations such as NERC, FERC and NRC will be discussed and their function will be explained.

**Course ET202 – NANTEL Training**  
**72 Clock Hours/4.5 Credit Hours**

This training consists of training modules produced by the National Academy for Nuclear Training through an E-Learning Connection format. Modules such as Confined Space, Fatigue Assessment, Foreign Material Exclusion and others will be presented in an instructor lead environment and supplemented with web based materials.

**Course ET203 – Process Support History, Familiarization and HAZWOPER**  
**42 Clock Hours/2.5 Credit Hours**

In this course the student will learn about the history of Process Technology found in industry. Areas of focus will include refineries, chemical plant operations and energy platforms such as drilling rigs. The student will demonstrate what they have learned through identification of various processes commonly used. In this class the student will learn, and become certified in, hazardous waste operations and emergency response. This is an industry recognized credential and will further assist the student in performing safe operations in both school and their career.

**Course ET204 – Process Systems and Components**  
**78 Clock Hours/4.5 Credit Hours**

In this class the student will learn process plant drawings and diagrams from a systems point of view. The concept of system integration will be emphasized as the student learns how systems interact with each other. The student will learn at an introductory level how to perform basic pipefitting operations. Heat sources used in process technology will be identified and explained to the student. The students will also learn about the theory of operation utilized in heat exchangers.

**Course ET205 – Refining Process and Energy Platform Service Technician**  
**90 Clock Hours/5.5 Credit Hours**

In this class the student will learn about the basic principles of distillation systems, extraction/separation systems and chemical reactor systems. This will include catalytic cracking, hydrocracking, distillation columns, absorbers and the scrubbing process. The student will demonstrate what they have learned through assigned hands-on projects in the lab. The student will learn the safety rules and practices found on an energy platform such as a drilling operation. Technology used on an energy platform will be learned by the student such as preventative equipment maintenance, forced maintenance and troubleshooting. Technology such as fracturing and slant drilling will be learned as well.

**Course ET206 – Compression Technology I**  
**30 Clock Hours/2.0 Credit Hours**

In this class the student will learn an overview of the various pieces of compression equipment found in industry. Specific equipment such as screw, piston and centrifugal compressors will be examined. The basic theory behind compression and the equipment used to achieve this goal will be discussed, diagramed and learned by the student.

**Course ET207 – Compression Technology II**  
**30 Clock Hours/1.5 Credit Hours**

Standard inspection and preventative maintenance practices will be demonstrated and practiced in this class. The selection and use of proper tooling and standard maintenance practices will be emphasized in this course. The student will demonstrate what they have learned by completing assigned hands-on projects in the lab.

**Course ET208 – Advanced Troubleshooting, Standby Power and 3-Phase Theory**  
**90 Clock Hours/5.0 Credit Hours**

The student will learn the concept of troubleshooting from a theoretical position. Input and output into a situation is examined and a logical flow is developed to determine the critical path of failure. Computer simulation is used in conjunction with instruction to hone thinking skills and minimize waste in the troubleshooting process. The student will demonstrate what they have learned through the use of mock-ups and other pieces of equipment with known faults. The student will identify the faults in an economical manner. In this class the student will learn an overview of the operation and design of diesel power plants. The specific application to standby power for diesel will be emphasized. Inspection, preventative maintenance and troubleshooting will be explained and demonstrated. Subsystems such as fuel control and emissions will also be included in this training. The student will demonstrate what they have learned by performing assigned hands-on project in the lab. The student will be introduced to 3-Phase electric power, a common method of alternating-current electric power generation, transmission and distribution.

# **GLOBAL LOGISTICS AND DISPATCH PROGRAM**

## **COURSE DESCRIPTIONS**

### **Course GLD101 – Computer Skills, Regulations and Industry Trends I A** **120 Clock Hours/7.0 Credit Hours**

#### **GLD110-1 Learning Strategies**

This course will prepare the student to succeed in their post-secondary education program by providing the student with learning strategy skills such as time management, study techniques, note taking, human factors and setting goals. 18 clock hours

#### **GLD111-1 Computer Skills**

This course will teach the student to master the fundamental computer skills necessary to succeed in the dispatch field. This will include an introduction to basic typing, data entry, Windows™ and MS Office™ applications. In addition the student will be introduced to advanced computer applications such as dispatch specific software, telephony software, and GPS systems. 78 clock hours

#### **GLD112-1 Emergency Response**

This course will introduce the student to specific emergency assistance agencies and their respective responsibilities. This subject emphasizes emergency management and emergency planning. Familiarization with the National Incident Management System (NIMS) and associated Incident Command System (ICS) are included. Key concepts include interoperable communications systems, mutual aid agreements, and preparedness at the local, state and federal levels. 24 clock hours

### **Course GLD102 – Computer Skills, Regulations and Industry Trends I B** **120 Clock Hours/7.0 Credit Hours**

#### **GLD113-1 Industry Employment Trends**

This course will prepare the student for employment in the transportation and public safety industries by instructing on proper interview preparation and techniques, creating cover letters, and tailoring their resume to showcase specific qualifications. In addition, descriptions of specific jobs in the transportation industry shall be covered in-depth to include required skills, job physiology, and other job related requirements. 18 clock hours

#### **GLD114-1 Regulations**

The student will receive an introduction to the specific agencies that govern and regulate transportation, with emphasis on Department of Transportation agencies and Department of Homeland Security agencies. Students will perform a detailed study and analysis of Federal Motor Carrier Safety Regulations (49 CFR Parts 390-397), as well as additional instruction in Transportation Security Administration (TSA) regulations and Customs and Border Protection (CBP) programs and procedures. Key concepts include transportation safety and security, hours of service rules, driver and crewmember qualifications, and vehicle maintenance requirements. 48 clock hours

#### **GLD115-1 Practical Development**

Students will have the opportunity to experience hands-on training during simulated, mode specific, scenarios. In addition, the student will learn how to achieve heightened levels of organizational skills and situational awareness to enhance multi-tasking abilities. Key concepts include information management and development of well-organized recordkeeping systems, and understanding Department of Transportation (DOT) safety audit and compliance review processes and procedures. 54 clock hours

### **Course GLD201 – Aircraft Dispatch I A** **120 Clock Hours/7.5 Credit Hours**

#### **GLD210-1 Meteorology**

An in-depth look at requirements of meteorological needs of aviation and the specific requirements of airline and corporate flight departments to include interpretation of National Weather Service reports, their weather charts and forecasting presentations. Properties of the atmosphere and associated weather systems are discussed in detail. 54 clock hours

#### **GLD211-1 Federal Aviation Regulations**

A comprehensive review of the Federal Aviation Regulations under U.S. Code Title 14 governing the safe flight planning, control and dispatch of aircraft covered under parts 1, 25, 61, 71, 91, 103, 119, 121, 135 and 139 of Title 14. HMR is also covered, as is NTSB part 830. 30 clock hours

**GLD212-1 Communications and Emergency Procedures**

This course enables the student to have the knowledge to contact aircraft anywhere in the World. This course will include phraseology requirements for international and domestic operations as well as FCC rules and regulations. Familiarization with procedures used when an emergency situation occurs, including dispatcher and pilot responsibilities, also will be covered. 18 clock hours

**GLD213-1 Air Traffic Control**

This course introduces the student to the FAA Air Traffic Control System (ATC). Discussions pertaining to how a dispatcher affects the ATC system, common problems associated with domestic and international flights, air traffic procedures and equipment usage are detailed and discussed. 18 clock hours

**Course GLD202 – Aircraft Dispatch I B  
120 Clock Hours/7.5 Credit Hours****GLD214-1 Navigation**

Skills developed include planning aircraft routes in domestic and international airspace, as well reading and interpreting high and low altitude en route charts and terminal procedure charts. The student will also learn about on board navigation systems, radio navigation, and Global Positioning System navigation including Wide Area Augmentation Systems (WAAS) and Local Area Augmentation System (LAAS). 30 clock hours

**GLD215-1 Aircraft Specifics**

The student will learn advanced aerodynamics, aircraft systems and aircraft performance. Lessons include detailed study of several types of large transport category airplanes used in air transportation. At the completion of this section, the student will have a thorough understanding of aircraft systems including hydraulics, electrical, pressurization, and powerplant. Flight planning and performance limitations are discussed in detail. 36 clock hours

**GLD216-1 Practical Dispatching**

This section will consolidate all the knowledge and skills learned in the previous subjects. The emphasis is on decision making, resource management, and task prioritization. The student will learn how to apply their skills in order to release flights in accordance with all applicable regulations, and within the constraints of ATC procedures, navigation systems, weather, and aircraft performance limitations. Real-world scenarios are presented, and students are challenged with numerous abnormal situations, system malfunctions and emergency situations. 54 clock hours

