MIAT®
COLLEGE OF TECHNOLOGY

Founded 1969

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Student Catalog
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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)

Certificated by the Federal Aviation Administration (FAA)

Approved for the Training of Veterans Affairs (VA) Eligible Students

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

This institution is authorized by:
The Indiana Board for Proprietary Education
101 W. Ohio Street, Suite 670
Indianapolis, IN 46204-1984

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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 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 employers

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

To serve the citizens of the community

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

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), 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 (LARA).

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 Board for 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 spouses, surviving spouses 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 and 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:

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

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 FAA 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.

In 2010 a second campus was opened in Houston, Texas, known as MIAT Institute of Technology, offering the Energy Technology programs. In 2011 Global Logistics and Dispatch programs were added.

The newest program, HVACR Technician was created in 2012 to meet the needs of the heating, ventilation, air-conditioning and refrigeration industries for qualified technicians. Training is offered at both campuses.

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 (ACCSC) 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. In February, 2014, MIAT received approval from the State of Michigan and from the ACCSC to offer a second Associate in Applied Science (AAS) degree in Energy Technology.

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 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, overhead crane 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, including a Pratt & Whitney JT9D engine used on Boeing 747 aircraft.

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 students train on a variety of industry equipment which include 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, confined space training 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 a variety of 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 the 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

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 identifying 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 prospective student 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. Admissions documentation for students from foreign countries must be translated and certified to be at least equivalent to a U.S. high school diploma.

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 provided the results are 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 minimum acceptable score for the Aviation Maintenance Technology program, Airframe and Powerplant Technician Program, Airframe Technician Program, Powerplant Technician Program, Global Logistics and Dispatch Program and Aircraft Dispatch Program is 15. Wonderlic SLE minimum acceptable score for the Energy Technician Program, Wind Power Technician Program and HVACR Technician Program is 14.
d. OPAC minimum acceptable score for the Global Logistics and Dispatch Program or Aircraft Dispatch Program is 70%.

Based on extenuating circumstances, the Campus President, Vice President of Education 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 fifteen (15) school 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 limitations 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

There are many factors that affect the scheduling of classes. MIAT College of Technology strives to accommodate the scheduling needs of all students. However, MIAT College of Technology cannot promise or guarantee the availability of any class and specifically reserves the right in its sole discretion to cancel any class, change room or location, dates, times or otherwise change the availability of any class. We regret any inconvenience this may cause and will work with any affected student.

CLASS SIZE

The maximum class size is thirty students per instructor with the following exceptions: FAA Part 147 (Aviation Maintenance Technical Schools) states that up to twenty-five students per one instructor in a lab setting unless a lab assistant is present. FAA Part 65 (Subpart C – Aircraft Dispatchers) states that a maximum class size is twenty-five students. In general, the minimum class size for the General Education courses is ten students and the maximum class size for the General Education courses is twenty-five students.

REGISTRATION PERIOD FOR GENERAL EDUCATION COURSES

There will be an open registration period prior to each quarter to register for the General Education courses. If a student is currently enrolled in MIAT College of Technology and is in good standing, the student will have the option to register for General Education courses during a pre-registration period prior to open registration.

WAIT LIST FOR GENERAL EDUCATION COURSES

During the pre-registration and/or registration period for General Education courses, if the maximum class size is reached, a wait list will be created. Students will be removed from the wait list and added to the class roster on a chronological basis in order of date of registration if seats become available.

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. General Education courses may be scheduled on weekends.

FAA CERTIFICATION

Students who graduate from programs certificated by the Federal Aviation Administration (FAA) 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 an 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 noticed 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

MIAT College of Technology strongly believes in an open-door policy and encourages students to seek assistance 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, Vice President of Education, Director of Training, Director of Career and Student Services and other qualified staff members. Additionally, the Student Services department provides community resource referral assistance on a variety of topics including transportation, medical services, food pantries, legal resources and utility or homeowner services. However, in areas in which staff members are not qualified, students will be referred to community organizations or to other facilities with resources available 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). The LRC also serves as a tutoring area for students who need extra help. 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, a Director of Training, or the 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 operations of the following departments: Student Services, Student Finance, Career Services, Student Records, Bookkeeping and Training. Additionally, new students receive a copy of the Student Handbook which includes the rules and policies on student conduct. New students will also have the opportunity to complete any final admissions requirements on the day of orientation.

SCHOLARSHIPS

The Student Services department continually cultivates and maintains a comprehensive list of competitive, industry-driven scholarship opportunities and assists interested students in completing their applications.

VETERANS AND AGENCY SERVICES

MIAT College of Technology works closely with workforce agencies to assist students with options to help fund their chosen program of study. A Veterans Services Center is maintained on campus to help provide VA benefit resources and funding information, as well as to serve as a liaison between eligible students, Veteran Affairs and MIAT College of Technology.

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, energy, logistics, HVACR 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 to 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 program completion. We make every effort to assist graduates in securing a position within 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 interviews. 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 CLOSE PROXIMITY TO THE CAMPUS AND SURROUNDING METROPOLITAN AREAS. THEREFORE, GRADUATES SHOULD BE WILLING AND ABLE TO RE-LOCATE TO MAXIMIZE THEIR EMPLOYMENT POTENTIAL.

STUDENT EMPLOYMENT ASSISTANCE

The 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 and e-mailed to students who have expressed an interest in employment while attending school. 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.

STUDENT FINANCE

The primary goal of the Student Finance 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 Student Finance Office early so a financial plan can be developed. The School's Student Finance 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 to calculate 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 Free Application for Federal Student Aid (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, 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 Student Finance Office or from the Department of Veterans Affairs website at 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.

SCHOLARSHIP PROGRAMS

"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 per recipient. The award is available to any qualified active duty, reservist, honorably discharged or retired veteran of a US 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. Energy 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 college's professionalism, academic and attendance policies as outlined in the academic catalog. Students may contact MIAT College of Technology's Admissions department or Student Services for more information on this program or may apply online at 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. Energy 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 college's professionalism, academic and attendance policies as outlined in the academic catalog. 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.

HIGH SCHOOL SCHOLARSHIP PROGRAM MIAT College of Technology makes one renewable scholarship available to every high school in the United States 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 or degree program 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 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 in the Student Services department.

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 minimus 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

ASSOCIATE DEGREE PROGRAMS			
Course	**Tuition***	**Additional Costs/Fees***	
Aviation Maintenance Technology**	$34,337.16	Application Fee	$25.00
		Registration Fee	$250.00
		Drug Testing Fee	$55.00
		Air Science Lab	$547.04
		Airframe Lab	$1,279.20
		Powerplant Lab	$504.40
		General Education Lab	$62.40
		Est Tool Cost	$1,858.00
		Est Book Cost	$1,638.00
		Est Training Supplies	$129.00
		Graduation Fee	$35.00
		Total Program Cost:	**$40,720.20**
Energy Technology	$23,747.50	Application Fee	$25.00
		Registration Fee	$250.00
		Drug Testing Fee	$55.00
		Lab Fee	$1,372.80
		General Education Lab Fee	$62.40
		Est Book Cost	$2,020.00
		Est Training Supplies	$86.00
		Graduation Fee	$35.00
		Total Program Cost:	**$27,653.70**

CERTIFICATE PROGRAMS			
Course	**Tuition***	**Additional Costs/Fees***	
Aircraft Dispatch	$3,200.00	Application Fee	$25.00
		Registration Fee	$250.00
		Drug Testing Fee	$55.00
		Lab Fee	$316.68
		Est Book Cost	$115.46
		Graduation Fee	$35.00
		FAA Test Fee	$450.00
		Total Program Cost:	**$4,447.14**
Airframe and Powerplant Technician**	$30,717.94	Application Fee	$25.00
		Registration Fee	$250.00
		Drug Testing Fee	$55.00
		Air Science Lab	$547.04
		Airframe Lab	$1,279.20
		Powerplant Lab	$504.40
		Est Tool Cost	$1,858.00
		Est Book Cost	$584.00
		Est Training Supplies	$129.00
		Graduation Fee	$35.00
		Total Program Cost:	**$35,984.58**
Airframe Technician **	$19,747.25	Application Fee	$25.00
		Registration Fee	$250.00
		Drug Testing Fee	$55.00
		Air Science Lab	$547.04
		Airframe Lab	$1,279.20
		Est Tool Cost	$1,858.00
		Est Book Cost	$378.00
		Est Training Supplies	$129.00
		Graduation Fee	$35.00
		Total Program Cost:	**$24,303.49**

CERTIFICATE PROGRAMS			
Energy and Industrial Technician	$16,214.00	Application Fee	$25.00
		Registration Fee	$250.00
		Drug Testing Fee	$55.00
		Lab Fee	$923.52
		Est Book Cost	$814.00
		Est Training Supplies	$86.00
		Graduation Fee	$35.00
		Total Program Cost:	**$18,402.52**
Global Logistics and Dispatch	$9,000.00	Application Fee	$25.00
		Registration Fee	$250.00
		Drug Testing Fee	$55.00
		Lab Fee	$489.86
		Est Book Cost	$984.00
		Est Training Supplies	$69.00
		Graduation Fee	$35.00
		Total Program Cost:	**$10,907.86**
HVACR Technician	$15,548.00	Application Fee	$25.00
		Registration Fee	$250.00
		Drug Testing Fee	$55.00
		Lab Fee	$837.20
		Est Tool Cost	$597.00
		Est Book Cost	$192.00
		Est Training Supplies	$69.00
		Graduation Fee	$35.00
		Total Program Cost:	**$17,608.20**
Powerplant Technician**	$17,553.12	Application Fee	$25.00
		Registration Fee	$250.00
		Drug Testing Fee	$55.00
		Air Science Lab	$547.04
		Powerplant Lab	$504.40
		Est Tool Cost	$1,858.00
		Est Book Cost	$434.00
		Est Training Supplies	$129.00
		Graduation Fee	$35.00
		Total Program Cost:	**$21,390.56**
Wind Power Technician	$12,244.97	Application Fee	$25.00
		Registration Fee	$250.00
		Drug Testing Fee	$55.00
		Lab Fee	$915.20
		Est Book Cost	$602.00
		Est Training Supplies	$86.00
		Graduation Fee	$35.00
		Total Program Cost:	**$14,213.17**

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.

