



## ADDENDUM

This addendum revises MIAT Institute of Technology  
Catalog, Volume 7 dated August 1, 2013  
Effective: February 5, 2014

## TUITION, FEES, BOOKS AND SUPPLIES

Course	Tuition*	Additional Fees*	
Aircraft Dispatch Program	\$4,855.76	Application Fee	\$25.00
		Registration Fee	250.00
		Drug Testing	55.00
		Lab Fee	268.32
		Estimated Book Costs	200.00
		FAA Test Fees	450.00
		Graduation Fee	35.00
		<b>Total Program Cost:</b>	<b>\$6,139.08</b>
Energy Technician Program	\$20,267.52	Application Fee	\$25.00
		Registration Fee	250.00
		Drug Testing	55.00
		Lab Fee	1,372.80
		Estimated Book Costs	931.00
		Estimated Training	67.00
		Supplies	
		Graduation Fee	35.00
		<b>Total Program Cost:</b>	<b>\$23,003.32</b>
Global Logistics and Dispatch Program	\$9,000.00	Application Fee	\$25.00
		Registration Fee	250.00
		Drug Testing	55.00
		Lab Fee	489.86
		Estimated Book Costs	908.42
		Graduation Fee	35.00
		<b>Total Program Cost:</b>	<b>\$10,763.28</b>
HVACR Technician Program	\$15,548.00	Application Fee	\$25.00
		Registration Fee	250.00
		Drug Testing	55.00
		Lab Fee	837.20
		Estimated Book Costs	600.00
		Estimated Tool Costs	650.00
		Graduation Fee	35.00
		<b>Total Program Cost:</b>	<b>\$18,000.20</b>
Wind Power Technician Program	\$12,244.97	Application Fee	\$25.00
		Registration Fee	250.00
		Drug Testing	55.00
		Lab Fee	915.20
		Estimated Book Costs	561.00
		Estimated Training	67.00
		Supplies	
		Graduation Fee	35.00
		<b>Total Program Cost:</b>	<b>\$14,153.17</b>

\*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.

## 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	50%	1.7
3	2.0	67%	2.3
4	2.5	67%	2.3
4.5	3.0	67%	2.3

## GLOBAL LOGISTICS AND DISPATCH PROGRAM

The Global Logistics and Dispatch Program is a combination of classroom, hands-on instruction and outside assignments. Upon successful completion, graduates will have a variety of entry-level career choices in dispatch and supply chain management fields. The program includes three phases, *Global Logistics*, *Operations Management* and *Aircraft Dispatch*. Upon completion of the *Global Logistics phase*, graduates are qualified for entry level careers in **warehousing, distribution, import/export and customs** as a Cargo Agent, Freight Forwarder/Broker, Shipping and Receiving Coordinator, Traffic Manager, Documentation Clerk, Intermodal Dispatcher, Load Planner, Logistics Coordinator and Customer Service Representative. The second phase of training, *Operations Management*, includes training to enter a variety of dispatch careers including **trucking and common carriers (over the road and local transport), service fleets (energy operations, shuttle services, food/beverage service vehicles) and the railroad industry**. Entry-level careers include Dispatcher, Communications Operator/Officer, Public Safety Dispatcher, Police, 9-1-1 or EMS Dispatcher, Train Dispatcher, Bus Dispatcher and Communications Specialist. The third phase of the program, *Aircraft Dispatch*, allows students to transfer credits to the Aircraft Dispatch Certificate Program. Entry-level careers would include Aircraft Dispatcher, Assistant Aircraft Dispatcher Crew Scheduler, Flight Follower and Customer Service Representative.

### Global Logistics and Dispatch Program Certificate

720 Clock Hours

44 Quarter Credit Hours

All Quarters are a minimum of ten calendar weeks

Day or Afternoon Program

Full Time - 7 Months/3 Quarters

Course Number	Course Name	Theory Hours	Lab Hours	Clock Hours	Credit Hours
GLD116-1H	Supply Chain Mgmt, Warehousing/Distribution	48	36	84	5.0
GLD117-1H	CLA and CLT Certification Preparation and Testing	36	12	48	3.0
GLD118-1H	Third Party Logistics Operations, Import/Export	34	38	72	4.0
GLD119-1H	Business Process Management and Procurement	24	12	36	2.0
GLD227-1H	Ground Transportation Operations Management I	46	14	60	4.0
GLD228-1H	Ground Transportation Operations Management II	46	14	60	4.0
GLD229-1H	Aviation Operations Management I	46	14	60	4.0
GLD230-1H	Aviation Operations Management II	46	14	60	4.0
GLD210-1H	Meteorology	20	34	54	3.0
GLD211-1H	Federal Aviation Regulations	24	6	30	2.0
GLD212-1H	Communications and Emergency Procedures	18	0	18	1.0
GLD213-1H	Air Traffic Control	18	0	18	1.0
GLD214-1H	Navigation	24	6	30	2.0
GLD215-1H	Aircraft Specifics	20	16	36	2.0
GLD216-1H	Practical Dispatching	26	28	54	3.0