**Course GLD203 – Communications, Customer Skills and HAZMAT I A  
120 Clock Hours/7.0 Credit Hours****GLD218-1 Communications and Customer Service**

This course will introduce the student to the importance of customer service in all aspects of the job. Lessons will include instruction in verbal, non-verbal and written communications. Communications systems used in transportation will be included in the discussion, such as radio, telephone, and data transmission systems. Also included is the Association of Public-Safety Communications Officials-International (APCO International) Public Safety Telecommunicator Certificate training program. The student will earn the nationally recognized PST-1 certificate upon successful completion. 90 clock hours

**GLD219-1 Area Specifics**

This course will ensure that the student gains familiarity with North American geography required to do the dispatcher's job effectively. There will be special emphasis on map reading, computer mapping and routing applications, and how local and regional factors affect operations. In addition, the student will learn about issues of jurisdictional boundaries as they apply to safety and emergency services dispatch. 30 clock hours

**Course GLD204 – Communications, Customer Skills and HAZMAT I B  
120 Clock Hours/7.0 Credit Hours****GLD220-1 Human Factors**

In this course, the student will learn about resource management, risk management, and decision making, and how these skills are applied every day on the job. There will be special emphasis on human factors causes of accidents, and how health, fatigue, and stress contribute to these accidents. Emphasis is on safety management through training in these areas, including a course in Critical Incident Stress Management (CISM) as it applies to emergency and safety-services dispatchers. 90 clock hours

**GLD221-1 Transportation of Dangerous Goods (HAZMAT)**

The student will learn about the processes and procedures used in acceptance, handling, and transporting of hazardous materials in all modes of transportation including highway, rail, air and vessel. Training will also include

international hazmat regulations. This section will also include detailed lessons regarding international and domestic transportation security requirements. 30 clock hours

**Course GLD205 – Global Supply Chain Logistics I**  
**120 Clock Hours/7.0 Credit Hours**

**GLD222-1 Intro to Global Supply Chain Logistics**

This section will include an overview of the global supply chain system. Students will learn about the worldwide transportation networks that facilitate the flow of goods and services from raw materials and resources to finished consumer goods for sale. Topics such as Intermodal Logistics, Third Party Logistics (3PL), and Quality Management will provide students with a general understanding of the scope of global supply chain logistics, as well as common methods for ensuring integrity and efficiency. 36 clock hours

**GLD223-1 Warehousing and Distribution**

Students will learn the principles and practices of modern warehousing and distribution operations. General topics include warehouse design, automated and manual storage and retrieval systems and equipment, warehouse management systems and inventory control. Advanced topics include packaging and kitting, reverse logistics, and specialized functions such as cross-docking, security, food safety and storage of hazardous materials. 48 clock hours

**GLD224-1 Import/Export, Customs & Homeland Security**

In today's global marketplace, raw materials and finished goods are shipped all over the world. In this section, students will discover the complexities of importing and exporting materials as they make their way around the world. In addition, students will learn how the Department of Homeland Security rules are affecting transportation and logistics. 36 clock hours

**Course GLD206 – Global Supply Chain Logistics I B**  
**120 Clock Hours/7.0 Credit Hours**

**GLD225-1 Advanced Simulations**

Students will have the opportunity to put their skills to the test by participating in real-world simulations and other exercises designed to consolidate their knowledge of regulations, communications procedures, customer service and computer skills. These simulations will involve real-world scenarios, computer applications, and telecommunications software. Students will have the opportunity to play the role of the dispatcher, solving problems in a fast-paced, multitasking environment. Students will receive meaningful feedback on their performance during debriefing sessions, and will be given the opportunity to provide feedback to others. 60 clock hours.

**GLD226-1 Certification Prep and Testing**

Students will prepare for and take certification assessments including Certified Logistics Associate and Certified Logistics Technician from the Manufacturing Skills Standards Council (MSSC). In addition, students will have the opportunity to earn a certificate from Office Proficiency Assessment and Certification (OPAC) showcasing their computer, clerical and customer service skills. Tests include Basic and Intermediate MS Office Applications (Word, Excel, Outlook), Data Entry, Customer Service, Telephone Order Entry, Applying Policies and others. 60 clock hours.



# **HVACR TECHNICIAN PROGRAM**

## **COURSE DESCRIPTIONS**

### **Course HV001 – NCCER Level I Certification in HVACR Technology A, Introduction to Basic Safety, OSHA 10-hour Certification, Tool Safety, Construction Math and Drawings 66 Clock Hours/4.0 Credit Hours**

This class complies with OSHA-10 training requirements and explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. In this class we will discuss the causes and results of accidents and the impact of accident costs as well as defining safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals. Students will be able to identify other potential construction hazards, including hazardous material exposures. Introduces trainees to hand tools that are widely used in the construction industry, such as hammers, saws, levels, pullers, and clamps. Students will be able to explain the specific applications of each tool and show how to use them properly. Also discussed is the important safety and maintenance issues related to hand tools. This class provides detailed descriptions of commonly used power tools, such as drills, saws, grinders, and sanders and reviews the application, proper use, safety, and maintenance. Many illustrations are used to show power tools used in on-the-job settings. This class reviews basic mathematical functions and explains their applications to the construction trades. The student will be shown how to use and read various length measurement tools, including standard and metric rulers and tape measures, and the architect's and engineer's scales. This class explains decimal-fraction conversions and the metric system, using practical examples and also reviews basic geometry as applied to common shapes and forms. The student will become familiar with basic terms for construction drawings, components, and symbols. As well as the different types of drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical, and fire protection). The student will be shown how to interpret and use drawing dimensions. Four oversized drawings are included.

### **Course HV002 – NCCER Level I Certification in HVACR Technology B, Introduction to Customer Relations and Communication Skills, Material Handling and Introduction to HVACR 54 Clock Hours/3.5 Credit Hours**

This class identifies the roles of individuals and companies in the construction industry and introduces trainees to critical thinking and problem solving skills as well as the computer systems and their industry applications commonly found in this industry. Students will review effective relationship skills, effective self-presentation, and key workplace issues such as sexual harassment, stress, and substance abuse. This class provides trainees with techniques for communicating effectively with co-workers and supervisors and includes practical examples that emphasize the importance of verbal and written information and instructions on the job. Also discussed is effective telephone and e-mail communication skills. This class helps the student recognize hazards associated with materials handling and explains proper materials handling techniques and procedures. This class also introduces materials handling equipment, and identifies the appropriate equipment for common job-site tasks. The students will learn the history behind climate control and the evolution of the technology over the years. This class includes the basic principles of heating, ventilating, and air conditioning, as well as commercial and industrial refrigeration systems and their applications.

### **Course HV003 – NCCER Level I Certification in HVACR Technology C, Basic Electricity, Piping Practices and Trade Math 66 Clock Hours/3.5 Credit Hours**

The students will learn how to solve problems involving the measurement of lines, area, volume, weights, angles, pressure, vacuum, and temperature. This class also introduces scientific notation, powers, roots, and basic algebra and geometry. This class covers the selection, preparation, joining, and support of copper and plastic piping and fittings, and provides information on tools, materials, and safety precautions. The student will learn step-by-step procedures for soldering and brazing piping. This class covers iron and steel pipe and fittings, and provides step-by-step instructions for cutting, threading, and joining ferrous piping. The students will become familiar with power generation and distribution, electrical components, DC circuits, and electrical safety.

### **Course HV004 – NCCER Level I Certification in HVACR Technology D, Introduction to Heating and Cooling and Air Distribution Systems 54 Clock Hours/3.0 Credit Hours**

The students will learn the principles of heat transfer, refrigeration, and pressure-temperature relationships and the components and accessories used in air conditioning systems as well as heating fundamentals, types and designs of furnaces and their components, and basic procedures for installing and servicing furnaces. The students will become familiar with air distribution systems and their components, air flow measurement, ductwork installation principles, and the use of instruments for measuring temperature, humidity, pressure, and velocity.

**Course HV005 – NCCER Level II Certification in HVACR Technology A, Commercial Airside Systems, Chimneys, Vents, Flues and Introduction to Hydronic Systems  
48 Clock Hours/3.0 Credit Hours**

This class describes the systems, equipment, and operating sequences commercial airside system configurations such as constant volume single-zone and multi-zone, VVT, VAV, and dual-duct VAV. The student will be able to identify airside system components and their function in the system. The student will learn the principles of venting fossil-fuel furnaces and methods for selecting and installing vent systems for gas-fired heating equipment.