Make-Up

Make-up hours are charged at the rate of $6.00 per hour for any make-up time required for FAA programs.

Other Expenses

Students may purchase books, tools and training supplies from MIAT College of Technology or any other vendor. It is the student's responsibility to have all books, tools and training supplies as needed for training. Students who provide their own tools and/or training supplies must schedule an appointment with the Director of Training prior to completion of their initial course to verify the tools and/or training supplies meet industry standards.

REFUND POLICY

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:

1. If an applicant provides written notification to the school within three (3) days of the date of signing the Enrollment Agreement that he/she does not intend to enter school, all monies paid will be refunded within thirty 30 days of that notification.
2. An applicant who cancels their enrollment more than three (3) days after the date of signing the Enrollment Agreement but before starting classes, will receive a refund within thirty (30) days of all monies paid with the exception of the application fee.
3. If an applicant is denied admission to the school for any reason, all monies paid by the applicant will be refunded within thirty (30) days of the denial.
4. Applicants who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) 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 thirty (30) days.
5. Once a student has started classes, refunds will be made to the student or private assistance program(s) within thirty (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 forty-five (45) days from the date of determination of the last day of attendance.
6. 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 thirty (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 forty-five (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.

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

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 date of determination.

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. Per Federal regulations all Title IV refunds must be returned to the originator within forty-five (45) days of the student's withdrawal date. 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
Living at home	**$437**	**$193**	**$225**	**$855**
Living away from home	**$875**	**$193**	**$225**	**$1,293**

ACADEMIC POLICIES

GRADING SYSTEM

The final grade for any course or subject is determined by theory grades and shop grades. Theory grades consist of tests and quizzes. Shop grades consist of labs, competency based projects, homework and any other criteria indicated in the course syllabus. The academic standing of all students is based on the following scale with 4.0 being the maximum grade point possible and 1.7 the minimum passing grade point.

Numerical Value	Letter Grade	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 - The grade of Incomplete "IC" is issued to all students who fail to achieve a score of 70% or higher in scheduled theory or shop work. Students with a grade of "IC" must resolve the "IC" prior to the completion of the current quarter/block unless an extension is granted by a Director of Training.

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.

Upon successful completion of required work or testing to remedy an incomplete grade, a new score of 70% will be recorded. 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.

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

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 a Director of Training.

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

W - Withdrawn

CR - Transfer credit and Comparable credit

L - Leave of Absence

WM - Withdrawn Military

GPA AND CGPA CALCULATIONS

A Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken at MIAT College of Technology. The GPA for each term is calculated by the total quality points earned that term by the total cumulative credit hours for that term. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA. The number of quality points earned for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.

Grades of "IC", "W", "R", "WM" and "CR" do not enter into GPA calculations. Since grades of "IC" are not included in the calculation of GPA, the GPA nor CGPA is not final until grades of "IC" are resolved.

SATISFACTORY ACADEMIC PROGRESS POLICIES

Students attending MIAT College of Technology must maintain satisfactory academic progress (SAP) by maintaining a minimum pace of completion, 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 - AAS Program

(Clock Hour Program)

CUMULATIVE HOURS ATTEMPTED	CUMULATIVE HOURS SUCCESSFULLY COMPLETED*	MINIMUM PACE OF COMPLETION	MINIMUM CUMULATIVE GRADE POINT AVERAGE (CGPA)
450	225	50%	1.7
900	450	50%	1.7
1350	900	67%	2.3
1800	1200	67%	2.3
2250	1500	67%	2.3
2700	1800	67%	2.3
3150	2100	67%	2.3
3510	2340	67%	2.3

Energy Technology - AAS 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%	1.7
2	1.0	50%	1.7
3	2.0	67%	2.3
4	3.0	67%	2.3
5	3.5	67%	2.3
6	4.0	67%	2.3
7	4.5	67%	2.3
8	5.0	67%	2.3
9	5.5	67%	2.3
10	6.5	67%	2.3
10.5	7.0	67%	2.3

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%	1.7
1.5	1	67%	2.3

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%	1.7
900	450	50%	1.7
1350	900	67%	2.3
1800	1200	67%	2.3
2250	1500	67%	2.3
2700	1800	67%	2.3
3150	2100	67%	2.3

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%	1.7
900	600	67%	1.7
1350	900	67%	2.3
1800	1200	67%	2.3
2025	1350	67%	2.3

Energy and Industrial 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%	1.7
2	1.0	50%	1.7
3	2.0	67%	2.3
4	3.0	67%	2.3
5	3.5	67%	2.3
6	4.0	67%	2.3

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%	1.7
2	1.0	50%	1.7
3	2.0	67%	2.3
4	2.5	67%	2.3
4.5	3.0	67%	2.3

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%	1.7
2	1.0	50%	1.7
3	2.0	67%	2.3
4	3.0	67%	2.3
5	3.5	67%	2.3
6	4.0	67%	2.3

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%	1.7
900	600	67%	1.7
1350	900	67%	2.3
1800	1200	67%	2.3

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%	1.7
2	1	50%	1.7
3	2	67%	2.3
4	2.5	67%	2.3
4.5	3	67%	2.3

*****Successfully completed means that a student has received a GPA of 1.7 or higher.

Pace of Completion

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

Grades of "IC", "W", "R", WM 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.

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.

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:

- illness of the student or death in the student's immediate family;
- unavoidable conditions arising in connection to the student's employment, such as geographical transfer or change in hours or conditions of employment;
- immediate family or financial obligation beyond the control of the student;
- 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:

1. A written explanation of why the student failed to make satisfactory academic progress
2. 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.
3. A written request to be placed on academic/financial aid probation

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.

Re-establishing 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.

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.

MAKE UP WORK

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 will be reviewed by their Instructor.

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 of subject. Additional tuition and fees will be charged. ***For clock hour programs there is no additional Title IV aid for course or subject repetitions.***

AUDIT

A student may audit one or more courses or subjects with the approval of the Vice President of Education or the 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

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

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 2.3 and have successfully completed all required courses or subjects. Successfully completed means that a student has received a course or subject grade point of 1.7 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 POLICY

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 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. If the student wishes to continue in their remaining courses in their payment period they will be required to submit in writing the following: (1) why the student failed to show attendance in their scheduled course, (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 payment period and remain classified as an active student. If this request is not received and approved, the student may be withdrawn from school.

MIAT College of Technology is required to make a determination if a student does not attend or notify the school of their intentions within fourteen (14) days of their last day of attendance. Students failing to contact MIAT College of Technology prior to the 14th day may be withdrawn for lack of attendance or lack of contact.

MAKE UP TIME – CLOCK HOUR PROGRAM

It is recommended that all required make-up time 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 Detailed Attendance Report 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, the Vice President of Education or a Director of Training. The time missed during an excused absence will not count toward the maximum missed time allowed in a course or subject. Time missed in an FAA approved section 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 (illness), letter from funeral home showing attendance (immediate family member's death), letter of attendance at court/lawyer (legal obligation), or copy of orders (military obligation).
- 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 a Director of Training, Financial Aid Director, Vice President of Education or Campus President, a withdrawal may be granted.

A student who withdrawals 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. The following requirements apply:

1. Leaves of Absence are normally limited to one (1) issuance every twelve (12) months not to exceed 180 days as calculated from the first date of the Leave of Absence.
2. The student must submit a written, signed and dated request to a 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.

Any student who is placed on academic or professional conduct warning, probation, suspension or dismissal may request a review in writing to the School Review Board, c/o MIAT College of Technology, 2955 S. Haggerty Road, Canton, MI 48188.

