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Effective: February – December, 2013

Student Catalog
Volume 6

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

Approved and Regulated by the Texas Workforce Commission, Career School and Colleges, Austin, Texas
(Texas Campus)

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

Certificated by the Federal Aviation Administration (FAA)

Approved for the Training of VA Eligible Students

This institution is regulated by:
State Workforce Innovation Council
Office of Career and Technical Schools
10 N. Senate Ave, Suite SE 203
Indianapolis, IN 46204
(317) 234-8338 or (317) 234-8339

Date of Publication: February 13, 2013

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PHILOSOPHY

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

OBJECTIVES

MIAT Institute 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 them with quality personnel who have sound practical and technical, as well as theoretical backgrounds and who are aware of 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 Institute 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 Institute of Technology is accredited by The Accrediting Commission of Career Schools and Colleges (ACCSC), which is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Houston campus is a branch campus of the Canton, Michigan main campus of MIAT College of Technology.

Michigan Department of Licensing and Regulatory Affairs (LARA)

The Michigan campus of 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).

Texas Workforce Commission (TWC)

The Texas campus of MIAT Institute of Technology is approved and regulated by the Texas Workforce Commission, Career Schools & Colleges, Austin, Texas.

The Indiana Commission on Proprietary Education

Authorizes MIAT College of Technology to conduct business in the State of Indiana. Approval #4283

Department of Veterans Affairs (VA)

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

Federal Aviation Administration (FAA)

MIAT Institute of Technology operates an FAA approved Aircraft Dispatcher Certification course

National Center for Construction Education and Research (NCCER)

MIAT Institute of Technology is an accredited training provider.

Memberships and other affiliations:

American Wind Energy Association (AWEA)
Great Lakes Renewable Energy Association (GLREA)
Cy-Fair Houston Chamber of Commerce
Houston East End Chamber of Commerce
Greater Houston Partnership (GHP)
Houston Northwest Chamber of Commerce
The Association of Public Safety Communications Officials (APCO)
Warehousing Education and Research Council (WERC)
Independent Energy Human Resource Association (IEHRA)
Helicopter Association International (HAI)
Center for Energy Workforce Development (CEWD)
Women in Aviation International (WAI)
Woman in Wind Energy
Human Resources Construction Council (HRCC)
Society for Human Resource Management (SHRM)

HISTORY

MIAT Institute of Technology is a private school in Houston, Texas that began operation in 2010. The Energy Technology program was offered 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. Global Logistics and Dispatch programs were offered in 2011 in response to national employment trends and a high demand for transportation and logistics related skills. The newest program, HVACR, was created in 2012 to meet the needs of the heating, ventilation, air conditioning and refrigeration industry for qualified technicians. The main campus, MIAT College of Technology is located in Canton, Michigan.

LOCATION, FACILITIES AND EQUIPMENT

MIAT Institute of Technology is located off of the I-45 North interstate in central North Houston. The school occupies approximately 24,400 square feet of space. In addition to ample administrative offices, three classrooms, a student learning resource center, two computer labs and 16,600 square feet of fully air-conditioned shop/laboratory facilities, the school has a parking sufficient to accommodate the student enrollment.

Students at MIAT Institute of Technology benefit from practical application using basic equipment found in various segments of the power industries, including gas and steam engines. In addition, the school maintains an assortment of electronic equipment for building circuits and troubleshooting as well as generator and electrical distribution mock-ups for training. The Energy Technician Program courses employ acetylene and inert gas welding equipment, industry standard lifting and rigging mock-ups, precision measuring devices, and engines to provide practical training. Students use industry tools to perform work that is expected in the power industry. MIAT Institute of Technology has a specific focus on renewable energy in the wind turbine training area. With the addition of a 2010 General Electric 1.5 MW turbine, students are exposed to current wind equipment found in the field. Common maintenance such as lubrication and cooling are explained and demonstrated. Real world equipment allows the student to understand and develop confidence for their first entry level job in the wind turbine maintenance field. Additionally, the school provides labs equipped with computers, printers and office software as well as GPi Learn software, which offers industry driven self-paced online courses. These courses can be instructor led or independent student work. GPi Learn has approximately1400 different courses a student can participate in.

The equipment for the Global Dispatch and Logistics and Aircraft Dispatch program includes a classroom computer workstation for each student, running the latest Windows™ operating system, and headsets for use with communications software and computer based training applications. The computers are loaded with all the software used throughout the program, including the latest version of Microsoft Office™, simulation programs, and commercial applications used by airlines, trucking companies, and railroads. In addition, there are several training and testing tools used to learn and measure a number of computer and office skills such as typing, Office™ applications, data entry, reading, spelling, critical thinking and decision making.

The lab includes a dispatch simulator, designed to resemble a typical dispatch office. There are several multi-screen workstations, headsets for communication, along with reference tools such as manuals, charts, and maps. Students will also use hand-held two-way transceivers to learn and practice proper radio communications techniques and procedures. Printers are available in the classroom and lab environments. All classroom and lab computers and printers are networked in a configuration that effectively simulates a real world corporate network, including Microsoft Exchange™ groupware communications and scheduling software.

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 Institute 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 Institute of Technology, 533 NorthPark Central Drive, Houston, Texas 77073.

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

VACCINE POLICY

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

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent:
Generally, MIAT Institute 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 Institute 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 Institute 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 Institute 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 Institute of Technology is affiliated with or has contracted with as its agent to provide a service instead of using MIAT Institute 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 Institute 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 Institute 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 Institute 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 Institute of Technology and its program offerings should contact MIAT Institute of Technology to speak with an Admissions Representative. Admissions Representatives will provide general information about MIAT Institute 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 Institute of Technology must participate in a SIMA with an Admissions Representative. After meeting with an Admissions Representative, prospective students interested in applying to MIAT Institute 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 Institute of Technology support personnel, begin the post-application process. Admissions requirements include proof of high school graduation, academic evaluation, and background evaluations. The following admissions requirements will be reviewed by the Admissions Committee prior to enrollment:

I. Proof of Graduation – Applicants must provide documentation of high school graduation or its equivalent. Satisfactory documentation includes, but is not limited to:

a) Copy of the high school diploma or equivalent, such as a General Equivalency Diploma (GED);
b) Copy of a high school or college transcript indicating high school graduation status;
c) Copy of form DD-214 indicating graduation status;
d) Copy of a letter indicating graduation status and graduation date from an appropriate school or state official;

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

II. Academic Evaluation – Applicants must complete an academic evaluation recognized by MIAT Institute 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 Institute of Technology also recognizes the American College Testing (ACT) scores and those results must be within three years of the date of application.

a) CPAt minimum acceptable score is a composite score of 142 and a score of 45 in the Numerical Skills section.
b) ACT minimum acceptable score is 16 in Reading and 17 in Math.
c) Wonderlic SLE minimal acceptable score for the Global Logistics and Dispatch Program and Aircraft Dispatch Program is 15. Wonderlic SLE minimal acceptance score for the Energy Technician Program, Wind Power Technician Program and HVACR Technician Program is 14.
d) OPAC minimal acceptable score for the Global Logistics and Dispatch Program or Aircraft Dispatch Program is 50%.

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

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

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

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

MIAT Institute 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 Institute 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 Institute 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 Institute of Technology, 533 NorthPark Central Drive, Suite 150, Houston, TX 77073 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 Institute 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 Institute of Technology strives to accommodate the scheduling needs of all students. However, MIAT Institute 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 65 (Subpart C – Aircraft Dispatchers) states that a maximum class size is twenty-five students. .

SCHOOL HOURS

Classes are offered for all programs Monday through Friday between 7:30 a.m. to 10:00 p.m. The school administrative offices are open 7:30a.m. to 7:30p.m. Monday through Thursday and 7:30a.m. to 5:00p.m. Friday. Half time students can select one from the following schedules: Day Shift 7:30 -10:30 and 11:00 – 2:00 or Afternoon Shift 3:30 – 6:30 and 7:00 – 10:00. All the breaks below apply.

Day – Full Time

7:30	am	8:20	am	(8:20 am – 8:30 am break)
8:30	am	9:20	am	(9:20 am – 9:30 am break)
9:30	am	10:20	am	(10:20 am – 11:10 am break)
11:10	am	12:00	am	(12:00 pm – 12:10 pm break)
12:10	pm	1:00	pm	(1:00 pm – 1:10 pm break)
1:10	pm	2:00	pm	

Afternoon – Full Time

3:30	pm	4:20	pm	(4:20 pm – 4:30 pm break)
4:30	pm	5:20	pm	(5:20 pm – 5:30 pm break)
5:30	pm	6:20	pm	(6:20 pm – 7:10 pm break)
7:10	pm	8:00	pm	(8:00 pm – 8:10 pm break)
8:10	pm	9:00	pm	(9:00 pm – 9:10 pm break)
9:10	pm	10:00	pm	

FAA CERTIFICATION

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

AGE REQUIREMENTS

An applicant may begin training beforehand, but must have reached the age of 18 prior to the completion of their program. For the 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 Institute of Technology does not discriminate against persons with disabilities who can satisfy the MIAT Institute of Technology admission requirements and recognizes such person's right to participate in or benefit from the educational programs offered by MIAT Institute of Technology. When necessary, MIAT Institute 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 Institute of Technology so that the disability can be evaluated and reasonable methods for accommodating the disability can be investigated and developed. While MIAT Institute 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. 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 Institute of Technology. Some accommodations may take time to implement, and thus, applicants must give MIAT Institute of Technology notice of their disability sufficiently in advance of their selected start date to enable MIAT Institute of Technology to provide a timely accommodation. If MIAT Institute 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 schedule a meeting with the Campus President. The Campus President will assist 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 Institute of Technology. Some accommodations take time to implement, and thus, students must give MIAT Institute of Technology notice sufficiently in advance of the date when an accommodation needs to be made to enable MIAT Institute of Technology to make an accommodation that will meet the student's needs and avoid the interruption of their participation in a program.