This class introduces hot water heating systems, focusing on safe operation of the low-pressure boilers and piping systems in residential applications to the student.

**Course HV006 – NCCER Level II Certification in HVACR Technology B, Air Quality Equipment, Cooling System Leak Detection, Evacuation, Recovering and Recharging  
72 Clock Hours/4.5 Credit Hours**

The student will learn the principles, processes, and devices used to control humidity and air clean-lines, as well as devices used to conserve energy in HVAC systems. The student will learn safe refrigerant handling and equipment servicing procedures to service HVAC systems in an environmentally responsible manner.

**Course HV007 – NCCER Level II Certification in HVACR Technology C, Basic Electronics, Alternating Current and Troubleshooting System Control Circuits, Heating Systems and Cooling Systems  
72 Clock Hours/4.5 Credit Hours**

The students will learn the function of various electrical components and functions such as transformers, single-phase and three-phase power distribution, capacitors, the theory and operation of induction motors, and the instruments and techniques used in testing AC circuits and components. This class also reviews electrical safety and explains the theory of solid-state electronics, as well as the operation, use, and testing of electronic components used in HVAC equipment. This class will familiarize the students with the operation, testing, and adjustment of conventional and electronic thermostats, as well as the operation of common electrical, electronic, and pneumatic circuits used to control HVAC systems. This class also explains how to analyze circuit diagrams for electronic and microprocessor-based controls used in comfort heating and cooling equipment and how to troubleshoot systems that use these controls. The students will be exposed to the tools, instruments, and techniques used in troubleshooting gas heating appliances, including how to isolate and correct faults. Also covered are the techniques and equipment used in troubleshooting cooling equipment, focusing on analyzing system temperatures and pressures to isolate faults.

**Course HV008 – NCCER Level II Certification in HVACR Technology D, Basic Installation and Maintenance Practices, Heat Pump Operation, and Duct Systems  
48 Clock Hours/3.0 Credit Hours**

The students will learn the principles of reverse cycle heating and understand the operation of heat pumps and how to analyze heat pump control circuits. Also included are heat pump installation and service procedures. The students will learn the application and installation of fasteners, gaskets, seals, and lubricants, as well as the installation and adjustment of different types of belt drives, bearings, and couplings. Also included is information on job documentation and customer relations. The students will be exposed to layout, fabrication, installation, and insulation of sheet metal ductwork. Also included is the selection and installation of registers, diffusers, dampers, and other duct accessories. The student will become familiar with the layout, fabrication, installation, and joining of fiberglass ductwork and fittings as well as the proper methods for attaching and supporting flex duct.

**Course HV009 – NCCER Level III Certification in HVACR Technology A, Refrigerant and Oil Properties, Compressor Operation, and Metering Devices  
60 Clock Hours/3.5 Credit Hours**

The students will learn the characteristics and applications of pure and blended refrigerants, and understand the various lubricating oils used in refrigeration systems. This class exposes the students to operating principles of compressors used in comfort air conditioning and refrigeration systems. Included are installation, service, and repair procedures. The students will learn the operating principles, applications, installation, and adjustment of fixed and adjustable expansion devices used in air-conditioning equipment.

**Course HV010 – NCCER Level III Certification in HVACR Technology B, Retail Refrigeration Systems and Commercial Hydronic Systems**  
**60 Clock Hours/3.5 Credit Hours**

The students will be introduced to product refrigeration components and systems, including reach-in coolers and freezers. The students will be exposed to boilers, components, and piping systems used in commercial heating applications, and introduced to chilled water systems and their components.

**Course HV011 – NCCER Level III Certification in HVACR Technology C, Steam Systems, Planned Maintenance Practices and Water Treatment Technology**  
**54 Clock Hours/3.5 Credit Hours**

This class familiarizes the students with the operating principles, piping systems, components, and preventive maintenance requirements of steam systems and steam traps. The students will understand the purpose of planned maintenance and outlines procedures for servicing gas and oil furnaces, electric heating equipment, cooling equipment, and heat pumps. The students will learn the water problems encountered in heating and cooling systems and identifies water treatment methods and equipment.

**Course HV012 – NCCER Level III Certification in HVACR Technology D, Troubleshooting Electronic Controls, Oil Heating Systems and Heat Pumps**  
**66 Clock Hours/4.0 Credit Hours**

The students will learn how to analyze circuit diagrams for electronic and microprocessor-based controls used in comfort heating and cooling equipment and how to troubleshoot systems that use these controls. This class explains how to identify the common causes of problems in oil furnaces and offers hands-on experience in isolating and correcting oil furnace malfunctions. The students will review heat pump operation and heat pump control circuits, including how to isolate and correct faults in the heating, cooling, auxiliary heat, and defrost functions of heat pumps.

**Course HV013 – NCCER Level IV Certification in HVACR Technology A, Construction Drawings and Specifications, and Troubleshooting Systems Accessories**  
**42 Clock Hours/2.5 Credit Hours**

The students will engage in hands-on lab sessions on how to troubleshoot humidifiers, electronic air cleaners, economizers, zone controls, and heat recovery ventilators. This class teaches the students how to interpret drawings used in commercial construction, including mechanical drawings, specifications, shop drawings, and as-builts. The students will understand how to perform takeoff procedures for equipment, fittings, ductwork and other components.

**Course HV014 – NCCER Level IV Certification in HVACR Technology B, Building Management, Energy Conservation Equipment, Indoor Air Quality, and System Balancing**  
**78 Clock Hours/4.5 Credit Hours**

This class explains air properties and gas laws, as well as the use of psychrometric charts. The students will be able to describe tools, instruments, and methods used in balancing an air distribution system. This class also defines the issues associated with indoor air quality and its effect on the health and comfort of building occupants as well as provides guidelines for performing an IAQ survey and covers the equipment and methods used to monitor and control indoor air quality. The student will understand heat recovery/reclaim devices, as well as other energy recovery equipment used to reduce energy consumption in HVAC systems. The students will learn how computers and microprocessors are used to manage zoned HVAC systems. Also included are updates reflecting new system architecture, advances in network protocols and systems controllers, and communication via Internet and wireless.

**Course HV015 – NCCER Level IV Certification in HVACR Technology C, Heating and Cooling System Design and Startup/Shutdown Procedures**  
**54 Clock Hours/3.0 Credit Hours**

The students will learn the procedures for the startup of hot water, steam heating, chilled water, and forced-air distribution systems after initial equipment installation or after an extended period of shutdown. Also included are the procedures for preparing these systems for extended shutdown. The students will be able to identify the factors that affect heating and cooling loads and explain the process by which heating and cooling loads are calculated, and how load calculations are used in the selection of heating and cooling equipment. Also covered are the types of duct systems and their selection, sizing, and installation requirements.

**Course HV016 – NCCER Level IV Certification in HVACR Technology D, Commercial and Industrial Refrigeration Systems, Alternate Heating and Cooling Systems and Supervisory Skills  
66 Clock Hours/4.0 Credit Hours**

The students will engage in study of product and process refrigeration by describing systems used in cold storage and food processing facilities, as well as transportation refrigeration. The students will learn the alternative devices used to reduce energy consumption, including wood, coal, and pellet-fired systems, waste-oil heaters, geothermal heat pumps, solar heating, in-floor radiant heating, and direct-fired makeup units. The students will be introduced to human resource criteria, concepts, and skills for the craftsperson desiring to advance to leadership.

# **WIND POWER TECHNICIAN PROGRAM**

## **COURSE DESCRIPTIONS**

### **Course ET101 – Learning Skills, History and Math** **72 Clock Hours/4.5 Credit Hours**

In this course the student will learn how to succeed in their post-secondary education program by learning strategy skills such as basic computer and software application, time management, study and testing techniques, note taking and other similar skills. This course reviews the history of the power technology industry up to and including present. Also included in this course is a review of common terminology and definitions used in the industry. An overview of the components and the function of a power plant will be presented. The student will demonstrate what they have learned through written summary and hands-on identification of selected equipment. The student will learn basic math and formulas which will be encountered and used by the technician in performing daily activities. In this course the student will also learn how to read, convert and understand the metric system of measurement.

### **Course ET102 – OSHA** **48 Clock Hours/3.0 Credit Hours**

In this course the student will learn the safety required in the field while performing tasks on the job. Lock Out Tag Out procedures will be learned and demonstrated. This class will approach safety from a behavioral prevention standpoint. General shop safety and material handling will be covered as well as regulation compliance. The student will learn how function safely and understand the importance of compliance when on the site at a power generation facility. Emergency Response will also be discussed and reinforced through case studies. Proper procedures and responsibilities will be learned.