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, Vice President of Education, 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, Vice President of Education, 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, Vice President of Education, Compliance Officer or Campus President (through written complaint)
Level 3	School Review Board (for review of any disciplinary decision or review of a Level 2 response to any 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 compliant 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. 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, 2nd 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 an 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
    - Applicable State 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

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, and 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 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	Weight and Balance, Safety and Ground Operations	60	3.0
*AS105-3	Fluid Lines, 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	Position and Warning and 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

Course Number	Course Name	Clock Hours	Credit Hours
*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 and Propellers	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	Fire Protection and 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

Course Number	Course Name	Clock Hours	Credit Hours
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

***FAA Approved Curriculum**

ENERGY TECHNOLOGY PROGRAM

The Energy Technology Program is a combination of classroom, hands-on assignments and outside work/homework. Power generation, power plant operations, wind power, compression technology and process systems are covered. Upon successful completion of the Energy Technology 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. Additionally, the general education courses expand and enhance non-technical skills important to the career growth and development of graduates of this program.

Energy Technology Program
Associate in Applied Science (AAS)
1440 Clock Hours
94 Quarter Credit Hours
All Quarters are a minimum of ten calendar weeks
Day or Afternoon Program
16 Months/7 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	Materials, Processes and Welding	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 Renewable 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
ET209	Process Systems and Components	60	3.5
ET210	Refining Processes and Energy Platform Service	60	3.5
ET211	Compression Technology	30	1.5
ET212	Advanced Electrical Theory and Troubleshooting	90	5.0

GENERAL EDUCATION SECTION

Course Number	Course Name	Clock Hours	Credit Hours
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

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
240 Clock Hours
15 Quarter Credit Hours
2 Months/1 Quarter

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

***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), M**aintenance 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 Quarter Credit Hours
Day or Afternoon Program
20 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	Weight and Balance, Safety and Ground Operations	60	3.0
*AS105-3	Fluid Lines, 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	Position and Warning and 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

Course Number	Course Name	Clock Hours	Credit Hours
*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 and Propellers	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	Fire Protection and 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

***FAA Approved Curriculum**

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
70 Quarter Credit Hours
Day or Afternoon Program
10 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	Weight and Balance, Safety and Ground Operations	60	3.0
*AS105-3	Fluid Lines, 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	Position and Warning and 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

***FAA Approved Curriculum**

ENERGY AND INDUSTRIAL TECHNICIAN PROGRAM

The Energy and Industrial Technician Program is a combination of classroom, hands-on assignments and outside work/homework. Power generation, power plant operations, compression technology and process systems are covered. Upon successful completion of the Energy and Industrial Technician program, graduates will have entry-level career choices in a variety of the following areas: **Gas, Coal, Nuclear, Solar, Standby Power, Geothermal, Hydroelectric, Methane/Landfill Gas Generation, Power Distribution and Dispatch, Water Treatment, Equipment Repair and Installation, Testing, Inspecting, Assembly and Production**. 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, Solar Installation Technician, Manufacturing Technician, Fabricator, Production Technician and Assembly Technician.

Energy and Industrial Technician Program
Certificate
960 Clock Hours
56 Quarter Credit Hours
All Quarters are a minimum of ten calendar weeks
Day or Afternoon Program:
9 Months/4 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	Materials, Processes and Welding	84	5.0
ET106	Inspection	36	2.0
ET107	DC Electrical Theory	60	3.5
ET108	AC Electrical Theory	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
ET209	Process Systems and Components	60	3.5
ET210	Refining Processes and Energy Platform Service	60	3.5
ET211	Compression Technology	30	1.5
ET212	Advanced Electrical Theory and Troubleshooting	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, graduates will have a variety of entry-level career choices in dispatch and supply chain management fields. The program includes three phases, *Global Logistics*, *Operations Management* and *Aircraft Dispatch*. Upon completion of the *Global Logistics phase,* graduates are qualified for entry level careers in **warehousing, distribution, import/export and customs and managing revenue-based transportation services** as a Cargo Agent, Freight Forwarder/Broker, Shipping and Receiving Clerk, Traffic Manager, Documentation Clerk, Intermodal Dispatcher, Load Planner, Logistics Coordinator and Logistics Service Representative. The second phase of training, *Operations Management,* includes training to enter a variety of dispatch careers including **trucking and common carriers (over the road and local transport), service fleets (energy operations, shuttle services, food/beverage service vehicles) and the railroad industry**. Entry-level careers include Dispatcher, Communications Operator/Officer, Public Safety Dispatcher, Police, 9-1-1 or EMS Dispatcher, Train Dispatcher, Bus Dispatcher and Communications Specialist. The third phase of the program, *Aircraft Dispatch*, allows students to transfer credits to the Aircraft Dispatch Certificate Program. Entry-level careers would include Aircraft Dispatcher, Assistant Aircraft Dispatcher Crew Scheduler, Flight Follower and Customer Service Representative.

Global Logistics and Dispatch Program
Certificate
720 Clock Hours
43.5 Quarter Credit Hours
All Quarters are a minimum of ten calendar weeks
Day or Afternoon Program
7 Months/3 Quarters

Course Number	Course Name	Clock Hours	Credit Hours
GLD116-1	Supply Chain Management, Warehousing and Distribution	84	5.0
GLD117-1	CLA and CLT Certification Preparation and Testing	48	3.0
GLD118-1	Third Party Logistics (3PL) Operations, Import/Export	72	4.5
GLD119-1	Business Process Management and Procurement	36	2.0
GLD227-1	Ground Transportation (Truck/Rail) Operations Management I	60	3.5
GLD228-1	Ground Transportation (Truck/Rail) Operations Management II	60	3.5
GLD229-1	Aviation Operations Management I	60	3.5
GLD230-1	Aviation Operations Management II	60	3.5
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
GLD214-1	Navigation	30	2.0
GLD215-1	Aircraft Specifics	36	2.5
GLD216-1	Practical Dispatching	54	3.0

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 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.

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:
9 Months/4 Quarters

Course Number	Course Name	Clock Hours	Credit Hours
HV001-1	Refrigeration System Fundamentals/Math	60	4.0
HV002-1	Service Basics	60	3.5
HV003-1	Refrigerants	60	3.5
HV004-1	Basic Electricity, Magnetism, and Electronics	60	4.0
HV005-1	Motors and Electric Control System	60	3.5
HV006-1	Compressors, Valves and Metering Devices	60	3.5
HV007-1	EPA 608 Certification	60	3.5
HV008-1	Indoor Air Fundamentals	60	3.5
HV009-1	Air Conditioning Systems I	60	3.5
HV010-1	Heating Systems I	60	3.5
HV011-1	Air Conditioning Systems II	60	3.5
HV012-1	Heating Systems II/NATE Certification Core	60	3.5
HV013-1	Domestic Refrigerators and Freezers	60	3.5
HV014-1	Commercial Refrigeration	60	3.5
HV015-1	Startup/Shutdown	60	4.0
HV016-1	Installing and Servicing Commercial Systems	60	3.5

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, and Fuel Injection Technician).

Powerplant Technician Program
Certificate
1200 Clock Hours
65 Quarter Credit Hours
Day or Afternoon Program:
9 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	Weight and Balance, Safety and Ground Operations	60	3.0
*AS105-3	Fluid Lines, 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

POWERPLANT SECTION

Course Number	Course Name	Clock Hours	Credit Hours
*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 and Propellers	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	Fire Protection and 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

***FAA Approved Curriculum**

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 **Service, Manufacturing, Construction, Commissioning,** and **Sales**. 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
7 Months/3 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	Materials Processes and Welding	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

AVIATION MAINTENANCE TECHNOLOGY-AAS
AIRFRAME AND POWERPLANT TECHNICIAN
AIRFRAME TECHNICIAN
POWERPLANT TECHNICIAN

Air Science Section

Course	Description	Clock Hours	Credit Hours
AS101-3	**Learning Strategies and History**	**42**	**2.5**

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	Description	Clock Hours	Credit Hours
AS102-3	**Math and Drawings**	**48**	**2.5**

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	Description	Clock Hours	Credit Hours
AS103-3	**NDT and Physics**	**60**	**3.0**

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	Description	Clock Hours	Credit Hours
AS104-3	**Weight and Balance, Safety and Ground Operations**	**60**	**3.0**

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	Description	Clock Hours	Credit Hours
AS105-3	**Fluid Lines, Materials, Processes and FARs**	**90**	**4.5**

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	Description	Clock Hours	Credit Hours
AS106-3	**Basic Electricity I**	**42**	**2.5**

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	Description	Clock Hours	Credit Hours
AS107-3	**Basic Electricity II**	**54**	**3.0**

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	Description	Clock Hours	Credit Hours
AS108-3	**Basic Electricity III**	**54**	**3.0**

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	Description	Clock Hours	Credit Hours
AF201-3	**Basic Sheetmetal and Welding I**	**54**	**3.0**

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	Description	Clock Hours	Credit Hours
AF202-3	**Basic Sheetmetal and Welding II**	**54**	**2.5**

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	Description	Clock Hours	Credit Hours
AF203-3	**Basic Sheetmetal and Welding III**	**42**	**2.0**

In this class repair procedures and requirements will be evaluated and employed during this phase of training and 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	Description	Clock Hours	Credit Hours
AF204-3	**Advanced Sheetmetal**	**84**	**4.0**

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	Description	Clock Hours	Credit Hours
AF205-3	**Rigging and Fuel Systems**	**66**	**3.5**

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	Description	Clock Hours	Credit Hours
AF206-3	**Non-Metallic Structures**	**84**	**4.0**

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	Description	Clock Hours	Credit Hours
AF207-3	**Cabin Atmosphere and Aircraft Finishes**	**66**	**3.5**

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. The student will also be exposed to ice and rain systems, maintenance and installation.