MIAT Institute of Technology has certain facilities and services available to enable disabled individuals who are otherwise qualified for admission to MIAT Institute of Technology to participate in MIAT Institute 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 Institute 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 Institute of Technology for reasonable accommodations and has been unable to resolve the issue through an informal discussion with the 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. 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 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
MIAT Institute of Technology maintains information about local housing opportunities for students. Additional information is available at the campus administrative office.

ADVISING
MIAT Institute 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, Director of Training or other qualified staff members. Additionally, MIAT Institute of Technology 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 Institute 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 crib and the Learning Resource Center (LRC). The LRC also serves as the tutoring area for students who need extra.

TUTORING
We understand that students may occasionally need additional assistance throughout their training at MIAT Institute of Technology. We have facilities and faculty available for individual tutoring and assistance at no additional cost. Students needing assistance should contact their Instructor or the Director of Training.

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, Financial Aid, Career Services, Student Records, Bookkeeping and Training. Additionally, new students receive the Student Handbook including the Code of Student Conduct and will have the opportunity to complete any final admissions requirements.

SCHOLARSHIPS
MIAT Institute of Technology 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 Institute of Technology works closely with workforce agencies to assist students with options to help fund their chosen program of study.

CAREER SERVICES

MIAT Institute 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 Institute of Technology has many employer contacts throughout the 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 Institute of Technology reserves the right to limit any and all career services, including but not limited to exclusion from MIAT Institute 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 Institute 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 Institute 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.

FINANCIAL AID

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

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

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

DETERMINING A STUDENT'S FINANCIAL NEED:

A student's financial need is used to determine what financial aid a student may be eligible to receive under the financial aid programs administered by the United States Department of Education (USDE). Financial need is the difference between the costs of attendance (as defined by the regulations governing the financial aid program), less the financial resources available to the student. The costs of attendance include tuition and fees, and may include other costs such as books, supplies, room and board, personal expenses, transportation and related expenses of the students' dependents, if any. Financial resources may include parents' 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, and continue to demonstrate financial need, and:

1) remain in good standing with MIAT Institute 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 Department of Education has established a formula that calculates the amount of Title IV financial aid a student is eligible to receive. A student's Title IV financial aid may not exceed the "cost of attendance" as defined by applicable Title IV regulations. The information contained in the Free Application for Federal Student Aid (FAFSA) will be used to make this calculation. MIAT Institute 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 Institute of Technology by the student or the student's parent. MIAT Institute of Technology cannot assure the student 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 Institute 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 Institute 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 assist the most needy 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 Direct Loans are low interest loans that are made to eligible students by the Department of Education. The Subsidized Direct Loan is awarded based on financial need. Interest charges are not incurred for amounts borrowed under the Subsidized Direct 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 Institute of Technology is approved for the training of VA eligible students. Information regarding applications for veteran's benefits may be obtained in the Financial Aid Office or from the Department of Veterans Affairs website at www.va.gov. Approval of a student's eligibility to receive any veteran's benefits is within the sole discretion of the Veterans Administration and MIAT Institute 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 and Vocational Rehabilitation. MIAT Institute 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 Institute 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 United States military service branch for attendance at a participating career college. This scholarship can help those with military service receive a career education and make the transition from military to civilian life. 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 institution's professionalism, academic and attendance policies as outlined in the academic catalog. MIAT Institute of Technology is a participating post-secondary school. Students may contact MIAT Institute of Technology's Admissions Department or Enrollment Management 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. 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 institution's professionalism, academic and attendance policies as outlined in the academic catalog. MIAT Institute of Technology is a participating post-secondary school. High school students may contact their high school counselor for more information on this program or may obtain an application online at www.imagine-america.org.

HIGH SCHOOL SCHOLARSHIP PROGRAM MIAT Institute of Technology makes one renewable scholarship available to every high school in the U.S. for incoming students for graduating high school seniors who begin MIAT Institute of Technology in the fall of each year. High school seniors interested in enrolling in the Energy Technician Certificate Program at MIAT College of Technology may apply for a $1,000 scholarship, awarded at $500 for the first academic year and renewable for the second academic years. This scholarship is awarded if applicant meets or exceeds all of the Institute's professionalism, academic and attendance policies as outlined in this catalog. MIAT Institute 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 Institute 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 Institute of Technology participates with many organizations offering scholarship resources for those who qualify. Details are available in the administrative offices.

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

Course	Tuition*	Additional Fees*
Aircraft Dispatch Program	$4,669.00	Application Fee: $25 Registration Fee: $250 Drug Testing: $55 Lab Fee: $258 Estimated Book Cost: $200 FAA Test Fees: $450 Graduation Fee: $35 **Total Program Cost $5,942.00**
Energy Technician Program	$19,488.00	Application Fee: $25 Registration Fee: $250 Drug Testing: $55 Lab Fee: $1,298 Estimated Book Cost: $825 Estimated Training Supplies: $20 Graduation Fee: $35 **Total Program Cost $21,996.00**
Global Logistics and Dispatch Program	$15,529.50	Application Fee $25 Registration Fee $250 Drug Testing $55 Lab Fee: $645 Estimated Book Cost: $1,100 Graduation Fee: $35 **Total Program Cost: $17,639.50**
HVACR Technician Program	$14,950.00	Application Fee $25 Registration Fee $250 Drug Testing $55 Lab Fee: $805 Estimated Book Cost: $600 Estimated Tool Cost: $650 Graduation Fee: $35 **Total Program Cost: $17,370.00**
Wind Power Technician Program	$11,774.00	Application Fee: $25 Registration fee: $250 Drug Testing: $55 Lab Fee: $880 Estimated Book Cost: $553 Estimated Training Supplies: $20 Graduation Fee: $35 **Total Program Cost $13,592.00**

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

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 Institute 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 a Director of Training prior to completion of their initial course to verify the tools and/or training supplies meet industry standards.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
   (a) The last day of attendance, if the student is terminated by the school;
   (b) The date of receipt of written notice from the student; or
   (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.[1]
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   (a) An enrollee is not accepted by the school;
   (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course;
   (c) or If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

   A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.
8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.
   A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
   (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
   (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
   (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
      (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
      (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

[1]More simply, the refund is based on the precise number of hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040 provides the precise calculation.

Indiana students who matriculate at MIAT Institute of Technology will be governed by the State of Texas as printed above

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days (does not apply to Seminars).

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 Institute 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. All unearned Title IV Grants and Loans will be returned to the appropriate program (Pell Grant, Subsidized and Unsubsidized Loans and Plus Loans). If the withdrawal occurs after the 60% point in the quarter, then the percentage of aid earned is 100%.

To calculate the amount of Title IV Funds not earned by a 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 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

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 Institute 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**	**$1293**

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

IC - Incomplete

The grade of "IC" is issued to all students who fail to achieve a score of 70% or higher in scheduled theory or shop work. Students with a grade of "IC" must resolve the "IC" prior to the completion of the current quarter 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.

Under *Texas Education code, Section 132.061(f0,* a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. In this case, the student will be allowed to re-enroll in the program or course during the 12-month period following the date the student withdraws and complete those subject(s) without payment of additional tuition. *(Title 40, Texas Administrative Code, Section 807.241-245)*

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 Institute of Technology. The GPA for each term is calculated by the quality point earned that term by the total cumulative credit hour for that term. The CGPA is calculated by dividing the total cumulative quality point 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 Institute 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:

Aircraft Dispatch 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	1.0	67%	2.3

Energy Technician 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

Global Logistics and Dispatch 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	60%	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

HVACR Technician 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	60%	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

Wind Power Technician 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

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

Pace of Completion

A progress evaluation period is defined as credit hours attempted as set forth in the previous satisfactory academic progress charts. Generally the quantitative and qualitative standards used to judge academic progress include all periods of the student's enrollment. Even periods in which the student did not receive Title IV program funds must be counted. 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 Institute 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.