### **Course ET103 – Tools and Professional Skills** **48 Clock Hours/3.0 Credit Hours**

The student will learn the criteria used when selecting the proper tool for a job, whether it is a hand or power tool (including hydraulic wrenches). With the ability to select the proper tool, the student then will learn how to properly and safely use the tools that are essential to Power Technology Technicians. Students will learn general shop safety and the importance of preventing damage to components when using tools. The importance of personal protective equipment is emphasized to help ensure a safe working environment. Concepts such as professional behavior on and off the job will be learned. The student will learn the proper code of conduct required to ensure success when working on the road with little or no supervision. Additional subjects learned will include how to manage expenses, the expectation of an employer regarding attendance and job performance and global etiquette when overseas. Another factor emphasized is the ability to learn from experienced technicians in the field during on-the-job training.

### **Course ET104 – Precision Measuring and Rigging** **72 Clock Hours/4.0 Credit Hours**

The student will learn the proper use and interpretation of precision measuring devices such as micrometers, calipers, depth gauges and gap measuring devices. This course will include both standard and metric tooling to teach the student about the equipment that will be encountered in the field. The student will learn basic skills based on standard industry practices. Safety will be emphasized and will prepare the student to participate in lifting and rigging on-the-job training when they enter the power generation field. The student will demonstrate the skills they have learned by participating in an actual lift operation.

### **Course ET105 – Welding, Materials and Processes** **84 Clock Hours/5.0 Credit Hours**

In this course the student will learn how to weld safely and the techniques used in a maintenance environment. Skills such as heating bolts and components without doing damage to the materials is learned and demonstrated. Basic skills such as how to successfully complete a tack weld is demonstrated and practiced by the student. Proper heating and installation of bolts is also learned in this course. Specific procedure when accomplishing “hot work” will also be learned. In this course the student learns to recognize, properly select and use a variety of hardware and materials used in the repair and maintenance of power technology equipment. Proper filing and honing techniques are demonstrated. Students will demonstrate what they have learned by identifying and installing specialty hardware such as Helicoils as well as become proficient at the use of easy outs and drilling without damaging the surrounding structure. Skills learned will include standard practices such as safety wire and the use of torque wrenches. Basic Composite Identification will be included in this training.

**Course ET106 – Inspection**  
**36 Clock Hours/2.0 Credit Hours**

In this class the student will learn various inspection techniques employed in the field. These inspection techniques will include visual, borescopic and dye penetrant. Advanced methods such as eddy current and magnetic particle will be demonstrated. The importance of recognizing degrees of damage and distinguishing between negligible and serious flaws will be learned. The student will demonstrate what they have learned by inspecting various valves and other assigned power equipment.

**Course ET107 – DC Electrical Theory**  
**60 Clock Hours/3.5 Credit Hours**

In this course the student will learn electrical theory and principles, and their application to power generation systems. This course is designed to teach the student electrical circuit diagrams, including charging and storage functions. This will include circuit operation and electrical fundamentals, which will prepare the student for basic electrical functions and troubleshooting. Generator design and operation will be demonstrated and learned. Students will also learn basic electricity concepts and schematic interpretation.

**Course ET108 – AC Electrical**  
**60 Clock Hours/3.5 Credit Hours**

In this course the student will learn AC 3-phase electrical theory and principles, and their application to power generation systems. This course is designed to teach the student about AC electrical circuit diagrams, including solid state devices and logic functions. This will include electrical component operation and electrical fundamentals needed for advanced electrical functions and troubleshooting.

**Course ET109 – Climb and Rescue**  
**54 Clock Hours/3.0 Credit Hours**

In this class the student will learn the hazards involved when climbing a wind turbine tower. The student will learn safety issues such as where and when to take a rest period during the climb. Emergency measures such as rescue from a tower will be learned and demonstrated. The student will demonstrate what they have learned by performing a safety inspection on a given piece of climb equipment correctly.

**Course ET110 – Wind Operation and Renewable Energy Sources**  
**66 Clock Hours/4.0 Credit Hours**

In this course the student will learn function and design of wind turbines in the power generation field. Students will demonstrate what they have learned by identifying the various major components and their relationship to the wind turbine. In this course the student will learn renewable energy systems other than wind turbines. The student will learn about other systems such as solar, biomass and geothermal during this course.

**Course ET111 – Hydraulics and Gears**  
**60 Clock Hours/3.5 Credit Hours**

In this course the student will learn about hydraulic power and its function in the wind turbine industry. Fluid types, system inspection, and component identification will be learned. System troubleshooting will be demonstrated and applied in this course. In this course the student will learn the maintenance and inspections required for gear trains and lubrication systems. Inspection of fluids and gear condition will be learned and reinforced through hand on inspection activities. Proper and improper wear in gear systems will be inspected and identified.

**Course ET112 – PLC and SCADA**  
**60 Clock Hours/3.5 Credit Hours**

In this course the student will learn about Programmable Logic Controllers (PLC) and their use in the wind field as well as other industrial applications. Students will develop and install a simple program and execute same using a human mechanical interface system. In this course the student will learn about Supervisory Control and Data Acquisition (SCADA) systems and their use in the field of wind energy. Remote recording and correction will also be learned by the student. The data tracking and resulting trend monitoring will be examined. The student will demonstrate what they have learned by identifying component location and function in the wind turbine.

## MIAT COLLEGE OF TECHNOLOGY MANAGEMENT

### **Charles A. Hawes, President**

President of MIAT College of Technology, Inc. J.D., M.A., University of Toledo; B.A. Ohio State University; L.M.M. Taxation, New York University, Former President of Stautzenberger College, Toledo, Ohio, Former President of Management, Employment and Training Services (METS), Toledo, Ohio. Over thirty years of experience in education and administration.

### **Kevin Burchett, Campus President - Michigan**

(BAS) Bachelor of Applied Science in Occupational Studies from Siena Heights University, Associate Degree in General Studies from Washtenaw Community College. Over 20 years of experience working in education and training including roles as Campus Admissions Representative, High school Admission Representative, Director of Admissions, Director of Student Services, and Campus Director.

### **Catherine A. Vorst, Chief Financial Officer**

B.S.B.A. Bachelor of Science in Business Administration from University of Phoenix, Tucson campus. Associate Degree in Applied Business with a major in accounting from Owens Community College, Toledo campus. Over thirty-two years of experience in business, accounting and administration. Over sixteen years of experience in the field of career education.

### **Richard A. Whiteside, National Training Director**

B.A.S. Airframe and Powerplant Technology, Siena Heights University, A.A.S. Aviation Maintenance Technology. Eastern New Mexico University, Diploma, Airframe and Powerplant Technician, Detroit Institute of Aeronautics. F.A.A. Airframe and Powerplant Certificate, Inspection Authorization. Over twelve years of large, transport category aircraft airframe repair and modification. Specialty in all phases of aircraft sheet-metal work. Over sixteen years of experience in the field of career education.

### **Timothy P. Kissel, Director of Training – Michigan**

B.S., Aviation Technology/Electronics, Purdue University, West Lafayette, IN. A.S., Aviation Maintenance Technology, Vincennes University, Vincennes, IN. F.A.A. Airframe and Powerplant Technician Certificate, F.C.C. license, Inspection Authorization, Private Pilot, NCATT AET Certification. Fifteen years of aviation experience including general aviation, commuter airlines, cargo and major airlines. Background includes: light aircraft maintenance, helicopter maintenance, turboprop heavy check and line maintenance, landing gear overhaul and transport category line maintenance.

### **Diane Herroon, Compliance Officer**

Associate Degree in Business Administration, Stautzenberger College. Certified in Financial Aid by the Department of Education. Active member in State and Regional Financial Aid Associations. Over twenty-nine years in office management and financial aid administration. Attends yearly, all Federal, Regional and State Workshops, Conferences, Seminars and Webinars. 2010 participant in the ACCSC Accreditation Workshop.

### **Amy Kienast Linderman, National Director of Business Relations**

B.S. Education, University of Wisconsin-Oshkosh. Professional in Human Resources (PHR) Certification from the Human Resource Certification Institute. Global Career Development Facilitator (GCDF) certification from the Center for Credentialing and Education Inc. Board member of Aviation Technical Education Council (ATEC), Board member of Michigan Career Development Association, Past President of Women in Aviation International- SE Michigan Chapter, Advisory Board Member of Schoolcraft College Aviation Management program, Member of: Center for Energy Workforce Development (CEWD) Education Committee, Member of Yankee Air Museum Education Committee, Member of Society for Human Resource Management, National Career Development Association and various industry organizations. Over fourteen years of human resource experience specializing in recruitment, career advising, networking, and business development.