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

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	Description	Clock Hours	Credit Hours
AF209-3	**Airframe Electrical II**	**54**	**3.0**

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	Description	Clock Hours	Credit Hours
AF210-3	**Position and Warning and Principles of Troubleshooting**	**42**	**2.0**

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 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	Description	Clock Hours	Credit Hours
AF211-3	**Aircraft Instruments and Advanced Troubleshooting**	**72**	**3.5**

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	Description	Clock Hours	Credit Hours
AF212-3	**Communication and Navigation Systems**	**78**	**4.0**

This course is a study of aircraft navigation, communication, approach control systems and autopilot. 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	Description	Clock Hours	Credit Hours
AF213-3	**Hydraulics and Pneumatics**	**54**	**3.0**

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	Description	Clock Hours	Credit Hours
AF214-3	**Landing Gear Systems**	**48**	**2.5**

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	Description	Clock Hours	Credit Hours
AF215-3	**Airframe Inspection**	**48**	**2.5**

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	Description	Clock Hours	Credit Hours
PP201-3	**Reciprocating Engine Operations**	**54**	**3.0**

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	Description	Clock Hours	Credit Hours
PP202-3	**Fuel Metering Systems**	**54**	**3.0**

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	Description	Clock Hours	Credit Hours
PP203-3	**Induction, Exhaust and Instrument Systems**	**42**	**2.5**

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 RPM indicating systems.

Course	Description	Clock Hours	Credit Hours
PP204-3	**Powerplant Lubrication Systems and Propellers**	**78**	**4.5**

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	Description	Clock Hours	Credit Hours
PP205-3	**Reciprocating Engine Ignition Systems**	**72**	**4.0**

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	Description	Clock Hours	Credit Hours
PP206-3	**Reciprocating Engine Inspection and Overhaul I**	**48**	**2.5**

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 manufactures maintenance manual, the students will begin the process of inspecting a reciprocating engine.

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

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	Description	Clock Hours	Credit Hours
PP208-3	**Fire Protection, Reciprocating Engine Systems Troubleshooting**	**48**	**3.0**

In this course the student will be exposed to fire detection, warning and protection systems as they relate to the airframe and powerplant. 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	Description	Clock Hours	Credit Hours
PP209-3	**Turbine Engine Operation and Design I**	**42**	**2.5**

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	Description	Clock Hours	Credit Hours
PP210-3	**Turbine Engine Operation and Design II**	**42**	**2.5**

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	Description	Clock Hours	Credit Hours
PP211-3	**Turbine Engine Accessories**	**66**	**3.5**

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	Description	Clock Hours	Credit Hours
PP212-3	**Turbine Engine Instruments**	**30**	**1.5**

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	Description	Clock Hours	Credit Hours
PP213-3	**Turbine Engine Maintenance**	**54**	**3.0**

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 bore scope inspection is included in this course.

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

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 Section

Course	Description	Clock Hours	Credit Hours
GE110-3	**Mathematics**	**40**	**4.0**

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	Description	Clock Hours	Credit Hours
GE111-3	**English Composition**	**40**	**4.0**

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	Description	Clock Hours	Credit Hours
GE112-3	**Public Speaking**	**40**	**4.0**

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	Description	Clock Hours	Credit Hours
GE113-3	**Introduction to Sociology**	**40**	**4.0**

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	Description	Clock Hours	Credit Hours
GE114-3	**Environmental Sciences**	**40**	**4.0**

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	Description	Clock Hours	Credit Hours
GE115-3	**Organizational Behavior**	**40**	**4.0**

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

Course	Description	Clock Hours	Credit Hours
AD2101-1	**Meteorology**	**54**	**3.5**

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.

Course	Description	Clock Hours	Credit Hours
AD2102-1	**Federal Aviation Regulations**	**30**	**2.0**

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.

Course	Description	Clock Hours	Credit Hours
AD2105-1	**Communications Emergency Procedures**	**18**	**1.0**

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.

Course	Description	Clock Hours	Credit Hours
AD2107-1	**Air Traffic Control**	**18**	**1.0**

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.

Course	Description	Clock Hours	Credit Hours
AD3103-1	**Navigation**	**24**	**1.5**

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).

Course	Description	Clock Hours	Credit Hours
AD2104-1	**Aircraft Specifics**	**30**	**2.0**

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.

Course	Description	Clock Hours	Credit Hours
AD3108-1	**Practical Dispatching**	**48**	**3.0**

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.

Course	Description	Clock Hours	Credit Hours
AD2118-1	**FAA Test Prep**	**18**	**1.0**

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.

ENERGY TECHNOLOGY – AAS
ENERGY AND INDUSTRIAL TECHNICIAN
WIND TECHNICIAN

Course	Description	Clock Hours	Credit Hours
ET101	**Learning Skills, History and Math**	**72**	**4.5**

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	Description	Clock Hours	Credit Hours
ET102	**OSHA**	**48**	**3.0**

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	Description	Clock Hours	Credit Hours
ET103	**Tools and Professional Skills**	**48**	**3.0**

The student will learn the criteria used when selecting the proper tool for the task, 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 Energy 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	Description	Clock Hours	Credit Hours
ET104	**Precision Measuring and Rigging**	**72**	**4.0**

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	Description	Clock Hours	Credit Hours
ET105	**Materials Processes and Welding**	**84**	**5.0**

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 Heli-Coil inserts 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. 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.

Course	Description	Clock Hours	Credit Hours
ET106	**Inspection**	**36**	**2.0**

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	Description	Clock Hours	Credit Hours
ET107	**DC Electrical Theory**	**60**	**3.5**

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	Description	Clock Hours	Credit Hours
ET108	**AC Electrical Theory**	**60**	**3.5**

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	Description	Clock Hours	Credit Hours
ET109	**Climb and Rescue**	**54**	**3.0**

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	Description	Clock Hours	Credit Hours
ET110	**Wind Operation and Renewal Energy Sources**	**66**	**4.0**

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	Description	Clock Hours	Credit Hours
ET111	**Hydraulics and Gears**	**60**	**3.5**

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	Description	Clock Hours	Credit Hours
ET112	**PLC and SCADA**	**60**	**3.5**

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	Description	Clock Hours	Credit Hours
ET113	**Gas Turbine and Co-Generation Operation**	**66**	**4.0**

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 gas 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	Description	Clock Hours	Credit Hours
ET114	**Gas Turbine Maintenance**	**54**	**3.0**

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	Description	Clock Hours	Credit Hours
ET115	**Boiler Operation**	**60**	**3.5**

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	Description	Clock Hours	Credit Hours
ET116	**Steam Operation**	**60**	**3.5**

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	Description	Clock Hours	Credit Hours
ET209	**Process Systems and Components**	**60**	**3.5**

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	Description	Clock Hours	Credit Hours
ET210	**Refining Process and Energy Platform Service Technician**	**60**	**3.5**

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	Description	Clock Hours	Credit Hours
ET211	**Compression Technology**	**30**	**1.5**

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. 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	Description	Clock Hours	Credit Hours
ET212	**Advanced Electrical Theory and Troubleshooting**	**90**	**5.0**

The student will be introduced to three-phase electric power, a common method of alternating-current electric power generation, transmission and distribution. 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. The student will demonstrate what they have learned through the use of mock-ups and other pieces of equipment with known 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.

General Education Section

Course	Description	Clock Hours	Credit Hours
GE110-3	**Mathematics**	**40**	**4.0**

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	Description	Clock Hours	Credit Hours
GE111-3	**English Composition**	**40**	**4.0**

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	Description	Clock Hours	Credit Hours
GE112-3	**Public Speaking**	**40**	**4.0**

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	Description	Clock Hours	Credit Hours
GE113-3	**Introduction to Sociology**	**40**	**4.0**

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	Description	Clock Hours	Credit Hours
GE114-3	**Environmental Sciences**	**40**	**4.0**

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	Description	Clock Hours	Credit Hours
GE115-3	**Organizational Behavior**	**40**	**4.0**

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.

GLOBAL LOGISTICS AND DISPATCH PROGRAM

Course	Description	Clock Hours	Credit Hours
GLD116-1	**Supply Chain Management, Warehousing and Distribution**	**84**	**5.0**

This course 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. Students will also learn the principles and practice of modern warehousing and distribution operations. General topics include warehouse design, automated and manual storage and retrieval systems and equipment, warehousing 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.

Course	Description	Clock Hours	Credit Hours
GLD117-1	**CLA and CLT Certification Preparation and Testing**	**48**	**3.0**

Students will prepare for and take certification assessments for Certified Logistics Associate (CLA) and Certified Logistics Technician (CLT) from the Manufacturing Skills Standards Council (MSSC). Students achieving the CLA certification will have broad, foundational knowledge of the supply chain and related core competencies. Modules covered include the global supply chain, the logistics environment, safety, safe equipment operation, material handling equipment, quality control, workplace communication, teamwork and problem solving and using computers. The CLT certification denotes a mid-level technical knowledge of supply chain logistics. Topics include product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, customs and dispatch and tracking operations.