# COURSE DESCRIPTIONS

## GLOBAL LOGISTICS AND DISPATCH PROGRAM

Course	Description			
<b>GLD116-1H</b>	<b>Supply Chain Management, Warehousing and Distribution</b>			

Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>84</b>	<b>5.0</b>	<b>48</b>	<b>36</b>	<b>None</b>

This course will include an overview of the global supply chain system. Students will learn about the worldwide transportation networks that facilitate the flow of goods and services from raw materials and resources to finished consumer goods. Students will also learn the principles and practice of modern warehousing and distribution operations. General topics include warehouse design, automated and manual storage and retrieval systems and equipment, warehousing management systems and inventory control. Advanced topics include packaging and kitting, reverse logistics and specialized functions such as cross-docking, security, food safety and storage of hazardous materials.

Course	Description			
<b>GLD117-1H</b>	<b>CLA and CLT Certification Preparation and Testing</b>			

Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>48</b>	<b>3.0</b>	<b>36</b>	<b>12</b>	<b>None</b>

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

Course	Description			
<b>GLD118-1H</b>	<b>Third Party Logistics (3PL) Operations, Import/Export</b>			

Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>72</b>	<b>4.0</b>	<b>34</b>	<b>38</b>	<b>None</b>

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

Course	Description			
<b>GLD119-1H</b>	<b>Business Process Management and Procurement</b>			

Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>36</b>	<b>2.0</b>	<b>24</b>	<b>12</b>	<b>None</b>

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

Course	Description			
<b>GLD227-1H</b>	<b>Ground Transportation (Truck/Rail) Operations Management I</b>			

Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>	<b>None</b>

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

Course	Description			
<b>GLD228-1H</b>	<b>Ground Transportation (Truck/Rail) Operations Management II</b>			

Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>	<b>None</b>

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

Course	Description			
<b>GLD229-1H</b>	<b>Aviation Operations Management I</b>			

Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>	<b>None</b>

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

Course	Description			
<b>GLD230-1H</b>	<b>Aviation Operations Management II</b>			
Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>60</b>	<b>4.0</b>	<b>46</b>	<b>14</b>	<b>None</b>

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

Course	Description			
<b>GLD210-1H</b>	<b>Meteorology</b>			
Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>54</b>	<b>3.0</b>	<b>20</b>	<b>34</b>	<b>None</b>

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

Course	Description			
<b>GLD211-1H</b>	<b>Federal Aviation Regulations</b>			
Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>30</b>	<b>2.0</b>	<b>24</b>	<b>6</b>	<b>None</b>

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

Course	Description			
<b>GLD212-1H</b>	<b>Communications and Emergency Procedures</b>			
Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>18</b>	<b>1.0</b>	<b>18</b>	<b>0</b>	<b>None</b>

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

Course	Description			
<b>GLD213-1H</b>	<b>Air Traffic Control</b>			
Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>18</b>	<b>1.0</b>	<b>18</b>	<b>0</b>	<b>None</b>

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

Course	Description			
<b>GLD214-1H</b>	<b>Navigation</b>			
Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>30</b>	<b>2.0</b>	<b>24</b>	<b>6</b>	<b>None</b>

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

Course	Description			
<b>GLD215-1H</b>	<b>Aircraft Specifics</b>			
Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>36</b>	<b>2.0</b>	<b>20</b>	<b>16</b>	<b>None</b>

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 course, the student will have a thorough understanding of aircraft systems including hydraulics, electrical, pressurization and the powerplant. Flight planning and performance limitations are discussed in detail.

Course	Description			
<b>GLD216-1H</b>	<b>Practical Dispatching</b>			
Clock Hours	Credit Hours	Theory Hours	Lab Hours	Prerequisite
<b>54</b>	<b>26</b>	<b>28</b>	<b>3.0</b>	<b>None</b>

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.