### **Kim Pritchard, Director of Career and Student Services**

Attended Ball State University, IN and Embry Riddle Aeronautical University, CA. Obtained Conflict Resolution Facilitator Certification, CDR & Associates, CO. F.A.A. Airframe and Powerplant Technician Certification. Over twenty seven years aviation maintenance experience including EC/KC135 C5's crew chief in the United States Air Force; seventeen years with a major airline in roles consisting of mechanic, instructor, foreman, relief manager and various maintenance support positions on 727, 737, 747-100,-200,-400s, 777 and DC-10 aircraft. Corporate aviation experience is comprised of positions including Chief Inspector, General Manager/Director of Maintenance and Technical Representative for Cessna Citation II & Vs, Hawker 700 & 800s, Gulfstream II, III, IV & V, helicopters, drop-in maintenance and shop responsibilities. Additional management experience includes: human resources, employment, training and legal office administrator.

### **Vickie Bell, Enrollment Manager**

Over fifteen years of experience in accounting and customer service. Five years of experience in financial aid processing and have attended various financial aid training seminars, conferences, and workshops. Four years of experience in enrollment processing and administration services. Currently serves as the Admissions Committee Chair for the Michigan Campus.

**Anthony Belzak, Training Equipment Coordinator**

Co-Generation Facility Manager and Facility Support for Tier 1 Production Manufacturing 15 years. Commercial / Industrial HVAC and Refrigeration Technician 8 years. Certificate in Refrigeration and HVAC from Detroit Engineering Institute. Unlimited Refrigeration Journeyman License City of Detroit. Universal CFC Refrigeration License. Received a Chief's Certification in Power Engineering from NIULPE (National Institute for the Uniform Licensing of Power Engineers).

**Michael Bloomfield, MIAT College of Technology Consultant**

Diploma, Spartan School of Aeronautics, extensive Delta Airline training including airframe systems and ETOPS certification. F.A.A. Airframe and Powerplant Technician Certification. Over twenty-six years of aviation industry experience with Delta Airlines in all areas of heavy aircraft maintenance

**Perry Bottke, Program Coordinator**

Diploma, Airline Flight Dispatcher Training Center, Hurst, TX. F.A.A. Aircraft Dispatcher Certificate. Certified Logistics Associate/Certified Logistics Technician Instructor. Ten years of experience in airline operations and dispatch. Six years of experience in airline operations management. Certified trainer. Public Safety Telecommunicator I and Public Safety Telecommunicator I - Instructor certificates from the Association of Public Safety Communications Officers (APCO).

**Hal Brooks, Special Projects Assistant**

B.S., Technology Education, Eastern Michigan University; Additional training through Delta Airlines, Pan American Airlines, Zantop International Airlines and the U.S.A.F. F.A.A. Airframe and Powerplant Technician Certificate. Over thirty-two years aircraft industry experience.

**Mark Forbear Jr., Assistant Director of Training**

Diploma, Michigan Institute of Aeronautics, F.A.A. Airframe and Powerplant Technician Certificate. Fourteen years of experience with aircraft and turbine engines. 5 years of experience on Cessna Citation aircraft and Pratt & Whitney, Rolls Royce, and Williams International turbine engines. Five years of experience on Sikorsky S-58T helicopters with Pratt & Whitney PT-6T experience, and four years of experience with the Marine Corps maintaining the AV-8B Harrier and Powerplant systems.

**Rich Goodwin, Facilities Manager**

Diploma, Building Maintenance Technology, Stautzenberger College. Over eighteen years of experience in facility maintenance and management.

**Myron Gray, Manager of Veteran and Workforce Services**

M.A., Organizational Leadership, Siena Heights University. B.A., Business Administration, Siena Heights University. Nine years of post-secondary educational admissions experience. Background includes: High School Field Admissions Representative, and Agency & Veterans Services Representative.

**Troy Harris, National Director of Student Recruitment**

Honorably served in the United States Army, Military Police Corp for nine years of active duty; attended numerous military institutions and training facilities as well as multiple post-secondary colleges and universities both in the US and oversees culminating in a MBA. Eighteen years of post-secondary educational admissions experience. Background includes: Admissions Representative, Assistant Regional Manager, Regional Manager, Technical Advisor - Video production and Assistant Director - Admissions Marketing.

**William Hughes, Hangar Manager/Instructor**

A.A.S., Aviation Maintenance Technology, Rock Valley College, Rockford, Illinois. Numerous aircraft and aircraft component manufacturer training programs. F.A.A. Airframe and Powerplant Technician Certification. Inspection Authorization certification. Private pilot certificate. Thirty years aviation industry experience.

**Travis Lossing, High School Program Coordinator/Instructor**

Diploma, Michigan Institute of Aeronautics, F.A.A. Airframe and Powerplant Certificate, Simuflite Falcon 20 and Airborne Express DC-p maintenance training. Along with seventeen years of experience including cargo, corporate and commercial aircraft such as Falcon 20, Beech King Air 90, Beech 18, Lear 36, DC-9, A-320, B-757 and B-747.

**Ted Lukomski, Director of High School Admissions**

Master of Business Administration Degree from Central Michigan University, Bachelor of Arts Degree in Business Administration from Grand Valley State College. Twenty eight years of admissions experience in post-secondary and institutes education. Background includes: Director of Admissions, Director of High School Operations, Senior Director of Admissions, Vice President of Admissions and Regional Manager.

**Susan Martinez, CLASS Database and Reports Administrator**

Certificate, Accounting Clerk, Various business administration and computer operation courses from Stautzenberger College. Over thirty years of experience in the field of career education and computer operations and information systems.



**Don McMillan, Assistant Director of Training/Instructor**

Over twenty years of Power Plant experience including five years as a Power Plant operator, five years in electrical maintenance team and more than ten years as a Power Plant control room operator, the last four as a senior operator, operating six Power Plants in unison from one single control room. Worked six years as deck crew with BP Shipping on BP Oil Super Tankers and four years as platform deck and heli-deck crew, North Sea Oil Platforms in both Magnus and Forties Oil Fields.

**Neal Perkins Jr., Assistant Director of Training/Instructor**

A.A.S. Eastern New Mexico University of Roswell. Wayne Community College. F.A.A. Airframe and Powerplant Certificate, Davis Aerospace, Inspection Authorization. Professional Aviation Maintenance Association member. Cincinnati Technical College. General Motors World Travel Service. Sr. Aircraft Technician Over twenty-five years of aviation experience.

**Chris A. Pipesh, Director of Training/Program Chair – Aviation Maintenance Technology AAS Degree Program**

M.A., Management, Fielding Graduate University. B.A., Psychology, University of Michigan. Diploma, Airframe and Powerplant Technician, Detroit Institute of Aviation. Working in aviation since 1975, with a wide range of experience including management and engineering.

**Nicole Richmond, Director of Financial Aid**

B.A., Psychology and Sociology; Certificate/Minor, Women's Studies, University of Michigan – Dearborn. Active member of Michigan Student Financial Aid Association. Financial Aid training from numerous seminars, conferences and workshops.

**Heather Wiles, Accounting Manager/Student Records Manager**

Associate Degree in Applied Science with a major in Accounting from Wayne County Community College. Over ten years of experience in accounting and customer service. Currently working on her Bachelor Degree in Business Administration from Siena Heights University.

## **FACULTY**

### **Lonnie Allgood**

Diploma, Michigan Institute of Aviation. F.A.A. Airframe and Powerplant Certificate. 4 years Navy experience as a Boiler Operator. 4 years Coast Guard experience as a Quarter Master. Three years experience as a contractor on the UAV's with the Department of Defense.

### **Brian Beerbower**

Diploma, Detroit Institute of Aeronautics. F.A.A. Airframe and Powerplant Certificate. FCC General Radiotelephone License. Over twenty-six years of experience in aviation maintenance for Pontiac Flight Service, Trans-Continental Airlines, Jetway Inc., Century Airlines, and Zantop Airlines.

### **David Bottenhorn Jr.**

Airframe and Powerplant license, FCC license, General Radio Telephone Operator License, Three years of experience as a Senior Mechanic line maintenance on L1011, 757, 737 for American Trans Air. Three years of experience as a Flight Mechanic for USA Jet Airlines on DC9 and Falcon 20. Three years of experience line maintenance for General Motors Air Transportation for Gulf Stream GV, G350.