Course	Description	Clock Hours	Credit Hours
GLD118-1	**Third Party Logistics (3PL) Operations, Import/Export**	**72**	**4.5**

Students will learn about 3PL operations and their function in the supply chain. Students will study the concepts of integrating transportation, warehousing, cross-docking, inventory management, packaging and freight forwarding and other logistics services. Students will discover the complexities of importing and exporting materials as they make their way around the world and will learn about licensing requirements, government agencies and rules and regulations.

Course	Description	Clock Hours	Credit Hours
GLD119-1	**Business Process Management and Procurement**	**36**	**2.0**

This course examines how organizations use logistics in efforts to improve effectiveness and efficiency while striving for innovation, flexibility and technological integration. Students will be introduced to the principles and procedures in the purchasing process including strategy and planning.

Course	Description	Clock Hours	Credit Hours
GLD227-1	**Ground Transportation Operations Management I**	**60**	**3.5**

Students are introduced to transportation operations and management in the trucking and rail industries. Students will learn about issues relating to ground transportation of goods such as health and safety, licensing, regulations and trade barriers.

Course	Description	Clock Hours	Credit Hours
GLD228-1	**Ground Transportation Operations Management II**	**60**	**3.5**

Building upon the concepts learned in Ground Transportation Operations Management I, student will delve into more complex areas of ground freight transport including intermodal transport. Students will participate in exercises and simulations modeled after real-world scenarios, using the software applications that are used by transportation companies throughout North America.

Course	Description	Clock Hours	Credit Hours
GLD229-1	**Aviation Operations Management I**	**60**	**3.5**

Students are introduced to the air transportation system, its function, role and scope. Topics include: planning economic and resource considerations, current issues and future trends.

Course	Description	Clock Hours	Credit Hours
GLD230-1	**Aviation Operations Management II**	**60**	**3.5**

Building upon the concepts learned in Aviation Operations Management I, student will delve into more complex areas including: corporate flight management under FAA CFR Title 14 Parts 91 and 135, air cargo operations conducted under FAA CFT Title 14 Parts 121 and 135, and international operations. Students will participate in simulations resembling real-world scenarios in these areas.

Course	Description	Clock Hours	Credit Hours
GLD210-1	**Meteorology**	**54**	**3.5**

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.

Course	Description	Clock Hours	Credit Hours
GLD211-1	**Federal Aviation Regulations**	**30**	**2.0**

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.

Course	Description	Clock Hours	Credit Hours
GLD212-1	**Communications Emergency Procedures**	**18**	**1.0**

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.

Course	Description	Clock Hours	Credit Hours
GLD213-1	**Air Traffic Control**	**18**	**1.0**

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.

Course	Description	Clock Hours	Credit Hours
GLD214-1	**Navigation**	**30**	**2.0**

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).

Course	Description	Clock Hours	Credit Hours
GLD215-1	**Aircraft Specifics**	**36**	**2.5**

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.

Course	Description	Clock Hours	Credit Hours
GLD216-1	**Practical Dispatching**	**54**	**3.0**

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.

HVACR TECHNICIAN PROGRAM

Course	Description	Clock Hours	Credit Hours
HV001-1	**Refrigeration System Fundamentals/Math**	**60**	**4.0**

This course begins with a study of basic math and mathematical formulas which will be encountered and used by the technician in performing daily activities. Fundamentals of refrigeration including enthalpy, combined gas law, compression, and absorption will be explored.

Course	Description	Clock Hours	Credit Hours
HV002-1	**Service Basics**	**60**	**3.5**

The student will receive instruction in the criteria for selecting the proper tool for a job. 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 HVACR Technician. Students are taught to use a variety of electrical, pressure, and temperature measuring devices. In addition, students will also use sheet metal tools necessary for assembling ductwork.

Course	Description	Clock Hours	Credit Hours
HV003-1	**Refrigerants**	**60**	**3.5**

The student 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.

Course	Description	Clock Hours	Credit Hours
HV004-1	**Basic Electricity, Magnetism and Electronics**	**60**	**4.0**

In this course the student will be introduced to electrical theory and principles, and their application to HVACR systems. This course also introduces DC and AC circuit operation and electrical fundamentals. Basics such as ohm's law, relays, and transformers will be included.

Course	Description	Clock Hours	Credit Hours
HV005-1	**Motors and Electric Control Systems**	**60**	**3.5**

The student 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 HVACR 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 HVACR 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	Description	Clock Hours	Credit Hours
HV006-1	**Compressors, Valves and Metering Devices**	**60**	**3.5**

This course will introduce the various types of compressors and components that are found in typical HVACR systems. The student will learn the operating principles, applications, installation, and adjustment of fixed and adjustable expansion devices used in refrigeration equipment.

Course	Description	Clock Hours	Credit Hours
HV007-1	**EPA 608 Certification**	**60**	**3.5**

The student will be introduced to EPA regulations, recovery requirements, leak detection, and repair. At the end of this course the student will be able to take the examination for the EPA 608 Universal Certification.

Course	Description	Clock Hours	Credit Hours
HV008-1	**Indoor Air Fundamentals**	**60**	**3.5**

The student will examine air movement, measurement, air quality, distribution, and ventilation system service during this course.

Course	Description	Clock Hours	Credit Hours
HV009-1	**Air Conditioning Systems I**	**60**	**3.5**

The student will learn the principles of ductless and central air-conditioning systems as well as absorption and evaporative cooling. The student will learn the operation of components and their location in the systems.

Course	Description	Clock Hours	Credit Hours
HV010-1	**Heating Systems I**	**60**	**3.5**

The student will learn the fundamentals of forced-air, hydronic, heat pumps, and gas fired heating systems. The student will learn the operation of components of the systems and typical configurations in the industry.

Course	Description	Clock Hours	Credit Hours
HV011-1	**Air Conditioning Systems II**	**60**	**3.5**

This class expands on what was learned in Air Conditioning Systems I. The student will also be exposed to humidity control, thermostats, heating and cooling loads. This course also familiarizes the student with air conditioning installation, troubleshooting and service.

Course	Description	Clock Hours	Credit Hours
HV012-1	**Heating Systems II/NATE Certification Core**	**60**	**3.5**

This class expands on what was learned in Heating Systems I. The student will also be exposed to oil fired and electric heating systems. This course also familiarizes the student with heating system installation and service. The student will also be prepared to take the North American Technician Excellence (NATE) core exam.

Course	Description	Clock Hours	Credit Hours
HV013-1	**Domestic Refrigerators and Freezers**	**60**	**3.5**

The student will engage in study of domestic refrigerators and freezers. The student will learn the systems, components of these units. This class also engages the student with installation, troubleshooting, service, and repair of domestic refrigerators and freezers.

Course	Description	Clock Hours	Credit Hours
HV014-1	**Commercial Refrigeration**	**60**	**3.5**

The student will be introduced to commercial refrigeration systems. This class explains system configurations, high-side components, low-side components, and piping. Special refrigeration systems and applications will be discussed to include transportation refrigeration as well as alternative methods.

Course	Description	Clock Hours	Credit Hours
HV015-1	**Startup/Shutdown**	**60**	**4.0**

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.

Course	Description	Clock Hours	Credit Hours
HV016-1	**Installing and Servicing Commercial Systems**	**60**	**3.5**

The students will learn how to install and service commercial systems. This class will involve troubleshooting by system diagnosis and component diagnosis.

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
B.A.S. Occupational Studies from Siena Heights University, A.A.S. 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. Business Administration from University of Phoenix-Tucson. A.A.B. with a major in accounting from Owens Community College-Toledo. 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-CIT
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. FAA 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, Vice President of Education
B.S. Aviation Technology/Electronics, Purdue University, West Lafayette, IN. A.S. Aviation Maintenance Technology, Vincennes University, Vincennes, IN. FAA Airframe and Powerplant Technician Certificate, Inspection Authorization. FCC General Radiotelephone Operator License, 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.

Mark R. Donahue, Vice President of Marketing/ Admissions
B.L.S. Boston University, A.A. Jefferson Community College, currently pursuing Master of Science in International Marketing Management at Boston University. Over 15 years of experience in education as High School Admissions Manager of Recruitment and Director of Admissions.

Diane Herroon, Compliance Officer
A.A.B. Stautzenberger College. Certified in Financial Aid by the Department of Education. Active member in State and Regional Financial Aid Associations. Over thirty years in office management and financial aid administration. Annual attendee Federal, regional and state workshops, conferences, seminars and webinars. Participant in ACCSC accreditation workshops.