COURSE OR SUBJECT INCOMPLETES

The grade of "IC" is issued to all students who fail to achieve a score of 70% or higher in scheduled theory or shop work. Students with a grade of "IC" must resolve the "IC" prior to the completion of the current quarter 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. Under *Texas Education code, Section 132.061(f0,* a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. In this case, the student will be allowed to re-enroll in the program or course during the 12-month period following the date the student withdraws and complete those subject(s) without payment of additional tuition. *(Title 40, Texas Administrative Code, Section 807.241-245)*

WITHDRAWALS

The staff and administration at MIAT Institute of Technology strongly recommends against students disrupting their training schedule for any reason. However, upon presentation of any reasonable request to the Campus President or Director of Training a withdrawal may be granted. A student who withdraws during a course must retake that course. Additional tuition, lab fees and all attendance policies apply except in the case of *Title 40, Texas Administrative Code, Section 807.241-245.* 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 Institute of Technology after a withdrawal will be dependent on class availability.

AUDIT

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

TRANSFER CREDIT AND COMPARABLE CREDIT POLICY

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

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

Credits Accepted by MIAT Institute of Technology

For the awarding of transfer credit or comparable credit MIAT Institute 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 Institute of Technology provides information on schools that may accept MIAT Institute of Technology's course credits towards their programs. However, MIAT Institute 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 Institute of Technology does not make any representation that credits from MIAT Institute of Technology will be transferable to any non-affiliated college or educational institution, nor is any representative of MIAT Institute of Technology authorized to make any such representation or promise of transferability.

The student is advised that MIAT Institute of Technology accepts no responsibility if credits earned at MIAT Institute 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 diploma in their program of study.

Graduates who have received their diploma 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 from the Aircraft Dispatch curriculum will be issued an FAA Certificate of Completion that is valid for 90 days. After 90 days, MIAT Institute of Technology may revalidate this Certificate of Completion at any time for additional 90 day periods if MIAT Institute of Technology determines that the student is proficient in the required subject areas.

CLASS ATTENDANCE AND ABSENCE POLICY

MIAT Institute 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.

Students who miss more than twenty percent (20%) of the scheduled hours in any quarter of instruction will be counseled regarding their attendance and appropriate action taken by MIAT, including but not limited to warning, probation, leave of absence and dismissal, depending on all facts and circumstances. Additionally, attendance and participation may constitute up to ten percent (10%) of the final course grade as detailed in this catalog in the Academic section.

EXCUSED ABSENCES

In very limited circumstances a student may request an excused absence from the Campus President or Director of Training. The time missed during an excused absence will not count toward the maximum missed time allowed in a course or subject.

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

ATTENDANCE TAKING PROCEDURES

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

TARDINESS POLICY

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

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 the Campus President or Financial Aid office 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.

3. Leaves of Absence are not automatically granted. At the sole discretion of the school, a LOA 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.

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 is permitted to complete the program he or she began prior to the LOA. If additional courses 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 Institute 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 Institute 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 (713) 401-3399. 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) explosive or 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 as required by the industry and is a tradition at MIAT Institute 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 Institute 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 Institute of Technology shirts and they are required attire while attending any activities at MIAT Institute of Technology.

MIAT Institute 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 Institute of Technology, 533 NorthPark Central Drive, Houston, Texas 77073.

COMPREHENSIVE STUDENT COMPLAINT AND DISPUTE RESOLUTION SYSTEM

Primary Resolution System

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

MIAT Institute of Technology has created a primary resolution system to facilitate the resolution of any concern or complaint with MIAT Institute 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 or with the appropriate MIAT Institute 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 Campus President or Compliance Officer. The written complaint, which should be on the MIAT Institute 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 Institute of Technology Complaint Form is available from the 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 Campus President or Compliance Officer 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 Institute of Technology, 533 NorthPark Central Drive, Houston, Texas 77073. 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 Institute of Technology recommends that he or she adhere to the following process for seeking assistance:

Level 1	Instructor, Compliance Officer or appropriate MIAT Institute of Technology staff member (through informal means)
Level 2	Director of Training, 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 Institute 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 Institute of Technology attended by the student unless the student and MIAT Institute 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, VA 22201, (703) 247-4212 or online at www.accsc.org. A copy of the Commission's Complain Form is available at MIAT Institute of Technology and may be obtained by contacting the Campus President.

TEXAS CAMPUS

Additionally, students have the option of contacting the Texas Workforce Commission with any unresolved grievances at the following address: Texas Workforce Commission, Career Schools and Colleges, Room 226T, 101 East 15th Street, Austin, Texas 78778-0001, (512) 936-3100, http://csc.twc.state.tx.us.

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 Institute of Technology's computer facilities in a manner consistent with an appropriate professional environment and with the mission of MIAT Institute of Technology.

Computer Violation Examples:

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

MIAT Institute of Technology Computing Policy	Computer Fraud and Abuse Act of 1986
Applicable State Laws and Regulations	Electronic Communication Privacy Act of 1986
Federal Copyright Law	Computer Software Rental Amendments Act of 1990

DIPLOMA PROGRAMS OF STUDY

AIRCRAFT DISPATCH PROGRAM

The Aircraft Dispatch Program is a combination of classroom and hands-on instruction. Upon completion of the Aircraft Dispatch program, a graduate is eligible (if age requirements are met) to apply and test for the FAA (Federal Aviation Administration) Aircraft Dispatch Certificate. Graduates securing the Aircraft Dispatch Certificate will be qualified to work in the aviation industry in entry level positions such as **Dispatchers**, **Flight Followers**, and **Airline Customer Service** professionals in Airline Operation and Control Centers across the U.S. Additionally, technical skills learned in this program can be transferrable to non-aviation industries which recognize skill areas such as: meteorology, navigation, communications, transportation dispatching, emergency services, logistics, and customer service.

Aircraft Dispatch Program
Diploma
280 Clock Hours
16 Quarter Credit Hours
20 Weeks

	Theory Hours	Lab Hours	Total Clock Hours	Total Credit Hours
Course – AD2101H …… *Meteorology	38	16	54	3.0
Course – AD2102H …… *Federal Aviation Regulations	26	4	30	2.0
Course – AD2105H …… *Communications Emergency Procedures	18	0	18	1.0
Course - AD2107H …… *Air Traffic Control	18	0	18	1.0
Course – AD3103H …… *Navigation	10	14	24	1.0
Course – AD2104H …… *Aircraft Specifics	26	4	30	2.0
Course – AD3108H …… *Practical Dispatching	24	24	48	3.0
Course – AD2118H …… FAA Test Prep	12	6	18	1.0
Course – AD2109H …… Computer Skills	10	30	40	2.0

***FAA Approved Curriculum**

ENERGY TECHNICIAN PROGRAM

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

Energy Technician Program
Diploma
1200 Clock Hours
69 Quarter Credit Hours
Day or Afternoon Program:
Full Time - 12 Months/5 Quarters/50 Weeks
Half Time - 24 Months/10 Quarters/100 Weeks

		Theory Hours	Lab Hours	Total Clock Hours	Total Credit Hours
Course – PT001 …… Introduction to PowerTechnology I		98	22	120	7.0
Subjects					
PT3019H	Learning Strategies……..	18	0	18	1.0
PT3020H	Power Technology History and Familiarization ……..	18	0	18	1.0
PT3021H	Mathematics ……	26	10	36	2.0
PT3022H	OSHA and Emergency Response ……	36	12	48	3.0
Course – PT002 …… Introduction to Power Technology II		90	30	120	7.0
Subjects					
PT3023H	Professional Skills ……	18	0	18	1.0
PT3024H	Tools and Safety ……..	26	10	36	2.0
PT3025H	Lifting and Rigging ……..	26	10	36	2.0
PT3026H	Precision Measuring Devices ……	20	10	30	2.0
Course – PT003 …… Basic Electricity		50	70	120	6.0
Subjects					
PPO3030H	DC Operation ……	26	34	60	3.0
PPO3031H	AC Operation ……	24	36	60	3.0
Course – PT004 …… Materials and Processes		87	33	120	7.0
Subjects					
PT3027H	Materials and Processes ……	35	13	48	3.0
PT3028H	Inspection ……..	26	10	36	2.0
PT3029H	Welding ……..	26	10	36	2.0
Course – PG005 …….. Turbine Engine Designs, Accessories and Instruments		82	38	120	8.0
Subjects					
PT3031H	Turbine Engine Operation ……..	42	18	60	4.0
PT4032H	Turbine Engine Designs ……	20	10	30	2.0
PT4034H	Turbine Engine Instruments ……..	20	10	30	2.0