### **Melissa Buffenn**

B.S. Aviation Technology, Purdue University, West Lafayette, IN. A.S. Aviation Technology, Purdue University, West Lafayette, IN. Diploma, Aircraft Dispatch, Michigan Institute of Aeronautics, Belleville, MI. F.A.A. Aircraft Dispatch License. Completed coursework in Higher, Adult, and Lifelong Education, Michigan State University, East Lansing, MI. Experienced Flight Follower, U.S.A. Jet Airlines, Belleville, MI; Customer Service Supervisor, American Trans Air, Chicago, IL; Aircraft Parts Buyer, AAR Corp., Wood Dale, IL.

### **James Carson**

B.S. in Aviation Management, Eastern Michigan University. F.A.A. Airframe and Powerplant Technician Certificate, with Inspection Authorization. F.C.C. General radio operator license with radar endorsement. F.A.A. Designated Mechanic Examiner. Twenty-seven years of aviation experience, including U.S. Air Force and commercial airlines.

### **Randy Church**

M.A.E. Curriculum and Instruction, University of Phoenix, B.S. Technology, Eastern Michigan University, A.A.S. Industrial Electronics Technology, Ferris State University, Thirty years of experience as an Engineering Technician and Field Representative in the power equipment relay test area for a major electrical utility in the power industry, five years of experience as a Product Development Engineer serving in a design team building, designing testing and/or installing natural gas turbine and reciprocating engine driven generator packages. Three years of experience as a Supervisor in the Engineering Department of a major electrical utility in the power industry.

### **Robert Cole**

FAA Airframe and Powerplant certificate, Private Pilot, twenty-two years Airline experience with Northwest Airlines, American Airlines and Horizon Airlines. Two years manufacturing background with Boeing Aircraft Company, four years in U.S. Air Force assigned as a Structural Repair Specialist.

### **Merrill Collins**

A.A.S. in Aviation Maintenance Technology, Eastern New Mexico University-Roswell. F.A.A. Airframe and Powerplant Technician Certificate. Over six years' experience in the Army performing line maintenance on the OH-58D helicopter. Over six years' experience as a government contractor performing major and minor repairs on turbine powered helicopters.

### **Forrest Coop**

Master's Degree in Human Resource Management and in Computer and Information Management from Webster College; Bachelor Degree in University Studies from Eastern New Mexico University; Associate degrees in Instructor Technology and Aerospace Ground Equipment Technology from the Community College of the Air Force and an Associate's Degree in Liberal Arts from the University of Maryland. Thirty years of experience starting as trainee in Aerospace Ground Equipment Technician and finishing as Maintenance Superintendent for 57 KC-135 tanker Aircraft including two years of experience as Superintendent of Quality Process for 57 KC-135 Tanker Aircraft and five years of experience as Instructor/Flight Chief. Ten years teaching as an adjunct instructor at Butler Community College and Schoolcraft College teaching various classes in Computers, Microsoft Office, Visual Basic and Aviation.

### **Gregory Corwin**

Power Plant Operator for twenty-seven years. Experience with primary/secondary distribution, generation protection relaying, substation operation & power plant operations. Six years as a machinist mate in the U.S. Navy.

### **Fred Crim**

A.A.S. Aviation Maintenance Technology, Lansing Community College. F.A.A. Airframe and Powerplant Technician Certificate. Twelve years of experience on cargo and major airline aircraft. Worked five years at United Airlines. Training includes United Airlines composite, sheetmetal, turbine engine blade bending, and ETOPS.

**John Crowley**

FAA Airframe and Powerplant Certificate with Associate Degree in Aviation Maintenance Technology from Purdue University. Experience on various corporate aircraft such as Lear 35, Kingair C-90, Gulfstream II,III,IV, Cessna Citation II and III, Sikorsky S-76A and Sabreliner 60 Series; along with line maintenance and avionics on DC-8 for Cargo operations.

**Anne Daws-Lazar**

BA in Social Welfare. Twenty-three years of experience as a police dispatcher with Ann Arbor Police. Five years of experience dispatching Ann Arbor fire. APCO certificate in CTO (communications training officer), extensive training in LEIN (Law Enforcement Information Network). Fifteen years on Critical Incident Stress Management team for Washtenaw County.

**Mark Eby**

A.A.S. in Aviation maintenance Technology from Eastern New Mexico University – Roswell. F.A.A. Airframe and Powerplant License. FCC Restricted Radio Telephone Operators license. Twelve years of experience as an Engine Shop Lead Mechanic. Four years of experience as a ride along DC-9 Flight Mechanic and four years of experience as crew chief mechanic on C-5A military transport aircraft.

**Thomas Foley**

B.S. in Aviation Maintenance Management from Lewis University. F.A.A. Airframe and Powerplant, Inspection Authorization and Private Pilot Licenses. Twenty-seven years of aviation experience with Airframe Accessories, Inspection and Maintenance on various general aviation piston/turbine engine aircraft. Fifteen years of experience in Airframe repair station and FBO management as an Aircraft Maintenance Manager, General Manager, Quality Control Manager and Shift Supervisor.

**Zane Gilbert**

Diploma, Detroit Institute of Technology, Low & High Pressure Boiler Operation. Seventeen years of experience as plant engineer and boiler operation, 10 years facilities maintenance and seven years as a facilities manager.

**Jerry Graff**

B.A. in Business Leadership from Baker College. A.S. in General Electrical Electronics from Henry Ford Community College. Eight years in the U.S. Army, serving in the U.S., Viet Nam, and Italy, as an instructor and a crew chief on Huey helicopters. Employed by General Motors for thirty-three years as an Electrician working from 13,200 to low voltage in production plants, building maintenance, and research areas. While at GM, he also taught Health and Safety courses. He also worked for 25 years as an adjunct instructor at Henry Ford Community College, Kaplan Career Center and Macomb Community College teaching electrical/electronic courses.

**Ray Hammoud**

Diploma, MIAT, F.A.A. Airframe and Powerplant Technician Certificate. Inspection Authorization. F.C.C. License. Private Pilot, NDT Level 2 Certified. Seven years of experience as a flight line mechanic at Northwest Airlines. Also worked as a line mechanic, inspector and assembler for Boeing.

**Kamal Hanzara**

A.A.S. in Aviation Maintenance Technology from Eastern New Mexico University – Roswell. Diploma, Michigan Institute of Aeronautics, F.A.A. Airframe and Powerplant Certificate. Has worked at Pinnacle Airlines, PlaneTechs, USA Jet and Duncan Aviation as an A&P Technician. 2012 ATEC scholarship recipient. Lingair 300/pt-6 certificate.

**Neil Haynes**

B.S. in Mathematics, University of San Francisco, twenty-two years of experience in electronics, mathematics, and physics, including working in plastics testing labs and an optic lab. Three years serving in the U.S. Army as a fire control instrument repairman.

**Jeffery Hope**

Associate Degree in Applied Science from Eastern New Mexico University. F.A.A. Airframe and Powerplant certificate, six years' experience performing overhaul and maintenance on turbojet engines in an F.A.A. approved facility. Background in light aircraft maintenance and inspections on Lear Jets, Falcons, and Citation II for general aviation and transport.

**David Howe**

Diploma, Palm Beach Community College. A.A, F.A.A. Airframe & Powerplant license, Inspection Authorization, Private Pilot License. Three years of experience as a mechanic with Cessna single engine dealership, One year of experience as a mechanic with Pratt & Whitney Aircraft. Twenty-nine years of experience as a mechanic progressing into Quality Assurance Inspector, Cessna Citation. Experienced on small single and twin engine Cessna & Piper aircraft, PW TF130, FX-225, JT-11, Rolls Royce AE3007C, Williams TFE-731, FJ44 series, PW JT-15D series, PW-306C, PW-535 & 545, PW-615F and the complete Citation Business jet product line.

**Scott James**

Associate Degree in Aviation from San Joaquin Valley College in Fresno, California. Served in the U.S. Navy for eight years. Worked for Scenic Airlines and EG&G as an A&P Mechanic. Also worked at PlaneTechs and Boeing as a Flight Readiness Technician.

**Casey A. Jordan**

F.A.A. Airframe and Powerplant Certificate, Lansing Community College. Seven years' experience in regional aviation aircraft, which include: SAAB 340 B, Jetstream 31 and 41, Fairchild 328, Beechcraft 1900 D, CRJ 100 and 200. Heavy maintenance, training certificate, GE engines CT7-9B minor maintenance and refurbishment.

**Michael Kryvicky**

B.S. in Aviation Management, Eastern Michigan University. F.A.A. Airframe and Powerplant Certificate, Michigan Institute of Aeronautics. Over three years of experience working on small and large transport category aircraft. Aircraft experience with: Mitsubishi MV-2, Beech King Air C-90, CASA 212-200, Boeing 727-100 and 200 series, Douglas DC-8 and DC-10 series aircraft.