Amy Kienast, National Director of Business Relations
B.S. Education, University of Wisconsin-Oshkosh. Professional in Human Resources (PHR) Certification from the Human Resource Certification Institute. Certified Global Career Development Facilitator (GCDF). Eleven years' experience in post-secondary career education. Areas of expertise include networking, recruiting, business-education relations, career search skills, business development, and workforce planning. Member of board of directors for the Aviation Technician Education Council (ATEC) serving as co-chair for member relations. Board member of the Michigan Career Development Association (MCDA) and President of Yankee Ladies (Women in Aviation International Chapter Southeast Michigan).

Michael Bloomfield, Consultant
Diploma, Spartan School of Aeronautics, extensive Delta Airline training including airframe systems and ETOPS certification. FAA 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. FAA 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. Public Safety Telecommunicator I and Public Safety Telecommunicator I - Instructor certificates from the Association of Public Safety Communications Officers (APCO).

Larry Gaul, Assistant Director of High School Admissions
B.S. Public Relations/Marketing, Northern Michigan University. Over ten years' experience in admissions for post-secondary education.

Myron Gray, Manager-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 Veterans and Agency Services Representative.

Kamal Hanzara, Assistant Director of Training
A.A.S. Aviation Maintenance Technology, Eastern New Mexico University–Roswell. Diploma, Michigan Institute of Aeronautics, FAA Airframe and Powerplant Technician Certificate. Has worked at Pinnacle Airlines, PlaneTechs, USA Jet and Duncan Aviation as an A&P Technician. Awarded the 2012 ATEC Northrop Rice Foundation FlightSafety International King Air Maintenance Course Scholarship.

Troy Harris, Consultant
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 M.B.A. Eighteen years of post-secondary educational admission experience. Background includes: Admissions Representative, Assistant Regional Manager, Regional Manager, Technical Advisor - Video Production and Assistant Director - Admissions Marketing.

William Hughes, Hangar Manager
A.A.S., Aviation Maintenance Technology, Rock Valley College, Rockford, Illinois. Numerous aircraft and aircraft component manufacturer training programs. FAA Airframe and Powerplant Technician Certification. Inspection Authorization. Private Pilot. Thirty years aviation industry experience.

Tom Little, Assistant Director of Training/Instructor
A.A.S. Aviation Maintenance, Eastern New Mexico University-Roswell. Diploma, Airframe and Powerplant Maintenance, Michigan Institute of Aeronautics. FAA 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.

Ted Lukomski, Director of High School Admissions
M.B.A. Central Michigan University, B.A. 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, Regulatory and Testing 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.

Neal Perkins Jr., Assistant Director of Training/ Lead Faculty-Aviation Maintenance Technology-AAS
A.A.S. Eastern New Mexico University-Roswell. FAA Airframe and Powerplant Technician Certificate, Inspection Authorization, Davis Aerospace. Professional Aviation Maintenance Association member. Cincinnati Technical College. General Motors World Travel Service. Senior Aircraft Technician. Over twenty-five years of aviation experience. Ivan D. Livi Aviation Maintenance Educator of the Year for 2011.

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

Richard Rau, Assistant Hangar Manager
Certificate-Electronics, National Education Center. Certificate-Mechanic, Motech. Certificate-Mechanical, MIAT. Twenty years' experience in aircraft mechanics, automobile mechanics, electronics and machining.

Tina Roperti, Assistant Director of Career Services
B.S. Psychology, University of Michigan. Extensive experience in the fields of office management, human resources administration and recruitment. Served over five years as a Graduate Employment Advisor for MIAT College of Technology.

Shawn Smith, Assistant Director of Admissions-Canton
B.S. Business Management, University of Utah. Over ten years of sales experience in a variety of industries including education in both staff and management capacities.

Heather Williams, Business Officer Manager
A.A.S. 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.

MIAT COLLEGE OF TECHNOLOGY FACULTY

Lonnie Allgood
A.A.S. Aviation Maintenance Technology, MIAT College of Technology. Diploma, Michigan Institute of Aviation. FAA Airframe and Powerplant Technician Certificate. Four years Navy experience as a Boiler Operator. Four years Coast Guard experience as a Quarter Master. Three years' experience as a contractor on the UAV's with the Department of Defense.

Terry Barkley
M.A English, Central Michigan University. B.S. Speech, Northern Michigan University. Ten year's teaching experience at the post-secondary level in the areas of English and Speech/Communications.

Brian Beerbower
A.A.S. Aviation Maintenance Technology, Eastern New Mexico University-Roswell. Diploma, Detroit Institute of Aeronautics. FAA Airframe and Powerplant Technician 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.

Anthony Belzak
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). Certified Master Trainer, NCCER Instructor Certification Training Program.

David Bindis
A.A.S., Aircraft Maintenance, Pittsburgh Institute of Aeronautics. FAA Airframe and Powerplant Technician Certificate. Over thirty years' experience in the aviation industry as an A&P mechanic, supervisor and manager. Maintenance experience on DC-8, DC-9 and Dc-10, Airbus 319/320, Boeing 727 and 757. Maintained Grumman F-14, McDonnel Douglas F-18 and Lockheed P-3 aircraft. Veteran of US Navy.

David Bottenhorn Jr.
A.A.S. Aviation Maintenance Technology, Eastern New Mexico University-Roswell. FAA Airframe and Powerplant Technician Certificate. FCC General Radiotelephone 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.

Michael Brokaw
Diploma, Aircraft Dispatch, Michigan Institute of Aviation and Technology, FAA Aircraft Dispatch License. Over twenty years' experience in transportation logistics encompassing business development, customer service, aircraft and truck dispatching, air charter coordination, accounting, human resources, regulations compliance and management.

Melissa Buffenn
B.S. Aviation Technology, Purdue University. A.S. Aviation Technology, Purdue University. Diploma, Aircraft Dispatch, Michigan Institute of Aeronautics. FAA Aircraft Dispatch License. Completed coursework in Higher, Adult, and Lifelong Education, Michigan State University. Experienced Flight Follower, USA. Jet Airlines; Customer Service Supervisor, American Trans Air; Aircraft Parts Buyer, AAR Corp.

James Carson
B.S. Aviation Management, Eastern Michigan University. FAA Airframe and Powerplant Technician Certificate, Inspection Authorization. FCC General Radiotelephone Operator License with radar endorsement. FAA 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 Technician 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. Certified, Syntech Safety Solutions, Fall Protection and Rescue Instructor Development-Wind Turbine.

Timothy Colley
A.A.S. Electronics, Ohio Institute of Technology. Mechanical Inspector license, State of Michigan; Plan Reviewer license, State of Michigan; Mechanical Contractor license, State of Michigan; Universal Refrigerant Technician license. Thirty years' experience in HVACR industry as an Instrument Control Technician, Mechanical Inspector and as an owner/operator of a heating and cooling business.

Merrill Collins
A.A.S. in Aviation Maintenance Technology, Eastern New Mexico University-Roswell. FAA 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
M.A. Human Resource Management, Webster College. M.A. in Computer and Information Management, Webster College. B.U.S.Eastern New Mexico University; A.A.S Instructor Technology and Aerospace Ground Equipment Technology USAF Air University. A.A. 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.

Greg 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. Certified, Syntech Safety Solutions, Fall Protection and Rescue Instructor Development-Wind Turbine. Chief's Certification in Power Engineering from NIULPE (National Institute for the Uniform Licensing of Power Engineers).

Fred Crim
A.A.S. Aviation Maintenance Technology, Lansing Community College. FAA 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
A.A.S. Aviation Maintenance Technology, Purdue University. FAA Airframe and Powerplant Technician Certificate. 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.

Alice Earl
M.S. Organizational Leadership, Mercy College. B.S. Organizational Management, Mercy College. A.S. Registered Nurse, Iona College. Fifteen years' teaching experience at post-secondary level in subjects of leading diverse teams, managerial behavior, business ethics, science technology and society, psychology of communication and integrative project management.

Mark Eby
A.A.S. Aviation Maintenance Technology, Eastern New Mexico University–Roswell. FAA Airframe and Powerplant Technician Certificate. FCC Restricted Radiotelephone 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.

Richard Ernest
A.A.S. Aviation Maintenance Management, North Central Institute. FAA Airframe and Powerplant Technician Certificate. Retired from U.S. Army after twenty years' service with experience in aviation maintenance and quality control inspection.

Monique Ferranto-Joyner
M.A. in Sociology, emphasis in teaching from California State University, Bakersfield. B.A. in Sociology – minor in Black Studies from California State University, Bakersfield. Three years teaching experience at post-secondary level in discipline of Sociology.

Thomas Foley
B.S. in Aviation Maintenance Management, Lewis University. FAA Airframe and Powerplant Technician Certificate, Inspection Authorization. Private Pilot License. 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.

Deborah Folson
Masters of Management, University of Phoenix; B.A. English, Hampton University. Two years teaching experience at post-secondary level in discipline of Business Communications with an additional two years' experience in Admissions at post-secondary level. Owner/Operator of Jowers Education Training Services Corp.

Michael Goldenberg
M.S. Mathematics Education, University of Michigan, M.E. Psychological Foundations of Education, University of Florida, M.A. English, University of Florida, B.A. English, Goddard College. Over thirty years' experience teaching at secondary and post-secondary level in the discipline of Mathematics. Founder of www.mathematicallysane.com, creator/author of rationalmathed.blogspot.com. Published author and professional presenter. Member of National Council of Teachers of Mathematics.

