AM

AVIATION INSTITUTE OF MAINTENANCE

School Catalog

Fall 2020

With knowledge, comes great power. Learn responsibly.

The photographs in this catalog may be of industry and are not necessarily representative of the campus facilities.

This catalog is predominately distributed electronically by the Aviation Institute of Maintenance brand to conserve resources and can be found at www.AviationMaintenance.edu. However, a printed copy may be obtained by contacting AIM.

Letter From The President

Introduction

Congratulations on your decision to pursue a higher education at Aviation Institute of Maintenance. Founded in 1969, our institution is steeped in a tradition of career education and workforce development. Our programs are designed with an experienced group of industry leaders to make sure that we are preparing students for today's workplace, and our campuses are custom-built to support budding professionals within the Aviation industry and the other fields that we serve.

I am particularly proud of our faculty, who will be teaching you over the following semesters of your education. Our faculty members are hand-selected from the field of aviation maintenance and other industries, and are seasoned veterans from the field for which you are preparing. In order to teach at AIM, faculty members must have years of professional work in business and industry. Your instructors throughout your program will bring wisdom, guidance, and practical scenarios directly from the airplane hangars, workshops, and other professional work environments in which they served, assuring that you will be prepared both theoretically and practically to become a professional within your chosen career field.

Our campuses benefit from relationships with national and international airlines, local maintenance facilities, repair shops, and other businesses who employ our graduates. As you near graduation, you will work one-on-one with a Career Services Coordinator who will help you explore job opportunities that fit your interest. I also think you'll appreciate our campus facilities, which include Veterans' resources, a Student Lounge, an innovative Learning Resource Center, a hands-on aircraft hangar that simulate the working environment, a variety of technological resources, and several other features that are designed for your success.

I'm glad you have chosen to join our academic community, and I look forward to watching you develop your career within our institution.

Welcome to Aviation Institute of Maintenance.

I hereby certify that the contents of this catalog are true and correct to the best of my knowledge.

Sincerely,
Gerald W. Yagen, President

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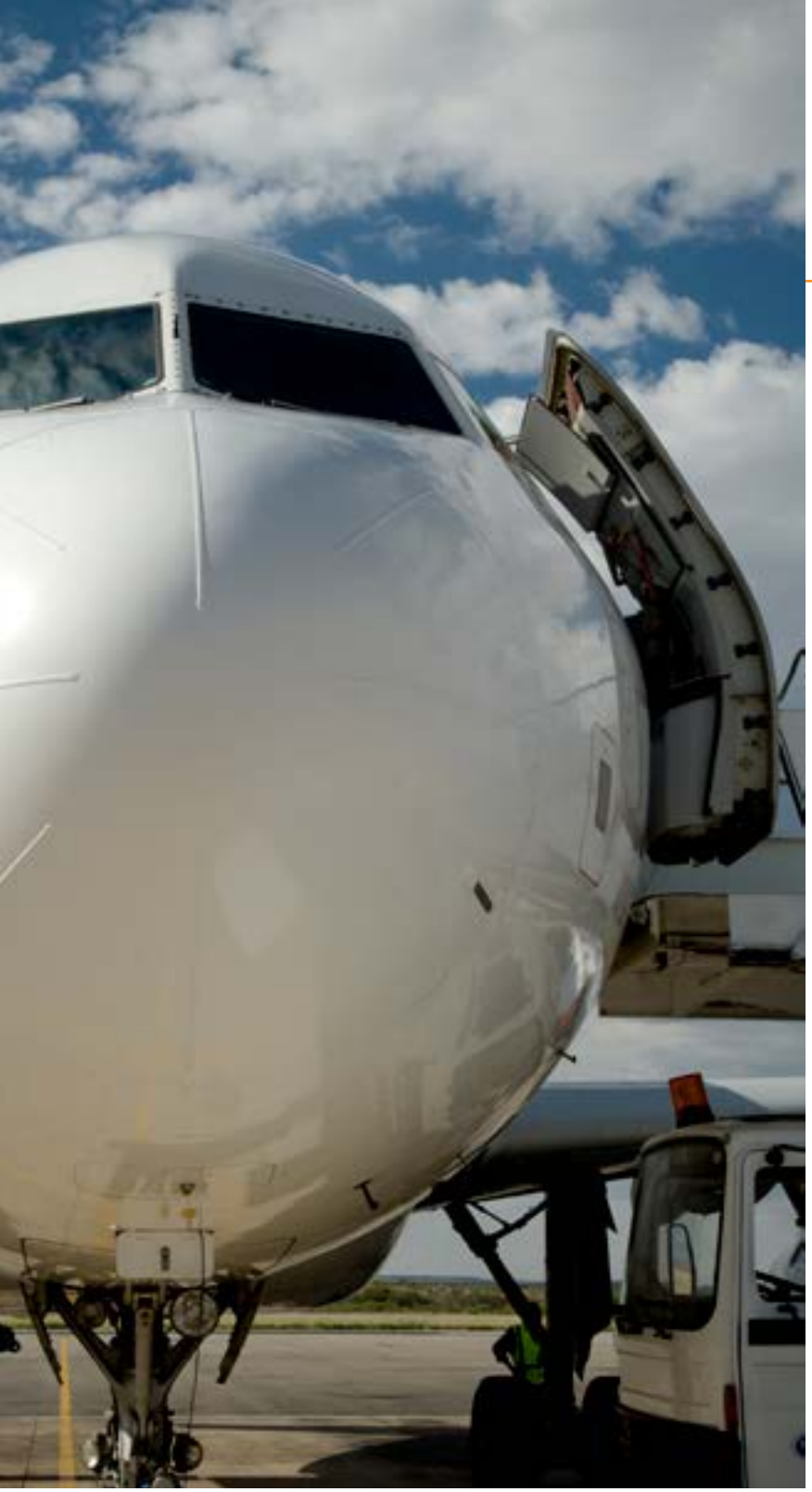
Training Tomorrow's Technicians