**Tim LaBute**

Diploma, Embry Riddle Aeronautical University, F.A.A. Airframe and Powerplant Certificate. Canadian Department of Transport Aircraft Maintenance Engineer M1 M2 licensed. Three years U.S. Army Helicopter crew chief Vietnam Veteran. Two years cargo aircraft maintenance B18, DC3, DC4, DC6. Three years restoring war birds (P40, P51, Spitfire) 11 years general aviation as Director of Maintenance B18 all Cessna and Piper single and twin engine Aircraft. Fifteen years of experience as the Director of Maintenance Charter and Commuter Air service Cessna Citation, Piper Cheyenne A/C. Ten years as a corporate aviation Chief Mechanic Cessna Citation 1, 2, 550, 650, 750. Bombardier 604. Two years airline line maintenance B737. Also did contract Maintenance through this time. Attended Flight Safety International classes on Piaggio Avanti P180, Cessna Citation 1, 2, 500, 550, 650, 750. Bombardier 604.

**Tom LeBar**

A.S. in Electronics/Electrical Technician from Henry Ford Community College. City of Detroit First Class Stationary Engineers Steam License. Thirty years of power generation experience at DTE including both fossil and nuclear operations (Monroe Power Plant, Fermi 1 and 2, Trenton Channel Power Plant, River Rouge Power Plant) holding the positions of Power Plant Operator, Senior Power Plant Operator and Nuclear Power Plant Operator.

**John Leprich**

B.S. in Finance from Wayne State University. State of Michigan Journeyman Electrical License. Completed 5-year Detroit Joint Apprenticeship Training. Over 5 years' experience as Journeyman Inside Wireman. He also worked for 3 years as an instructor at Kaplan Career Center teaching in the Electrical Technician program.

**Tom Little**

Diploma, MIAT, F.A.A. Airframe and Powerplant Technician Certificate. Currently enrolled at Eastern New Mexico University in the Aviation Science Bachelor Program. Over three years of experience as an Aircraft Technician working on Boeing B-737, 747, 757, and 767 aircraft, Airbus A-219, 320, 330 and 340 aircraft, Embraer EMB-140, 145, 170 and 175 aircraft, and Douglas MD-88 and 90 aircraft and five years of experience as an Aircraft De-Icing/Pad Controller.

**Terrance Mathes**

A.A.S. in Aviation Maintenance Technology from Eastern New Mexico University – Roswell. F.A.A. Airframe and Powerplant Certificate, Michigan Institute of Aeronautics with Inspection Authorization. NCATT Aircraft Electronics Technician Certificate. Four years of experience in the Air Force as an Electrician and Environmental Specialist on MC-130 aircraft. Nine years of experience in corporate aviation for General Motors as a Senior Technician and Avionics Technician on various Saab, Cessna, and Gulfstream aircraft.

**Kourtney McGhee**

A.A.S. in Aviation Maintenance from College of Aeronautics. F.A.A. Airframe and Powerplant Certificate, Michigan Institute of Aviation and Technology. NCATT Aircraft Electronics Technician Certificate. Over 10 years' experience performing maintenance on Blackhawk, Seahawk, CH-53E, S-76, S-92, A-Star and Bell helicopters and DC-9 and MD-80 aircraft.

**William Merriweather**

BS in Aviation Maintenance Technology from Western Michigan University. Five years maintenance experience including three years of experience on Falcon and Pilatus airframes and two years working on Bombardier avionics systems.

**Eric Schofield**

Associate Degree in Avionics Technology and Aeronautical Maintenance Technology from Pittsburgh Institute of Aeronautics, Pittsburgh, PA. F.A.A. Aircraft and Powerplant Certificate. FCC general radio telephone license with radar endorsement. Over ten years of aviation experience including aircraft line maintenance and hangar maintenance on regional and charter aircraft.

**Brandon Segur**

Diploma, Michigan Institute of Aviation, F.A.A. Airframe and Powerplant Certificate. Five years of experience in general aviation, one year corporate and repair station experience. Five years of experience as a service technician for motorcycles, personal watercraft, snowmobiles & ATV's. Two years as an industrial switchgear technician servicing high voltage transformers, motor control centers & circuit breakers.

**Patrick Spencer**

Studied Energy Technology at Henry Ford Community College and National Institute of Technology (formerly RETS Electronics School). Over twenty-five years' experience in the HVACR industry as a service engineer or service technician. Licensed Mechanical Contractor – Classifications 2, 5 and 7. Universal Certified Refrigerant Transition and Recovery Technician, R-410a Certified.

**Robert Spicuzza**

Bachelor Degree of Science, Aviation Technology, Western Michigan University. F.A.A. Airframe and Powerplant Certificate. Inspection Authorization. Twenty years of experience in general aviation

**Kenneth Towers**

F.A.A. Airframe and Powerplant Certificate. Canadian Department of Transport Aircraft Maintenance Engineer M1 M2 licensed. Ontario Aerial Applicators License Class 7 and 8. F.A.A. Multi-Commercial license. Canadian Department of Transport Multi-Commercial, IIF, Class 3 Instructor license. Over 50 years' experience in aviation industry as maintenance technician and pilot. Honorable discharged veteran of the United States Air Force.

**Craig D. Vassel**

A.A.S. in Aviation Maintenance Technology from Eastern New Mexico University – Roswell. Diploma, Michigan Institute of Aeronautics, Inspection Authorization, F.A.A. Airframe and Powerplant Technician Certificate, F.C.C. license. Four years of experience in structural repair. Eleven -years teaching experience. DC-9, Hawker, Cessna Citations I & II, Westwind, Falcon 10 and Falcon 20 systems certifications.

**Tony Wade**

Diploma, MIAT, Power Technology. Honorable discharge in the U.S. Marine Corps (top secret clearance). Currently pursuing degree from Sienna Heights University. Over thirteen years of technical and supervisory experience to include troubleshooting, researching and implementing corrective actions. Field experience conducting inspections and inventory management. Foreman and technician experience in U.S. Wind Industry to include travel throughout the U.S. and South America.

**Frank Zielinski**

Associate Degree from Pittsburgh Institute of Aeronautics, F.A.A. Airframe and Powerplant certificate, Inspection Authorization, Over forty years aviation experience, Army helicopter maintenance school, Bell Helicopter School, Allison Turbine School, twenty years Aviation business owner, private pilot.

**Josef Zugswert**

B.S. Aviation Management Technology, Eastern Michigan University. A.A.S. Airframe Technology, Wayne County Community College. Diploma, Electronic Communication Technology and Applied Electronic Technology, National Institute of Technology, Diploma, Detroit Institute of Aeronautics, F.A.A. Airframe and Powerplant Technician Certificate. Inspection Authorization. FCC General Radiotelephone Operator License with Ship Radar Endorsement. Thirty-two years of aviation experience in general, cargo, and corporation aviation as an A&P Technician, Avionics Technician and Inspector/Crew Chief. Flight Safety International training on models: Gulfstream III, V, & G350, Citation III, VII & X and SAAB 2000. Honeywell and Collins avionics equipment flight line maintenance training.

## ADMINISTRATIVE STAFF

Laura Andres	Graduate Employment Advisor
Jason Baum	National Admissions Representative
Kristen Braun	Graduate Employment Advisor
Rosemary Brooks	Customer Service
Jennifer Cooper	Student Services Coordinator
Theresa Dubeau	Bookkeeper
Pete Duran	Employment Advisor
Jennifer Fell	Graduate Employment Advisor
Robyn Gajda	Student Records
Larry Gaul	High School Admissions Representative
William Gehringer	High School Admissions Representative
Marie Bonene-Gunderman	High School Admissions Representative
Rebecca Grim	Receptionist
Nicole Hanley	Receptionist
Charles Harris	Admissions Representative
Tina Hays	Human Resource Coordinator
Donna Henne	Bookkeeper
Jamie Henne	Graduate Employment Advisor
Lynn Herrick	Administrative Assistant
Nancy Hoffman	Senior Financial Aid Officer
Chris Jackson	High School Admissions Representative
Deron Johnson	National Admissions Representative
Angela Kotsoyanis	Financial Aid Officer
Mary Ladd	Administrative Assistant – Training
Nikolai Lamansky	Admissions Representative