Everett Hall III
A.A.S. Electrical Maintenance Technology, Macomb Community College. Certificate in Electrical Construction Maintenance. Ten years' industry experience working as Prototype Seat Technician, Prototype Instrumentation Technician, Engineering Intern, Electrical/Mechanical Maintenance Technician and Robotics Technician.

Neil Haynes
B.S. 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
A.A.S. Aviation Maintenance Technology, Eastern New Mexico University-Roswell. FAA Airframe and Powerplant Technician Certificate. Six years' experience performing overhaul and maintenance on turbojet engines in an FAA approved facility. Background in light aircraft maintenance and inspections on Lear Jets, Falcons, and Citation II for general aviation and transport.

Joseph Hopkins
M.A. Mathematics from Western Michigan University. B.S. Applied Mathematics from Western Michigan University. Five years' teaching/tutoring experience at post-secondary level in Mathematics.

David Howe
A.A. Palm Beach Junior College.AA Airframe and Powerplant Technician Certificate, 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
A.A.S. Aviation, San Joaquin Valley College in Fresno, California. FAA Airframe and Powerplant Technician Certificate. Served in the U.S. Navy for eight years. Worked for Scenic Airlines and EG&G as a mechanic. Worked at PlaneTechs and Boeing as a Flight Readiness Technician.

Anthony Jansa
B.S. Aviation Administration, Embry-Riddle Aeronautical University. Airframe and Powerplant Technician Diploma, Michigan Institute of Aeronautics. FAA Airframe and Powerplant Technician Certificate. FCC General Radiotelephone License. Over ten years' experience in planning, organizing and directing maintenance and repair of commercial aircraft systems and components. Experienced avionics technician on 757 and 737 aircraft. LMM Training for 727/757 aircraft and LMP Training for 747-200/400. FAA Gold Training Award with Diamond-GE CBT CF6-80C2.

Lorenzo Johnson
B.S. Aviation Maintenance Technology, Western Michigan University. FAA Airframe and Powerplant Technician Certificate. FAA Private Pilot License. Served ten years in the U.S. Marine Corp. Over twenty-five years' experience in the aviation industry working as a technician for Southern Air, Trade Winds Airlines, STS/AAR, Kalitta Air, General Electric Aircraft Engine, Raytheon Aerospace, Western Michigan University and Dynalectron. Experience with Boeing 727 Cargo, Boeing 747-200/400, Boeing 777-200ER, GE CF6-50E and CF6-80, Pratt & Whitney J52-P408A, Pratt & Whitney JT15-D, Lycoming O200, and Teledyne IO360

Casey A. Jordan
Certificate Airframe and Powerplant Maintenance, Lansing Community College. FAA Airframe and Powerplant Technician Certificate. 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.

Kelli Kapp
M.A. in Communication and Leadership from Gonzaga University. B.A. from University of Michigan-Dearborn – double major in Speech Communications and Psychology, minor in Sociology. One year teaching experience at post-secondary level in Speech and Interpersonal Communication.

Tom LeBar
A.S. Electronics/Electrical Technician, 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.

Steven Lorber
M.S. Environmental Health Science, University of Michigan. M.S. Radiological Health, Wayne State University. A.B. Business, Wayne State University. Twenty-eight years' teaching experience at post-secondary level in the areas of environmental science, environmental ethics, life science, nutrition, radiation physics, math and biology.

Hank Markison
M.A. Architecture, University of Michigan. B.S Architecture, University of Michigan. A.A.S. Aircraft Maintenance, Lansing Community College. A.S. General Studies, Lansing Community College. FAA Airframe and Powerplant Technician Certificate, Licensed private pilot with glider and airplane ratings. Seven years' experience as an aircraft technician and over ten years' experience teaching in higher education.

Terrance Mathes
A.A.S. Aviation Maintenance Technology, Eastern New Mexico University–Roswell. Diploma, Michigan Institute of Aeronautics, Airframe and Powerplant Maintenance. FAA Airframe and Powerplant Technician Certificate, 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.

William Merriweather
B.S. Aviation Maintenance Technology, 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.

Sara Mierzwiak
M.A. Geography, University of Toledo. M.S. Geology, University of Toledo. B.S. Geology, University of Toledo, A.A.S. Chemical Technology, University of Toledo. Three years' teaching experience at post-secondary level in course on Climate Change.

Patricia Mullen
M.A. Journalism, University of Georgia. B.A. Journalism, University of Georgia. Master of Education, Piedmont College, Educate VA Licensure Program. Over twenty years' experience teaching at post-secondary level in the disciplines of Communication, English, Journalism, Language Arts.

Robert Powell
M.S., Environmental Science, University of Oklahoma. B.S. Zoology, University of Oklahoma. Extensive professional experience and expertise in soil, air, subsurface and aquatic environmental media and their interfaces: geochemistry, analytical chemistry, contaminant transport, fate, remediation, project and permit management, and environmental health and safety.

Jesse Rentfrow
D.B.A. (ABD) Marketing, Walden University. M.B.A. Baker College Center for Graduate Studies. B.B.A. Baker College – major in Marketing, minor in Management. Three years' teaching experience at post-secondary level in the discipline of Business.

Brandon Segur
A.A.S. Aviation Maintenance Technology, Eastern New Mexico University-Roswell. Diploma, Airframe and Powerplant Maintenance, Michigan Institute of Aeronautics. FAA Airframe and Powerplant Technician 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 and ATV's. Two years as an industrial switchgear technician servicing high voltage transformers, motor control centers and circuit breakers.

Robert Spicuzza
B.S. Aviation Technology, Western Michigan University. FAA Airframe and Powerplant Technician Certificate, Inspection Authorization. Twenty years of experience in general aviation

Ellen Strom
M.S. Communications, Grand Valley State University. B.S. Advertising and Public Relations, Grand Valley State University. Five years' teaching experience at post-secondary level in the discipline of Communications/Speech.

Kenneth Towers
FAA Airframe and Powerplant Technician Certificate. Canadian Department of Transport Aircraft Maintenance Engineer M1 M2 licensed. Ontario Aerial Applicators License Class 7 and 8. FAA 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. Aviation Maintenance Technology, Eastern New Mexico University– Roswell. Diploma, Airframe and Powerplant Maintenance, Michigan Institute of Aeronautics. FAA Airframe and Powerplant Technician Certificate, Inspection Authorization, FCC General Radiotelephone Operator License. Four years of experience in structural repair. More than ten years teaching experience. DC-9, Hawker, Cessna Citations I & II, Westwind, Falcon 10 and Falcon 20 systems certifications.

Tony Wade
Diploma, Power Technology, Michigan Institute of Aviation and 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. Certified, Syntech Safety Solutions, Fall Protection and Rescue Instructor Development-Wind Turbine.

Frank Zielinski
A.A.S. Aviation Maintenance, Pittsburgh Institute of Aeronautics. FAA Airframe and Powerplant Technician 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 Zugschwert
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, FAA 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 Airframe and Powerplant 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.

MIAT COLLEGE OF TECHNOLOGY ADMINISTRATIVE STAFF

Kristen Braun	Graduate Employment Advisor
Jennifer Cooper	Student Services Coordinator
Theresa Dubeau	Bookkeeper
Pete Duran	Student Services
Krista Findlay	Admissions Representative
Robyn Frank	Student Records
Riquele Gailey	Admissions Representative
William Gehringer	High School Admissions Representative
Ashley Gentry	High School Support Representative
Richard Goodwin	Special Projects Coordinator
Marie Bonene-Gunderman	High School Admissions Representative
Amy Harding	High School Admissions Representative
Tina Hays	Human Resource Coordinator
Donna Henne	Bookkeeper
Jamie Henne	Graduate Employment Advisor
Pete Herroon	Equipment Restoration
Nancy Hoffman	Senior Student Finance Officer
Chris Jackson	High School Admissions Representative
Deron Johnson	Retention Specialist nay
Miranda Jarvis	Student Finance Coordinator
Alicia Jones	High School Admissions Representative
Katelyn Kontny	Admissions Representative
Mary Ladd	Administrative Assistant – Training
Nikolai Lamansky	Admissions Representative

Andrew McKelvey	IT Administrator
Ashley Moss	Receptionist
Tom Neal	Facilities
Elillian Newsome	Bookkeeper
Adrienne Ontiveroz	National Admissions Representative
Shelly Parson	Receptionist
Jessica Pieknik	Student Records
Amanda Polger	Graduate Employment Advisor
Kyla Pounders	Administrative Assistant-Marketing/Admissions
Helen Ratliff	Graduate Employment Advisor
James Reeder	High School Admissions Representative
Lynn Roberts	Default Prevention Specialist
Shirley Samp	Customer Service
Rebecca Susterka	Student Records - Registration
Dave Webber	Client Services Representative
Don Will	Tool Crib Coordinator
Kailey Wudyka	Student Finance Officer
Ben Yager	Student Finance Officer
Michael Young	Senior Admissions Representative

ACADEMIC CALENDAR

(Clock Hour Programs)