Course – PG006 …….. Turbine Engine Overhaul and Troubleshooting		56	64	120	7.0
Subjects					
PT4035H	Turbine Engine Maintenance and Overhaul ……	36	54	90	5.0
PT4036H	Turbine Engine Troubleshooting ……	20	10	30	2.0
Course – WP005 …….. Wind Turbine Operation and Composites		70	50	120	7.0
Subjects					
WPT3027H	Wind Turbine Operation and Design ……	18	24	42	2.0
WPT3028H	Composite Identification and Inspection ……..	12	6	18	1.0
WPT3029H	Climb and Rescue ……	20	10	30	2.0
WPT3025H	Electrical System Protection and Distribution ……..	20	10	30	2.0
Course – WP006 …….. Wind Turbine Systems		61	59	120	6.0
Subjects					
WPT3032H	Hydraulic Fundamentals and Operation	18	24	42	2.0
WPT3033H	Lubrication Systems and Cooling	18	24	42	2.0
WPT3034H	Gear Systems Operation and Design	25	11	36	2.0
Course – PPX05 …….. System Protection, Equipment and Water Treatment		80	40	120	7.0
Subjects					
PPO3025H	Power Plant Equipment ……..	24	6	30	2.0
PPO4027H	Electrical System Protection and Distribution ……..	20	10	30	2.0
PPO4028H	Water Treatment Fundamentals ……	10	14	24	1.0
PPO3037H	Introduction to Boiler Operation ……	26	10	36	2.0
Course – PPX06 …….. Turbine Overview, Instruments and Troubleshooting		70	50	120	7.0
Subjects					
PPO3029H	Turbine Engine Overview ……	20	10	30	2.0
PPO3035H	Power Plant Monitoring and Instruments ……	24	6	30	2.0
PPO3036H	Power Plant Troubleshooting ……	26	34	60	3.0

GLOBAL LOGISTICS AND DISPATCH PROGRAM

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

Global Logistics and Dispatch Program
Diploma
960 Clock Hours
56 Quarter Credit Hours
All Quarters are a minimum of ten calendar weeks
Day or Afternoon Program:
Full Time - 9 Months/4 Quarters/40 Weeks
Half Time - 18 Months/8 Quarters/80 Weeks

		Theory Hours	Lab Hours	Total Clock Hours	Total Credit Hours
Course – GLD101 ……					
Computer Skills, Regulations and Industry Trends I A		61	59	120	6.0
Subjects					
GLD110H	Learning Strategies……..	18	0	18	1.0
GLD111H	Computer Skills ……	28	50	78	4.0
GLD112H	Emergency Response ……	15	9	24	1.0
Course – GLD102 ……					
Computer Skills, Regulations and Industry Trends I B		74	46	120	7.0
Subjects					
GLD113H	Industry Employment Trends …….	12	6	18	1.0
GLD114H	Regulations ……..	36	12	48	3.0
GLD115H	Practical Development ……	26	28	54	3.0
Course – GLD201 ……					
Aircraft Dispatch I A		100	20	120	7.0
Subjects					
GLD210H	Meteorology ……	38	16	54	3.0
GLD211H	Federal Aviation Regulations ……..	26	4	30	2.0
GLD212H	Communication and Emergency Response ……	18	0	18	1.0
GLD213H	Air Traffic Control ……	18	0	18	1.0
Course – GLD202 ……					
Aircraft Dispatch I B		78	42	120	7.0
Subjects					
GLD214H	Navigation ……..	26	4	30	2.0
GLD215H	Aircraft Specifics ……..	26	10	36	2.0
GLD216H	Practical Dispatch …….	26	28	54	3.0

Course – GLD203 ……. Communications, Customer Skills and HAZMAT I A		84	36	120	8.0
Subjects					
GLD218H	Communications and Customer Service ……..	58	32	90	6.0
GLD219H	Area Specifics ……...	26	4	30	2.0
Course – GLD204 ……. Communications, Customer Skills and HAZMAT I B		84	36	120	8.0
Subjects					
GLD220H	Human Factors ……	58	32	90	6.0
GLD221H	Transportation of Hazardous Materials ……	26	4	30	2.0
Course – GLD205 ……. Global Supply Chain Logistics I A		88	32	120	7.0
Subjects					
GLD222H	Introduction to Global Supply Chain Logistics ……	26	10	36	2.0
GLD223H	Warehousing and Distribution ……	36	12	48	3.0
GLD224H	Import/Export, Customs and Homeland Security ……	26	10	36	2.0
Course – GLD206 ……. Global Supply Chain Logistics I B		43	77	120	6.0
Subjects					
GLD225H	Advanced Simulations ……	24	36	60	3.0
GLD226H	Certification Prep and Testing	24	36	60	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. The North American Technician Excellence (NATE) certificate is recognized by the HVACR industry. Graduates are eligible to take this exam for an additional fee. It has been recommended candidates should take this exam within 12 months after graduation.

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

	Theory Hours	Lab Hours	Total Clock Hours	Total Credit Hours
Course – HV001H …… **OSHA and Basic Safety**	48	18	66	4.0
NCCER Level I Certification in HVACR Technology A: Introduction to Basic Safety, OSHA 10-Hour Certification, Tool Safety, Construction Math and Drawings				
Course – HV002H …… **Customer Relations and Introduction to HVACR**	38	16	54	3.0
NCCER Level I Certification in HVACR Technology B, Introduction to Customer Relations and Communication Skills, Material Handling, Introduction to HVACR				
Course – HV003H …… **Basic Electricity**	30	36	66	4.0
NCCER Level I Certification in HVACR Technology C, Basic Electricity, Piping Practices, Trade Math				
Course – HV004H …… **Introduction to Heating and Cooling**	28	26	54	3.0
NCCER Level I Certification in HVACR Technology D, Introduction to Heating and Cooling, Air Distribution Systems				
Course – HV005H …… **Air Handling and Hydronic Systems**	30	18	48	3.0
NCCER Level II Certification in HVACR Technology A, Commercial Airside Systems, Chimneys, Vents and Flues and Introduction to Hydronic Systems.				
Course – HV006H …… **Cooling System Maintenance**	36	36	72	4.0
NCCER Level II Certification in HVACR Technology B, Air Quality Equipment, Cooling System Leak Detection, Evacuation, Recovering and Recharging				
Course – HV007H …… **Electrical and Mechanical System Troubleshooting**	36	36	72	4.0
NCCER Level II Certification in HVACR Technology C, Basic Electronics, Alternating Current and Troubleshooting System Control Circuits, Heating Systems and Cooling Systems				

Course – HV008H …… **Basic Installation and Maintenance**	30	18	48	3.0

NCCER Level II Certification in HVACR Technology D, Basic Installation and Maintenance Practices, Heat Pump Operation, Duct Systems

Course – HV009H …… **Refrigerant Control Devices and Oil**	48	12	60	4.0

NCCER Level III Certification in HVACR Technology A, Refrigerant and Oil Properties, Compressor Operation, Metering Devices

Course – HV010H …… **Retail and Commercial Refrigeration**	22	38	60	3.0

NCCER Level III Certification in HVACR Technology B, Retail Refrigeration Systems, Commercial Hydronic Systems

Course – HV011H …… **Steam and Water Technology**	36	18	54	3.0

NCCER Level III Certification in HVACR Technology C, Steam Systems, Planned Maintenance Practices, Water Treatment Technology

Course – HV012H …… **Electronic Control Troubleshooting**	30	36	66	4.0

NCCER Level III Certification in HVACR Technology D, Troubleshooting Electronic Controls, Oil Heating Systems Heat Pumps

Course – HV013H …… **System Accessories Troubleshooting**	38	4	42	3.0

NCCER Level IV Certification in HVACR Technology A, Construction Drawings and Specifications, Trouble-Shooting Systems Accessories

Course – HV014H …… **Energy Conservation and System Balancing**	42	36	78	5.0

NCCER Level IV Certification in HVACR Technology B Building Management, Energy Conservation Equipment, Indoor Air Quality Systems Balancing

Course – HV015H …… **Startup/Shutdown Procedures**	47	7	54	4.0

NCCER Level IV Certification in HVACR Technology C, Heating and Cooling System Design, Startup/Shutdown Procedures

Course – HV016H …… **Supervisory Skills and Alternate Systems**	36	30	66	4.0

NCCER Level IV Certification in HVACR Technology D, Commercial and Industrial Refrigeration Systems, Alternate Heating and Cooling Systems, Supervisory Skills

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
Diploma
720 Clock Hours
40 Quarter Credit Hours
Day or Afternoon Program:
Full Time - 7 Months/ 3 Quarters/ 30 Weeks
Half Time - 14 Months/6 Quarters/60 Weeks

		Theory Hours	Lab Hours	Total Clock Hours	Total Credit Hours
Course – PT001 …… Introduction to Power Technology I		98	22	120	7.0
Subjects					
PT3019H	Learning Strategies……..	18	0	18	1.0
PT3020H	Power Technology History and Familiarization ……..	18	0	18	1.0
PT3021H	Mathematics ……	26	10	36	2.0
PT3022H	OSHA and Emergency Response ……	36	12	48	3.0
Course – PT002 …… Introduction to Power Technology II		90	30	120	7.0
Subjects					
PT3023H	Professional Skills ……	18	0	18	1.0
PT3024H	Tools and Safety ……..	26	10	36	2.0
PT3025H	Lifting and Rigging ……..	26	10	36	2.0
PT3026H	Precision Measuring Devices ……	20	10	30	2.0
Course – PT003 …… Basic Electricity		50	70	120	6.0
Subjects					
PPO3030H	DC Operation ……	26	34	60	3.0
PPO3031H	AC Operation ……	24	36	60	3.0
Course – PT004 …… Materials and Processes		87	33	120	7.0
Subjects					
PT3027H	Materials and Processes ……	35	13	48	3.0
PT3028H	Inspection ……..	26	10	36	2.0
PT3029H	Welding ……..	26	10	36	2.0
Course – WP005 …….. Wind Turbine Operation and Composites		70	50	120	7.0
Subjects					
WPT3027H	Wind Turbine Operation and Design ……	18	24	42	2.0
WPT3028H	Composite Identification and Inspection ……..	12	6	18	1.0
WPT3029H	Climb and Rescue ……	20	10	30	2.0
WPT3025H	Electrical System Protection and Distribution ……..	20	10	30	2.0