Andrew McKelvey	IT Administrator
David Meitzler	IT Administrator
Lloyd Morey	High School Admissions
Jessica Pieknik	Student Records
Sharon Pokerwinski	Administrative Assistant – National Business Relations
Kyla Pounders	Customer Service
Helen Ratliff	Graduate Employment Advisor
Lynn Roberts	Default Prevention Specialist
Tina Roperti	Graduate Employment Advisor
Lori Russell	Financial Aid Officer
Shirley Samp	Customer Service
Cassandra Skwirsk	Administrative Assistant
Shawn Smith	Admissions Representative
Dave Webber	Client Services Representative
Carie Wheeler	Project Coordinator
Don Will	Tool Crib Supervisor
Ben Yager	Financial Aid Officer
Michael Young	Admissions Representative

# ACADEMIC CALENDAR

(Clock Hour Programs)

## Aviation Maintenance Technology • Airframe and Powerplant Technician • Airframe Technician • Powerplant Technician

### 2012

Dec 19, 2012	Block 12B3A Ends
Dec 20, 2012 to Jan 02, 2013	Winter Break

### 2013

Jan 03, 2013	Block 12B3B Begins
Jan 21, 2013	Flex Day
Feb 07, 2013	Block 12B3B Ends
Feb 08, 2013	Flex Day
Feb 11, 2013	Flex Day
Feb 12, 2013	Block 12B3C Begins
Feb 17, 2013	Graduation
Mar 18, 2013	Block 12B3C Ends
Mar 19, 2013	Flex Day
Mar 20, 2013	Block 13B1A Begins
Mar 28, 2013 to Apr 01, 2013	Spring Break
Apr 26, 2013	Block 13B1A Ends
Apr 29, 2013	Block 13B1B Begins
May 09, 2013	Annual Career Expo (no classes)
May 19, 2013	Graduation
May 27, 2013	Memorial Day (school closed)
Jun 04, 2013	Block 13B1B Ends
Jun 05, 2013 to Jun 06, 2013	Flex Days
Jun 07, 2013	Block 13B1C Begins
Jul 04, 2013	Independence Day (school closed)
Jul 05, 2013	Flex Day
Jul 15, 2013	Block 13B1C Ends
Jul 16, 2013 to Jul 25, 2013	Summer Break
Jul 26, 2013	Block 13B2A Begins
Aug 29, 2013	Block 13B2A Ends
Aug 30, 2013	Flex Day
Sep 02, 2013	Labor Day (school closed)
Sep 03, 2013	Block 13B2B Begins
Oct 07, 2013	Block 13B2B Ends
Oct 08, 2013 to Oct 10, 2013	Flex Days
Oct 11, 2013	Block 13B2C Begins
Oct 20, 2013	Graduation
Nov 14, 2013	Block 13B2C Ends
Nov 15, 2013	Block 13B3A Begins
Nov 28, 2013 to Nov 29, 2013	Thanksgiving Break (school closed)
Dec 23, 2013	Block 13B3A Ends
Dec 24, 2013 to Jan 01, 2014	Winter Break



# ACADEMIC CALENDAR

(Clock Hour Programs)

## Aviation Maintenance Technology • Airframe and Powerplant Technician • Airframe Technician • Powerplant Technician

2014	
Jan 02, 2014	Block 13B3B Begins
Jan 20, 2014	Flex Day
Feb 06, 2014	Block 13B3B Ends
Feb 07, 2014	Flex Day
Feb 10, 2014	Flex Day
Feb 11, 2014	Block 13B3C Begins
Mar 17, 2014	Block 13B3C Ends
Mar 18, 2014 to Mar 19, 2014	Flex Days
Mar 20, 2014	Block 14B1A Begins
Apr 18, 2014 to Apr 21, 2014	Spring Break
Apr 25, 2014	Block 14B1A Ends
Apr 28, 2014	Flex Day
Apr 29, 2014	Block 14B1B Begins
May 08, 2014	Annual Career Expo (no classes)
May 09, 2014	Flex Day
May 26, 2014	Memorial Day (school closed)
Jun 05, 2014	Block 14B1B Ends
Jun 06, 2014	Flex Day
Jun 09, 2014	Block 14B1C Begins
Jul 04, 2014	Independence Day (school closed)
Jul 14, 2014	Block 14B1C Ends
Jul 15, 2014	Flex Day
Jul 16, 2014	Block 14B2A Begins
Aug 19, 2014	Block 14B2A Ends
Aug 20, 2014 to Aug 28, 2014	Summer Break
Aug 29, 2014	Block 14B2B Begins
Sep 01, 2014	Labor Day (school closed)
Oct 03, 2012	Block 14B2B Ends
Oct 06, 2014 to Oct 07, 2014	Flex Days
Oct 08, 2014	Block 14B2C Begins
Nov 11, 2014	Block 14B2C Ends
Nov 12, 2014	Flex Day
Nov 13, 2014	Block 14B3A Begins
Nov 20, 2014 to Nov 21, 2014	Thanksgiving Break (school closed)
Dec 19, 2014	Block 14B3A Ends
Dec 22, 2014 to Jan 01, 2015	Winter Break

# ACADEMIC CALENDAR

(Quarter Hour Programs)

**Aircraft Dispatch • Energy Technician • Global Logistics and Dispatch  
• HVACR Technician • Wind Technician**

## 2012

Dec 11, 2012 to Dec 12, 2012	Flex Days
Dec 13, 2012	Quarter Q6 Begins
Dec 24, 2012 – Jan 01, 2013	Winter Break

## 2013

Jan 21, 2013	Flex Day
Feb 08, 2013	Flex Day
Feb 17, 2013	Graduation
Feb 19, 2013	Quarter Q6 Ends
Feb 20, 2013	Flex Day
Feb 21, 2013	Quarter Q1 Begins
Mar 28, 2013 to Apr 01, 2013	Spring Break
Apr 22, 2013	Quarter Q1 Ends
Apr 23, 2013 to Apr 24, 2013	Flex Days
Apr 25, 2013	Quarter Q2 Begins
May 09, 2013	Annual Career Expo (no classes)
May 10, 2013	Flex Day
May 19, 2013	Graduation
May 27, 2013	Memorial Day (school closed)
Jun 24, 2013	Quarter Q2 Ends
Jun 25, 2013 to Jul 03, 2013	Summer Break
Jul 04, 2013	Independence Day (school closed)
Jul 05, 2013	Quarter Q3 Begins
Jul 19, 2013	Flex Day
Jul 22, 2013	Flex Day
Aug 30, 2013	Flex Day
Sep 02, 2013	Labor Day (school closed)
Sep 04, 2013	Quarter Q3 Ends
Sep 05, 2013	Quarter Q4 Begins
Oct 09, 2013 to Oct 11, 2013	Flex Days
Oct 20, 2013	Graduation
Nov 04, 2013	Quarter Q4 Ends
Nov 05, 2013	Quarter Q5 Begins
Nov 28, 2013 to Nov 29, 2013	Thanksgiving Break (school closed)
Dec 23, 2013 to Jan 01, 2014	Winter Break

# ACADEMIC CALENDAR

(Quarter Hour Programs)

**Aircraft Dispatch • Energy Technician • Global Logistics and Dispatch  
• HVACR Technician • Wind Technician**

**2014**

	Jan 13, 2014	Quarter Q5 Ends
Jan 14, 2014 to	Jan 15, 2014	Flex Days
	Jan 16, 2014	Quarter Q1 Begins
	Jan 20, 2012	Flex Day
	Feb 07, 2014	Flex Day
	Feb 10, 2014	Flex Day
	Mar 17, 2014	Quarter Q1 Ends
	Mar 18, 2014	Flex Day
	Mar 19, 2014	Quarter Q2 Begins
Apr 18, 2014 to	Apr 21, 2014	Spring Break
	May 08, 2014	Annual Career Expo (no classes)
	May 09, 2014	Flex Day
	May 19, 2014	Quarter Q2 Ends
May 20, 2014 to	May 21, 2014	Flex Days
	May 22, 2014	Quarter Q3 Begins
	May 26, 2014	Memorial Day (school closed)
	Jul 04, 2014	Independence Day (school closed)
	Jul 07, 2014	Flex Day
	Jul 21, 2014	Quarter Q3 Ends
Jul 22, 2014 to	Jul 31, 2014	Summer Break
	Aug 01, 2014	Quarter Q4 Begins
	Aug 22, 2014	Flex Day
	Sep 01, 2014	Labor Day (school closed)
	Sep 29, 2014	Quarter Q4 Ends
Sep 30, 2014 to	Oct 01, 2014	Flex Days
	Oct 02, 2014	Quarter Q5 Begins
	Nov 14, 2014	Flex Day
Nov 20, 2014 to	Nov 21, 2014	Thanksgiving Break (school closed)
	Dec 01, 2014	Quarter Q5 Ends
	Dec 02, 2014	Quarter Q6 Begins
Dec 24, 2014 to	Jan 01, 2015	Winter Break

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