Mission Statement

Aviation Institute of Maintenance helps adult students gain the skills and attitudes necessary for a meaningful entry-level career position. We strive to be responsive to the needs of our students, as well as businesses, industries, and government. We are committed to high academic standards in all curricular offerings, and we are dedicated to providing the services that support our students' efforts to succeed.



Introduction

Core Educational Objectives

Aviation Institute of Maintenance is dedicated to the success of our students from the moment they enroll, through the academic process, and into their professional lives after graduation. Our core educational objectives guide our support of student success throughout the process.

1. **We provide quality academic programs and student support services through innovative delivery methods, in order to support students' successful educational achievement, graduation, professional certification where applicable, and employment within today's marketplace.**

2. **We support graduates' transition into entry-level professional positions within their fields of study, encouraging them to positively influence their employers, their professional industry, and their local communities.**

3. **We rely upon experienced and engaging faculty to provide an excellent educational experience to a wide array of students, benefitting from the faculty's direct experience within the professional workplace.**

4. **We teach students to develop sound financial literacy and strong fiscal decision-making as they complete their academic programs, enter the workforce, and take control of their financial futures.**

5. **We encourage personal development, interpersonal skills, commitment to community, and personal ethics, so students grow to become not only more skilled professionals but also better human beings.**

Introduction

Institutional History

Our organization was founded in 1969 as an agency dedicated to workforce development and career training. Founding President Gerald Yagen formed Employment Services, Inc. in Norfolk, Virginia to provide contemporary employment services to those in need of careers throughout Southeastern Virginia. His employment agency thrived through the 1970s, and in 1982, he founded The Electronics Institute of Technology, a post-secondary institution that provided electronics, computer, and office administration training to those seeking to enhance their career potential. In the mid-1980s, Inc. Magazine selected the organization as one of the 500 fastest growing privately held companies in America.

Though The Electronics Institute of Technology originally offered technological training for the contemporary office setting, the main campus moved to a larger facility in Virginia Beach in 1986 and began expanding its program offerings. The institution developed additional academic programs for educating students in health care, legal, business, computer networking, and other technical areas, and expanded to additional branch campuses in Norfolk and Newport News in 1987, as well as building a new Home Office location in Virginia Beach in 1988. Due to this expansion of technical program areas and locations throughout Southeastern Virginia, the school changed its name to Tidewater Tech in 1989, and added an additional branch location in Chesapeake in 1995.

1994 Aviation Institute of Maintenance acquired its first campus, currently in **Chesapeake, VA.**

1997 AIM acquired Quaker City Institute of Aviation near **Philadelphia, PA.** Originally established in 1946, the school was relocated to its current location at the Northeast Philadelphia Airport.