Course – WP006 …….. Wind Turbine Systems		61	59	120	6.0
Subjects					
WPT3032H	Hydraulic Fundamentals and Operation	18	24	42	2.0
WPT3033H	Lubrication Systems and Cooling	18	24	42	2.0
WPT3034H	Gear Systems Operation and Design	25	11	36	2.0

COURSE DESCRIPTIONS
AIRCRAFT DISPATCH PROGRAM

Subject AD2101H **Meteorology**

54 Clock Hours	38 Theory Hours	16 Lab Hours
3.0 Credit Hours		Prerequisite: None

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.

Subject AD2102H **Federal Aviation Regulations**

30 Clock Hours	26 Theory Hours	4 Lab Hours
2.0 Credit Hours		Prerequisite: None

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. HMR is also covered, as is NTSB part 830.

Subject AD2105H **Communications Emergency Procedures**

18 Clock Hours	18 Theory Hours	0 Lab Hours
1.0 Credit Hours		Prerequisite: None

This course enables the student to have the knowledge to contact aircraft anywhere in the world. This course includes phraseology requirements for international and domestic operations as well as Federal Communication Commission (FCC) rules and regulations. Familiarization with procedures used when an emergency situation occurs, including dispatcher and pilot responsibilities, also will be covered.

Subject AD2107H **Air Traffic Control**

18 Clock Hours	18 Theory Hours	0 Lab Hours
1.0 Credit Hours		Prerequisite: None

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.

Subject AD3103H **Navigation**

24 Clock Hours	10 Theory Hours	14 Lab Hours
1.0 Credit Hours		Prerequisite: None

Skills developed include planning aircraft routes in domestic and international airspace, as well as 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 (GPS) navigation including Wide Area Augmentation Systems (WAAS) and Local Area Augmentation System (LAAS).

Subject AD2104H **Aircraft Specifics**

30 Clock Hours	26 Theory Hours	4 Lab Hours
2.0 Credit Hours		Prerequisite: None

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.

Subject AD3108H **Practical Dispatching**

48 Clock Hours	24 Theory Hours	24 Lab Hours
3.0 Credit Hours		Prerequisite: None

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.

Subject AD2118H **FAA Test Prep**

18 Clock Hours	12 Theory Hours	6 Lab Hours
1.0 Credit Hours		Prerequisite: None

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.

Subject AD2109H **Computer Skills**

40 Clock Hours	10 Theory Hours	30 Lab Hours
2.0 Credit Hours		Prerequisite: None

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

COURSE DESCRIPTIONS
ENERGY TECHNICIAN PROGRAM
WIND POWER TECHNICIAN PROGRAM

Course PT001: Introduction to Power Technology I
120 Clock Hours 7.0 Credit Hours

Subject PT3019H **Learning Strategies**

18 Clock Hours	18 Theory Hours	0 Lab Hours
1.0 Credit Hours		Prerequisite: None

This course will prepare the student to succeed in their post-secondary education program. The student will learn strategy skills such as basic computer and software application, time management, study and testing techniques, note taking and other similar skills. The student will employ these skills in this technical program and demonstrate the knowledge gained through hands on and written performance.

Subject PT3020H **Power Technology History and Familiarization**

18 Clock Hours	18 Theory Hours	0 Lab Hours
1.0 Credit Hours		Prerequisite: None

In this course the student will learn the history of the power technology industry up through present day. The student will also learn the common terminology and definitions used in the industry as well as an overview of components and the function of a power plant will be presented. The student will use these skills as they go through this technical program to retain the information gained.

Subject PT3021H **Mathematics**

36 Clock Hours	26 Theory Hours	10 Lab Hours
2.0 Credit Hours		Prerequisite: None

The student will learn basic math and formulas typically encountered and used by a technician in performing daily activities. The student will also learn to read, convert and understand the metric system of measurement. These skills are utilized throughout this technical program

Subject PT3022H **OSHA and Emergency Response**

48 Clock Hours	36 Theory Hours	12 Lab Hours
3.0 Credit Hours		Prerequisite: None

The student will learn the safety requirements in the field while performing tasks on the job. General shop safety and material handling will be learned as well as regulation compliance. The skills gained in this class will prepare the student to 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 presented.

Course PT002: Introduction to Power Technology II
120 Clock Hours 7.0 Credit Hours

Subject PT3023H **Professional Skills**

18 Clock Hours	18 Theory Hours	0 Lab Hours
1.0 Credit Hours		Prerequisite: None

This class will prepare the student for the real world of power technology. The student will learn soft skills such as professional behavior on and off the job. The student will learn the proper code of conduct required to ensure success when working on the road with little or no supervision. Additional skills will be learned on how to manage expenses, the expectation of an employer regarding attendance, 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. The skills learned in this class will be used by the student in the power generation field to ensure their employers hire a professional and productive employee.

Subject PT3024H **Tools and Safety**

36 Clock Hours	26 Theory Hours	10 Lab Hours
2.0 Credit Hours		Prerequisite: None

The student will learn the criteria used when selecting the proper tool for a job, whether it is a hand or power tool (including hydraulic wrenches). The student will learn how to properly and safely use the tools that are essential to Power Technology Technicians. Students are trained in general shop safety and the importance of preventing damage to tooling or components. The importance of personal protective equipment is emphasized to help ensure a safe working environment and compliance with OSHA and other regulatory bodies.

Subject PT3025H **Lifting and Rigging**

36 Clock Hours	26 Theory Hours	10 Lab Hours
2.0 Credit Hours		Prerequisite: None

The student will learn the basic skills used in lifting and rigging based on standard industry practices. Safety will be taught and will prepare the student to participate in lifting and rigging on-the-job training when they enter the power generation field.

Subject PT3026H **Precision Measuring Devices**

30 Clock Hours	20 Theory Hours	10 Lab Hours
2.0 Credit Hours		Prerequisite: None

The student will learn the proper use and interpretation of precision measuring devices such as micrometers, calipers, depth gauges and gap measuring devises. This course will include both standard and metric tooling to prepare the student for the equipment that will be encountered in the field. The skills learned in this class will be used by the student to accurately measure clearances in the industry.

Course PT003: Basic Electricity
120 Clock Hours 6.0 Credit Hours

Subject PPO3030H **DC Operation**

60 Clock Hours	26 Theory Hours	34 Lab Hours
3.0 Credit Hours		Prerequisite: None

In this course the student will learn basic DC electrical theory and principles, and their application to power generation systems. This course is designed to teach the student to interpret DC electrical circuit diagrams, including charging and storage functions. This will include DC circuit operation and electrical fundamentals, which will prepare the student for advanced electrical functions and troubleshooting. Generator design and operation will be demonstrated and explored. Basic electricity concepts and schematic interpretation will also be covered. These skills will be used in the power generation field for maintenance and troubleshooting of electrical components.

Subject PPO3031H **AC Operation**

60 Clock Hours	24 Theory Hours	36 Lab Hours
3.0 Credit Hours		Prerequisite: None

In this course the student will learn basic AC electrical theory and principles, and their application to power generation systems. This course is designed to teach the student AC electrical circuit diagrams, including solid state devices and logic functions. This will include AC circuit operation and electrical fundamentals, which will assist the student in using these skills for advanced electrical functions and troubleshooting.

Course PT004: Materials and Processes
120 Clock Hours 7.0 Credit Hours

Subject PT3027H **Materials and Processes**

48 Clock Hours	35 Theory Hours	13 Lab Hours
3.0 Credit Hours		Prerequisite: None

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 identify and install specialty hardware such as Helicoils as well as become proficient at the use of easy outs and drilling without damaging the surrounding structure. Skills will include standard practices such as safety wire and the use of torque wrenches.

Subject PT3028H **Inspection**

36 Clock Hours	26 Theory Hours	10 Lab Hours
2.0 Credit Hours		Prerequisite: None

This class teaches various inspection techniques employed in the field including visual, borescopic and dye penetrant. Advanced methods will be learned and demonstrated such as eddy current and magnetic particle. The skills to recognize degrees of damage and distinguishing between negligible and serious flaws will be discussed. This course will also include inspection and repair of various valves used with power equipment. The skills learned in inspection will be used by the student in the power generation field to ensure safe operation.