Aviation Maintenance Technology - AAS • 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	Flex Day
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, 2014	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 27, 2014 to Nov 28, 2014	Thanksgiving Break (school closed)
Dec 19, 2014	Block 14B3A Ends
Dec 22, 2014 to Jan 01, 2015	Winter Break

ACADEMIC CALENDAR

(Clock Hour Programs)

Aviation Maintenance Technology - AAS • Airframe and Powerplant Technician • Airframe Technician • Powerplant Technician

2015	
Jan 02, 2015	Block 14B3B Begins
Jan 19, 2015	Flex Day
Feb 06, 2015	Block 14B3B Ends
Feb 09, 2015	Flex Day
Feb 10, 2015	Block 14B3C Begins
Mar 16, 2015	Block 14B3C Ends
Mar 17 to Mar 18, 2015	Flex Days
Mar 19, 2015	Block 15B1A Begins
Apr 03, 2015 to Apr 06, 2015	Spring Break
Apr 24, 2015	Block 15B1A Ends
Apr 27, 2015	Flex Day
Apr 28, 2015	Block 15B1B Begins
May 07, 2015	Flex Day
May 25, 2015	Memorial Day (school closed)
Jun 03, 2015	Block 15B1B Ends
Jun 4 to Jun 05, 2015	Flex Days
Jun 08, 2015	Block 15B1C Begins
Jul 03, 2015	Independence Day-observed (school closed)
Jul 13, 2015	Block 15B1C Ends
Jul 14 to Jul 23, 2015	Summer Break
Jul 24, 2015	Block 15B2A Begins
Aug 27, 2015	Block 15B2A Ends
Aug 28 to Aug 31, 2015	Flex Days
Sep 01, 2015	Block 15B2B Begins
Sep 07, 2015	Labor Day (school closed)
Oct 06, 2015	Block 15B2B Ends
Oct 07, 2015	Flex Day
Oct 08, 2015	Block 15B2C Begins
Nov 11, 2015	Block 15B2C Ends
Nov 12 to Nov 13, 2015	Flex Days
Nov 16, 2015	Block 15B3A Begins
Nov 26 to Nov 27, 2015	Thanksgiving Break (school closed)
Dec 22, 2015	Block 15B3A Ends
Dec 23, 2015 to Jan 01, 2016	Winter Break

ACADEMIC CALENDAR

(Quarter Hour Programs)

Energy Technology – AAS • Aircraft Dispatch • Energy and Industrial 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, 2014	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	Flex Day
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 27, 2014 to Nov 28, 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

ACADEMIC CALENDAR

(Quarter Hour Programs)

Energy Technology – AAS • Aircraft Dispatch • Energy and Industrial Technician • Global Logistics and Dispatch • HVACR Technician • Wind Technician

2015	
Jan 19, 2015	Flex Day
Feb 05, 2015	Quarter 14Q5 Ends
Feb 06, 2015	Quarter 15Q1 Begins
Feb 27 to Mar 02, 2015	Flex Days
Apr 03 to Apr 06, 2015	Spring Break
Apr 08, 2015	Quarter 15Q1 Ends
Apr 09, 2015	Flex Day
Apr 10, 2015	Quarter 15Q2 Begins
May 7, 2015	Flex Day
May 25, 2015	Memorial Day (school closed)
Jun 08, 2015	Quarter 15Q2 Ends
Jun 09 to Jun 10, 2015	Flex Days
Jun 11, 2015	Quarter 15Q3 Begins
Jul 03, 2015	Independence Day-observed (school closed)
Jul 17 to Jul 20, 2015	Flex Days
Aug 10, 2015	Quarter 15Q3 Ends
Aug 11 to Aug 20, 2015	Summer Break
Aug 21, 2015	Quarter 15Q4 Begins
Sep 04, 2015	Flex Day
Sep 07, 2015	Labor Day (school closed)
Oct 19, 2015	Quarter 15Q4 Ends
Oct 20 to Oct 21, 2015	Flex Days
Oct 22, 2015	Quarter 15Q5 Begins
Nov 13, 2015	Flex Day
Nov 26 to Nov 27, 2015	Thanksgiving (school closed)
Dec 21, 2015	Quarter 15Q5 Ends
Dec 22, 2015	Quarter 15Q6 Begins
Dec 24 2015 to Jan 01, 2016	Winter Break

CUSTOMIZED INDUSTRY TRAINING

MIAT College of Technology partners with global business and industry to provide technical training designed to develop and maintain a competitive work force. MIAT delivers flexible customized-designed curriculum to meet specific training needs of an organization. Training can be offered either onsite or at MIAT's campus facilities and scheduled for convenience of both the company and the employees. Customized training solutions can be developed for the fields of aviation, energy, logistics, heating and cooling and information technology. Contact the Director of Training for additional information regarding our services.

The following course is provided for industry on a contract basis and, therefore, does not fall under institutional accreditation.

DTE Energy® – FOSSIL GENERATION BOOT CAMP

DTE Energy Fossil Generation Boot Camp is a combination of classroom, hands-on instruction and outside work/homework. The coursework will cover DTE Energy's pre-employment industry specific training for the **Instrument and Control Technician A** job duties, as well as, DTE Energy's **Power Plant Operator**. Additionally, upon successful completion of the course credit may be awarded and transferable into MIAT College of Technology's Energy Technician Certificate Program.

DTE Energy® – Fossil Generation Boot Camp
240 Clock Hours
6 Weeks

BASIC ELECTRICAL FUNDAMENTALS

Course Number	Course Name	Clock Hours
DTE1-N0-09-020-I0	Basic Energy Concepts	3.0
DTE1-N0-09-016-I0	Circuit Fundamentals	4.0
DTE1-N0-09-007-I0	Electrical Fundamentals	3.0
LP-002239	Magnetism and Electromagnetism	3.0
FSG0-N0-09-013-11	AC Generators	4.0
DTE1-N0-09-022-I0	DC Generators	2.5
DTE0-N0-09-032-I0	DC Motors	3.0
DTE1-N0-09-017-I0	AC Motors	3.0
DTE1-N0-09-015-I0	Circuit Control and Protective Devices	3.0
DTE1-N0-09-018-I0	Electrical Print Reading	3.0
DTE1-N0-09-002-I0	Low Voltage Breakers (480V or Less)	4.0
DTE1-N0-09-021-I0	Recognizing and Controlling Electrical Hazards	2.0
DTE1-N0-09-001-I0	Electrical Test Equipment	5.0
DTE1-N0-09-018-I0	Inductors and Inductance	3.0
DTE1-N0-09-014-I0	Capacitors and Capacitance	3.0
EST-002256	Transformers	6.5
DTE1-N0-09-019-I0	Battery Theory	4.0
DTE1-N0-09-003-I0	Medium Voltage Breakers – Advance	4.0
LP-002259	Programmable Logic Controls	4.0
DTE0-N0-09-025-I0	Power and Power Factor	3.0
EST-002261	Motor Controllers	3.0
DTE1-N0-09-024-I0	Inductive and Capacitive Reactance	4.0
DTE1-N0-09-026-I0	Impedance	3.0

MECHANICAL FUNDAMENTALS

Course Number	Course Name	Clock Hours
LP-002290	Introduction to Steam Power Plants	11.0
LP-002291	Understanding Flow Pressure and Temperature	11.0
LP-002279	Piping and Piping Support	2.0
LP-002280	Fasteners and Torqueing	3.0
LP-002281	Valves	7.0
LP-002282	Steam Traps	4.0
LP-002283	Filters and Strainers	4.0
LP-002284	Heat Exchangers and Condensers	8.0
LP-002285	Bearings and Lubrication	4.0
LP-002286	Pumps	8.0
LP-002287	Air Compressors	4.0
FSG0-N0-09-I1	Auxiliary Power Diesel and Combustion Turbines	3.0
LP-002289	Demineralizers and Ion Exchangers	3.5
LP-002309	Indicating Instruments	4.0
LP-002278	Mechanical Print Reading	4.0

POWER PLANT FUNDAMENTALS

Course Number	Course Name	Clock Hours
LP-002292	The Combustion Process	4.0
LP-002294	Fuel Types Preparation and Handling	4.0
LP-002293	Handling of Combustion Air and Gases	8.0
LP-002295	Furnaces	4.0
LP-002296	Furnace Explosions	4.0
LP-002297	Ash Handling	4.0
LP-002298	The Steam Generator	8.0
LP-002299	Turbines	8.0
FSG0-N0-09-010-I1	Condensers	2.0
FSG0-N0-09-011-I1	Condensate and Boiler Feed System	4.0
FSG0-N0-09-005-I1	General Service Water	2.5
LP-002302	Closed Cooling Water (CCW) Systems	2.0
LP-002304	Circulating Water Systems	2.0
FSG-N0-09-006-I1	Waste Water Systems	2.0
FSG0-N0-09-004-I1	Heating, Ventilating and Air Conditioning	2.0
LP-002307	Fire Detection and Suppression	8.0
FSG8-N0-09-001-I0	Compressed Air Systems	3.0
LP-002310	Main Control Systems and Interlocks	8.0

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