Subject PT3029H **Welding**

36 Clock Hours	26 Theory Hours	10 Lab Hours
2.0 Credit Hours		Prerequisite: None

The student will learn welding safety and techniques used in a maintenance environment. Skills such as heating bolts and components without damaging the materials are taught. Basic skills such as how to successfully complete a tack weld is learned and practiced by the student. Specific procedure when accomplishing “hot work” will also be taught. The student will use these skills in the power generation maintenance environment to promote safe operations when performing welding operations.

Course PG005: Turbine Engine Designs, Accessories and Instruments
120 Clock Hours 8.0 Credit Hours

Subject PT3031H **Turbine Engine Operation**

60 Clock Hours	42 Theory Hours	18 Lab Hours
4.0 Credit Hours		Prerequisite: None

This course will teach the student the history of turbine engines beginning with the origins and development of turbines followed by a study of the major sections of a typical turbine engine. Common turbine engine accessories will be introduced and discussed. The skills gained in this class will enable the student to grasp the material contained in our turbine training.

Subject PT4032H **Turbine Engine Designs**

30 Clock Hours	20 Theory Hours	10 Lab Hours
2.0 Credit Hours		Prerequisite: None

This course will teach an understanding of the designs of turbine engines used in the power generation industry. This instruction will include various styles of turbines such as steam, natural gas and coal fired equipment. The skills learned in turbine engine design will enable the student to gain an understanding of various turbine engines and their maintenance and repair.

Subject PT4034H **Turbine Engine Instruments**

30 Clock Hours	20 Theory Hours	10 Lab Hours
2.0 Credit Hours		Prerequisite: None

The operation and design of turbine engine instruments will be learned by the student including vibration detection, lubricating oil flow, flame detectors, cavitation detectors and thermal sensors. An overview of critical systems will be taught. The student will use the skills gained in this class to monitor turbine engine performance in the power generation field.

Course PG006: Turbine Engine Overhaul and Troubleshooting
120 Clock Hours 7.0 Credit Hours

Subject PT4035H **Turbine Engine Maintenance and Overhaul**

90 Clock Hours	36 Theory Hours	54 Lab Hours
5.0 Credit Hours		Prerequisite: None

The maintenance and inspection required for turbine engines will be taught in this course. The student will learn turbine engine overhaul procedures. The skills gained in the class will be used by the student in the maintenance and overhaul of turbine engines in the power generation field.

Subject PT4036H **Turbine Engine Troubleshooting**

30 Clock Hours	10 Theory Hours	30 Lab Hours
2.0 Credit Hours		Prerequisite: None

The student will learn the systematic identification of problems that develop in turbine engine systems, including intake, compressor, ignition, combustion, power, exhaust, bleed air and fuel. The troubleshooting skills learned in this class will be used by the student to identify faults found in turbines used in the power generation field.

Course WP005: Wind Turbine Operation and Composites
120 Clock Hours 7.0 Credit Hours

Subject WPT3027H **Wind Turbine Operation and Design**

42 Clock Hours	18 Theory Hours	24 Lab Hours
2.0 Credit Hours		Prerequisite: None

This course teaches the student the function and design of wind turbines in the power generation field. Students will investigate and learn to identify the various components and their relationship to the wind turbine. The skills gained in this class will allow the student to successfully complete wind turbine training.

Subject WPT3028H **Composite Identification and Inspection**

18 Clock Hours	12 Theory Hours	6 Lab Hours
1.0 Credit Hours		Prerequisite: None

This class teaches the student to identify and understand advanced composite materials such as carbon graphite, Kevlar, and two part epoxy resins. Damage assessment and reporting is also taught in this class. The skills gained in this class will allow the student to work with and understand composite materials used for wind turbines.

Subject WPT3029H **Climb and Rescue**

30 Clock Hours	20 Theory Hours	10 Lab Hours
2.0 Credit Hours		Prerequisite: None

This class will teach the student to identify hazards involved when climbing a wind turbine tower. Issues such as where and when to take a rest period during the climb will be taught. Emergency measures such as rescue from a tower will be taught and illustrated. The skills gained in this class will allow the student to safely climb wind turbine towers.

Subject WPT3025H **Electrical System Protection and Distribution**

30 Clock Hours	20 Theory Hours	10 Lab Hours
2.0 Credit Hours		Prerequisite: None

In this course the student will learn the devices used to protect electrical systems and equipment from malfunction and overload. The importance of Arc flash and safety will be taught. Standard protection such as circuit breakers and fuses will be taught as well as electronic controls that prevent damage to sensitive electrical equipment in the field. Distribution systems will be taught as well as the function of a power grid system. Troubleshooting will be taught and applied in this course. The skills gained in this course will allow the student to work on electrical systems and distribution found in wind turbines.

Course WP006: Wind Turbine Systems
120 Clock Hours 6.0 Credit Hours

Subject WPT3032H **Hydraulics Fundamentals and Operation**

42 Clock Hours	18 Theory Hours	24 Lab Hours
2.0 Credit Hours		Prerequisite: None

This course will teach basic hydraulic power and its function in the wind turbine industry. Fluid types, system inspection, and component identification will be taught. System troubleshooting will be taught and applied in this course. The skills gained in this class will allow the student to maintain hydraulic systems found in wind turbines.

Subject WPT3033H **Lubrication Systems and Cooling**

42 Clock Hours	18 Theory Hours	24 Lab Hours
2.0 Credit Hours		Prerequisite: None

In this course the student will learn various lubricating materials and designs used in wind turbines. The importance of cooling and how this is achieved will be taught and discussed. Maintenance and inspection of heat exchanger systems will also be learned. The skills gained in this class will allow the student to work on lubrication and cooling systems found in wind turbines.

Subject WPT3034H **Gear Systems Operation and Design**

36 Clock Hours	25 Theory Hours	11 Lab Hours
2.0 Credit Hours		Prerequisite: None

This class will teach the student gear technology and how the technology is used to transfer power to the generating components from the turbine blades. Inspection and troubleshooting will also be taught. Possible gear failure will be investigated through troubleshooting in this course. The skills gained in this class will allow the student to maintain gear systems found in wind turbines.

Course PPX05: System Protection, Equipment and Water Treatment
120 Clock Hours 7.0 Credit Hours

Subject PPO3025H **Power Plant Equipment**

30 Clock Hours	24 Theory Hours	6 Lab Hours
2.0 Credit Hours		Prerequisite: None

This course will teach the student a basic orientation regarding various pieces of equipment found in a plant used by operators. The function and use of this equipment will be taught and demonstrated including valves, pumps, air compressors, cooling towers and heat exchangers. Basic troubleshooting skills will be developed to isolate and diagnose problems commonly found with this type of equipment. The skills gained in this class will allow the student to work in a plant environment as a service unit operator, chemical plant operator, petroleum pump system operator, power plant operator and to understand the equipment used.

Subject PPO4027H **Electrical System Protection and Distribution**

30 Clock Hours	20 Theory Hours	10 Lab Hours
2.0 Credit Hours		Prerequisite: None

In this course the student will learn the devices used to protect electrical systems and equipment found in a power plant environment used by varies of operators from malfunction and overload. Standard protection such as circuit breakers and fuses will be taught as well as electronic controls that prevent damage to sensitive electrical equipment. Internal distribution systems found in a power plant will be taught. Electrical troubleshooting will be used in this course. This course focuses on the support systems found in a power plant. The skills gained will allow the student to maintain and interpret electrical system and distribution found in the power plant environment.

Subject PPO4028H **Water Treatment Fundamentals**

24 Clock Hours	10 Theory Hours	14 Lab Hours
1.0 Credit Hours		Prerequisite: None

This class teaches the student the basic 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 taught to the student. The skills gained in this class will allow the student to understand the importance of water treatment used in power plant operations.

Subject PPO3037H **Introduction to Boiler Operation**

36 Clock Hours	26 Theory Hours	10 Lab Hours
2.0 Credit Hours		Prerequisite: None

This class teaches the basic operation and design of boiler systems. The safety required for high pressure and high heat systems will be taught and reinforced through case studies. Fundamental operation and physics will be taught and demonstrated. Emergency procedures will be learned in this training. The skills gained will allow the student to work safely in boiler maintenance found in power plant operations.

Course PPX06: Turbine Overview, Instruments and Troubleshooting
120 Clock Hours 7.0 Credit Hours

Subject PPO3029H **Turbine Engine Overview**

30 Clock Hours	20 Theory Hours	10 Lab Hours
2.0 Credit Hours		Prerequisite: None

This class will teach the various turbine engines that are commonly found in a power generating facility. Basic turbine function and combined cycle operations will be taught and identified. Basic turbine engine troubleshooting will also be taught. The class will allow the student to maintain turbine engine systems found in power plant operations.

Subject PPO3035H **Power Plant Monitoring and Instruments**

30 Clock Hours	24 Theory Hours	6 Lab Hours
2.0 Credit Hours		Prerequisite: None

In this course the student will learn the specific parameters regarding power plant operation and trend monitoring used by unit operators. The importance of recognizing a negative performance trend is taught and demonstrated to reinforce understanding of performance standards. The skills gained in this class will allow the student to interpret trend monitoring data and ensure safe performance of equipment found in the power plant environment used by operators

Subject PPO3036H **Power Plant Troubleshooting**

60 Clock Hours	26 Theory Hours	34 Lab Hours
3.0 Credit Hours		Prerequisite: None

In this course the student will learn to identify systematic problems that develop in a power generation plant including the many sub-systems incorporated in the field. Examples will be provided and real world exposure will also be used to sharpen the students' skills in this area. The skills gained in this class will allow the student to identify faults commonly encountered in the power plant environment used by operators.

COURSE DESCRIPTIONS

GLOBAL LOGISTICS AND DISPATCH PROGRAM

Course GLD101: Computer Skills, Regulations and Industry Trends IA
120 Clock Hours 6.0 Credit Hours

Subject GLD110H **Learning Strategies**

18 Clock Hours	18 Theory Hours	0 Lab Hours
1.0 Credit Hours		Prerequisite: None

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

Subject GLD111H **Computer Skills**

78 Clock Hours	28 Theory Hours	50 Lab Hours
4.0 Credit Hours		Prerequisite: None

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

Subject GLD112H **Emergency Response**

24 Clock Hours	15 Theory Hours	9 Lab Hours
1.0 Credit Hours		Prerequisite: None

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

Course GLD102: Computer Skills, Regulations and Industry Trends IB
120 Clock Hours 7.0 Credit Hours

Subject GLD113H **Industry Employment Trends**

18 Clock Hours	12 Theory Hours	6 Lab Hours
1.0 Credit Hours		Prerequisite: None

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

Subject GLD114H **Regulations**

48 Clock Hours	36 Theory Hours	12 Lab Hours
3.0 Credit Hours		Prerequisite: None

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

Subject GLD115H **Practical Development**

54 Clock Hours	26 Theory Hours	28 Lab Hours
3.0 Credit Hours		Prerequisite: None

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

Course GLD201: Aircraft Dispatch IA
120 Clock Hours 7.5 Credit Hours

Subject GLD210H **Meteorology**

54 Clock Hours	38 Theory Hours	16 Lab Hours
3.0 Credit Hours		Prerequisite: None

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, weather charts and forecasting presentations. Properties of the atmosphere and associated weather systems are discussed in detail.

Subject GLD211H **Federal Aviation Regulations**

30 Clock Hours	26 Theory Hours	4 Lab Hours
2.0 Credit Hours		Prerequisite: None

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.

Subject GLD212H **Communications and Emergency Response**

18 Clock Hours	18 Theory Hours	0 Lab Hours
1.0 Credit Hours		Prerequisite: None

This course teaches the student to properly and confidently communicate with aircraft anywhere in the world. This course will include phraseology requirements for international and domestic operations as well as Federal Communication Commissions (FCC) rules and regulations. Familiarization with procedures used when an emergency situation occurs, including dispatcher and pilot responsibilities, also will be covered.

Subject GLD213H **Air Traffic Control**

18 Clock Hours	18 Theory Hours	0 Lab Hours
1.0 Credit Hours		Prerequisite: None

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 GLD202: Aircraft Dispatch IB
120 Clock Hours 7.0 Credit Hours

Subject GLD214H **Navigation**

30 Clock Hours	26 Theory Hours	4 Lab Hours
2.0 Credit Hours		Prerequisite: None

Skills developed include planning aircraft routes in domestic and international airspace, as well reading and interpreting high and low altitude en route 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).

Subject GLD215H **Aircraft Specifics**

36 Clock Hours	26 Theory Hours	10 Lab Hours
2.0 Credit Hours		Prerequisite: None

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.

Subject GLD216H **Practical Dispatch**

54 Clock Hours	26 Theory Hours	28 Lab Hours
3.0 Credit Hours		Prerequisite: None

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

Course GLD203: Communications, Customer Skills and HAZMAT IA
120 Clock Hours 8.0 Credit Hours

Subject GLD218H **Communications and Customer Service**

90 Clock Hours	58 Theory Hours	32 Lab Hours
6.0 Credit Hours		Prerequisite: None

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

Subject GLD219H **Area Specifics**

30 Clock Hours	26 Theory Hours	4 Lab Hours
2.0 Credit Hours		Prerequisite: None

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

Course GLD204: Communications, Customer Skills and HAZMAT IB
120 Clock Hours 8.0 Credit Hours

Subject GLD220H **Human Factors**

90 Clock Hours	58 Theory Hours	32 Lab Hours
6.0 Credit Hours		Prerequisite: None

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

Subject GLD221H **Transportation of Hazardous Materials**

30 Clock Hours	26 Theory Hours	4 Lab Hours
2.0 Credit Hours		Prerequisite: None

The student will learn about the processes and procedures used in acceptance, handling, and transporting of hazardous materials in all modes of transportation including highway, rail, air and vessel. Training will also include international hazmat regulations. This section covers international and domestic transportation security requirements.

Course GLD205: Global Supply Chain Logistics IA
120 Clock Hours 7.0 Credit Hours

Subject GLD222H **Introduction to Global Supply Chain Logistics**

36 Clock Hours	26 Theory Hours	10 Lab Hours
2.0 Credit Hours		Prerequisite: None

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

Subject GLD223H **Warehousing and Distribution**

48 Clock Hours	36 Theory Hours	12 Lab Hours
3.0 Credit Hours		Prerequisite: None

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

Subject GLD224H **Import/Export, Customs and Homeland Security**

36 Clock Hours	26 Theory Hours	10 Lab Hours
2.0 Credit Hours		Prerequisite: None

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

Course GLD206: Global Supply Chain Logistics IB
120 Clock Hours 6.0 Credit Hours

Subject GLD225H **Advanced Simulations**

60 Clock Hours	24 Theory Hours	36 Lab Hours
3.0 Credit Hours		Prerequisite: None

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

Subject GLD226H **Certification Prep and Testing**

60 Clock Hours	24 Theory Hours	36 Lab Hours
3.0 Credit Hours		Prerequisite: None

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

COURSE DESCRIPTIONS

HVACR TECHNICIAN PROGRAM

Course HV001H **OSHA and Basic Safety**

NCCER Level I Certification in HVACR Technology A: Introduction to Basic Safety, OSHA 10-Hour Certification, Tool Safety, Construction Math and Drawings

66 Clock Hours 48 Theory Hours 18 Lab Hours
4.0 Credit Hours Prerequisite: None

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

Course HV002H **Customer Relations and Introduction to HVACR**

NCCER Level I Certification in HVACR Technology B: Introduction to Customer Relations and Communication Skills, Material Handling and Introduction to HVACR

54 Clock Hours 38 Theory Hours 16 Lab Hours
3.0 Credit Hours Prerequisite: None

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

Course HV003H **Basic Electricity**

NCCER Level I Certification in HVACR Technology C: Basic Electricity, Piping Practices and Trade Math

66 Clock Hours 30 Theory Hours 36 Lab Hours
4.0 Credit Hours Prerequisite: None

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

Course HV004H **Introduction to Heating and Cooling**

NCCER Level I Certification in HVACR Technology D: Introduction to Heating and Cooling and Air Distribution Systems

54 Clock Hours 28 Theory Hours 26 Lab Hours
3.0 Credit Hours Prerequisite: None

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

Course HV005H **Air Handling and Hydronic Systems**

NCCER Level II Certification in HVACR Technology A: Commercial Airside Systems, Chimneys, Vents, Flues and Introduction to Hydronic Systems.

48 Clock Hours 30 Theory Hours 18 Lab Hours
3.0 Credit Hours Prerequisite: None

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

Course HV006H **Cooling System Maintenance**

NCCER Level II Certification in HVACR Technology B: Air Quality Equipment, Cooling System Leak Detection, Evacuation, Recovering and Recharging

72 Clock Hours 36 Theory Hours 36 Lab Hours
4.0 Credit Hours Prerequisite: None

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

Course HV007H **Electrical and Mechanical System Troubleshooting**

NCCER Level II Certification in HVACR Technology C: Basic Electronics, Alternating Current and Troubleshooting System Control Circuits, Heating Systems and Cooling Systems

72 Clock Hours 36 Theory Hours 36 Lab Hours
4.0 Credit Hours Prerequisite: None

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

Course HV008H **Basic Installation and Maintenance**

NCCER Level II Certification in HVACR Technology D: Basic Installation and Maintenance Practices, Heat Pump Operation and Duct Systems

48 Clock Hours 30 Theory Hours 18 Lab Hours
3.0 Credit Hours Prerequisite: None

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

Course HV009H **Refrigerant Control Devices and Oil**

NCCER Level III Certification in HVACR Technology A: Refrigerant and Oil Properties, Compressor Operation and Metering Devices

60 Clock Hours 48 Theory Hours 12 Lab Hours
4.0 Credit Hours Prerequisite: None

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

Course HV010H **Retail and Commercial Refrigeration**

NCCER Level III Certification in HVACR Technology B: Retail Refrigeration Systems and Commercial Hydronic Systems

60 Clock Hours 22 Theory Hours 38 Lab Hours
3.0 Credit Hours Prerequisite: None

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

Course HV011H **Steam and Water Technology**

NCCER Level III Certification in HVACR Technology C: Steam Systems, Planned Maintenance Practices and Water Treatment Technology

54 Clock Hours 36 Theory Hours 18 Lab Hours
3.0 Credit Hours Prerequisite: None

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

Course HV012H **Electronic Control Troubleshooting**

NCCER Level III Certification in HVACR Technology D: Troubleshooting Electronic Controls, Oil Heating Systems and Heat Pumps

66 Clock Hours 30 Theory Hours 36 Lab Hours
4.0 Credit Hours Prerequisite: None

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

Course HV013H **Systems Accessories Troubleshooting**

NCCER Level IV Certification in HVACR Technology A: Construction Drawings and Specifications and Troubleshooting Systems Accessories

42 Clock Hours 38 Theory Hours 4 Lab Hours

3.0 Credit Hours Prerequisite: None

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

Course HV014H **Energy Conservation and System Balancing**

NCCER Level IV Certification in HVACR Technology B: Building Management, Energy Conservation Equipment, Indoor Air Quality and System Balancing

78 Clock Hours 42 Theory Hours 36 Lab Hours

5.0 Credit Hours Prerequisite: None

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

Course HV015H **Startup/Shutdown Procedures**

NCCER Level IV Certification in HVACR Technology C: Heating and Cooling System Design and Startup/Shutdown Procedures

54 Clock Hours 47 Theory Hours 7 Lab Hours

4.0 Credit Hours Prerequisite: None

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

Course HV016H **Supervisory Skills and Alternate Systems**

NCCER Level IV Certification in HVACR Technology D: Commercial and Industrial Refrigeration Systems, Alternate Heating and Cooling Systems and Supervisory Skills

66 Clock Hours 36 Theory Hours 30 Lab Hours

4.0 Credit Hours Prerequisite: None

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

MIAT INSTITUTE 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.

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, Campus President - Texas
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.

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.

Timothy P. Kissel, Director of Training – Michigan
B.S. Aviation Technology/Electronics, Purdue University, West Lafayette, IN. A.S. Aviation Maintenance Technology, Vincennes University, Vincennes, IN. 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.

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 Linderman, National Director of Business Relations
B.S. Education, University of Wisconsin-Oshkosh. Professional in Human Resources (PHR) Certification from the Human Resource Certification Institute. 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).

Mark R. Donahue, Director of Admissions
Bachelor of Liberal Studies from Boston University, Associate of Arts from 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 Representative/Presenter, Manager of Recruitment and Director of Admissions.

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

Troy Harris, MIAT Institute of Technology 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 MBA. Seventeen years of post-secondary educational admissions experience. Background includes: Admissions Representative, Assistant Regional Manager, Regional Manager, Technical Advisor - Video production, and Assistant Director - Admissions Marketing.

Susan Martinez, CLASS Compliance Assurance 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.

Chad Rogers, Admissions Team Leader
Ten years' experience as a licensed mortgage broker in the State of Texas. Opened his own company and employed, managed and trained up to ten loan officers.

Alan Running, Director of Training
A.A.S., Airframe and Powerplant Technology, Lansing Community College. F.A.A. Airframe and Powerplant Technician Certificate, Inspection Authorization. Nineteen-years of aviation maintenance experience in the general aviation and commuter airline fields. Background includes aircraft maintenance on piston and turbine powered aircraft. Private Pilot rating and twelve years teaching experience.

Heather Williams, Business Office Manager
Associate Degree in Applied Science with a major in Accounting from Wayne County Community College. Over 10 years of experience in accounting and customer service. Currently working on her bachelor degree in Business Administration from Sienna Heights University.

MIAT INSTITUTE OF TECHNOLOGY FACULTY

Aaron Drosche, Instructor
Diploma, Airline Flight Dispatch Training Center Euless Texas. FAA Dispatch License. 13 years' experience in airlines operations including working as an Aircraft Dispatcher for ExpressJet Airlines and Casino Airlines and as a Corporate Flight Planner for Universal Weather and Aviation.

Ricky Hines, Instructor
A.A.S. Aviation Maintenance (minor in Helicopter Specialties), Spartan School of Aviation Maintenance. F.A.A. Airframe and Powerplant Technician Certificate, Inspection Authorization. Twenty Five years' experience in the field of aviation maintenance and an additional sixteen years as an instructor.

Charles Jewell, Instructor
Certificate – Universal EPA, Texas License HVAC Class B combination. More than 15 years' experience in management, customer service, installation, technical service, training and safety in the heating/cooling and refrigeration industries. Almost ten years' experience as a technical skills instructor.

G. David Moriconi, Instructor
A.A.S., Nuclear Powerplant Technology, Excelsior University. Also attended NJATC apprenticeship school. Licensed Journeyman Electrician since 2007. Certifications include AHA CPR Instructor, AHA First Aid, OSHA 10, Syntec Certified Gall Protection Instructor, and NR10. Over fourteen years of experience that includes four years in the United States Navy as a Machinists Mate Nuclear Engineering Laboratory Technician, six years as an Industrial Controls Electrician with various companies including IBEW 716 and Johnson Controls, and four years as a Commissioning Technician for Suzlon Wind Energy. Extensive overseas and domestic travel.

Charles Sparks, Instructor
A.A.S. Electronic Engineering Technology, ITT Technical Institute with over thirty years of experience in the Electrical/Electronic field. Served in the U.S. Navy as an Electronic Warfare Technician and has worked on marine and ocean bottom data acquisition systems, oil field SCADA instrumentation as well as Low and Medium Voltage Industrial Variable speed Drives, Breakers , Vacuum contactors and switch gear. Nine years of experience as an Instructor of Electronics Engineering and Computer Science as well as Field service Engineering Technical Instructor for Toshiba International Corp.

Ronald Vaughn, Instructor
F.A.A. Aircraft Dispatcher's license. US Navy veteran. Forty-two years' as an aircraft dispatcher, hub coordinator, station agent.

MIAT INSTITUTE OF TECHNOLOGY ADMINISTRATIVE STAFF

Jessica Cofield	Receptionist
Elizabeth Rogers	Financial Services Officer
Mary Socha	Employment Advisor

Michigan Institute of Aeronautics, Inc.
Charles A. Hawes, President & Treasurer
Margaret Hawes, Vice President & Secretary

ACADEMIC CALENDAR

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

2013	
Jan 21, 2013	Flex Day
Feb 08, 2013	Flex Day
Feb 19, 2013	Quarter Q6 Ends
Feb 20, 2013	Flex Day
Feb 21, 2013	Quarter Q1 Begins
Mar 28, 2013 to Apr 01, 2013	Spring Break
Apr 22, 2013	Quarter Q1 Ends
Apr 23, 2013 to Apr 24, 2013	Flex Days
Apr 25, 2013	Quarter Q2 Begins
May 9, 2013 to May 10, 2013	Flex Days
May 27, 2013	Memorial Day (school closed)
Jun 24, 2013	Quarter Q2 Ends
Jun 25, 2013 to Jul 03, 2013	Summer Break
Jul 04, 2013	Independence Day (school closed)
Jul 05, 2013	Quarter Q3 Begins
Jul 19, 2013	Flex Day
Jul 22, 2013	Flex Day
Aug 30, 2013	Flex Day
Sep 02, 2013	Labor Day (school closed)
Sep 04, 2013	Quarter Q3 Ends
Sep 05, 2013	Quarter Q4 Begins
Oct 09, 2013 to Oct 11, 2013	Flex Days
Nov 04, 2013	Quarter Q4 Ends
Nov 05, 2013	Quarter Q5 Begins
Nov 28, 2013 to Nov 29, 2013	Thanksgiving Break (school closed)
Dec 23, 2013 to Jan 01, 2014	Winter Break

ACADEMIC CALENDAR

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

2014

Jan 13, 2014	Quarter Q5 Ends
Jan 14, 2014 to Jan 15, 2014	Flex Days
Jan 16, 2014	Quarter Q1 Begins
Jan 20, 2012	Flex Day
Feb 07, 2014	Flex Day
Feb 10, 2014	Flex Day
Mar 17, 2014	Quarter Q1 Ends
Mar 18, 2014	Flex Day
Mar 19, 2014	Quarter Q2 Begins
Apr 18, 2014 to Apr 21, 2014	Spring Break
May 08, 2014	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 20, 2014 to Nov 21, 2014	Thanksgiving Break (school closed)
Dec 01, 2014	Quarter Q5 Ends
Dec 02, 2014	Quarter Q6 Begins
Dec 24, 2014 to Jan 01, 2015	Winter Break

INDEX

I hereby certify that the information contained in this catalog, dated February 13, 2013 is true and correct to the best of my knowledge.

Signed: _____

Charles A. Hawes, President, MIAT