1998 AIM acquired a campus at Briscoe Field in Lawrenceville, GA, which was relocated to **Duluth, GA** in 2010 to serve the Atlanta metropolitan area.

2000 AIM acquired Trans World Technical Academy in **Kansas City, MO** and relocated it to an expanded location in 2007.

2001 AIM founded a campus at the Manassas Regional Airport and relocated it to expanded facilities in **Manassas, VA** in 2010.

2004 AIM acquired ATA Training Academy, originally founded in 1992, in **Indianapolis, IN.**

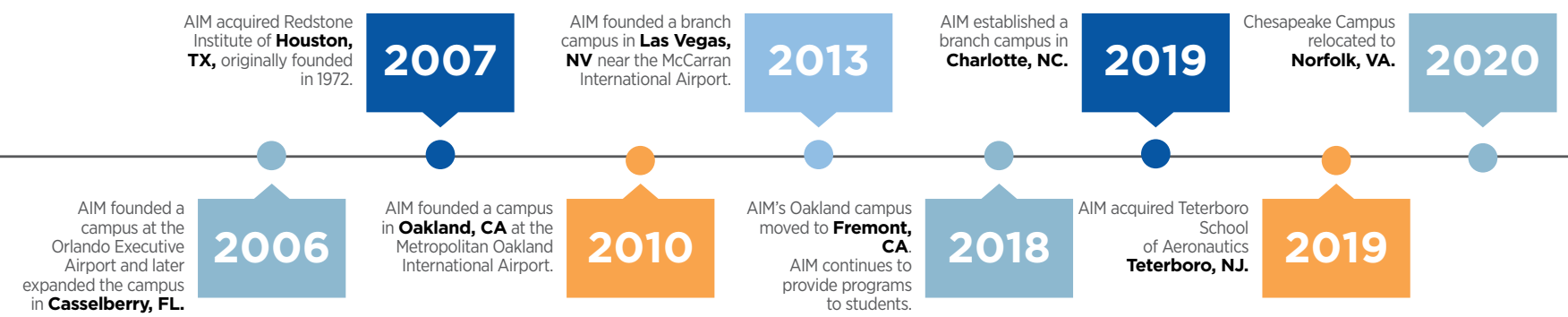
2005 AIM acquired Aeronautical Institute of Technologies in the Dallas-Ft. Worth metropolitan area and relocated the school to **Irving, TX.**

Where It All Started

Institutional History Continued

Mr. Yagen, the President of Aviation Institute of Maintenance, has a considerable history in the maintenance, repair, and operations of sophisticated aircraft, and in 1994, he acquired a school that prepared students for a career in aviation maintenance. Under the new corporate entity Technical Education Services, Inc., Tidewater Tech Aviation was first located near Norfolk International Airport. In January 2003, the school was renamed Aviation Institute of Maintenance, and the school relocated to Chesapeake in 2007. In 2019, AIM established a new branch campus in Charlotte, North Carolina and acquired Teterboro School of Aeronautics in Teterboro, New Jersey.

All campuses are certified by the Federal Aviation Administration (FAA) and accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The schools graduates hundreds of aviation maintenance technicians yearly. The President and Owner of Technical Education Services, Inc. is responsible for the school governance and designates this responsibility to the Campus Executive Directors of each of the local campuses.



Facilities

Campus Facilities & Locations

Each campus is custom-designed to serve the needs of students within the individual training programs offered at the campus. Each year, our Program Advisory Committees from all of the disciplines we serve survey our campus space, equipment, training aids, learning resource center, and all other aspects of the campus to provide input and guidance on the ways in which we can improve our learning space for students. Furthermore, our campuses are visited on an ongoing basis by the Federal Aviation Administration to assure that we are serving our students by maintaining high standards for space, equipment, technology, and campus life.

Office Hours

Office hours are typically 8:00 a.m. to 5:00 p.m. Monday through Friday, except on company observed holidays. Hours may vary at each location.

Learning Spaces

Each campus features authentic laboratory space to support our hands-on educational process, as well as contemporary classroom space to optimize the learning experience. Our campuses are Wi-Fi enabled, so students can learn with a variety of academic technologies (including the eBook technology by which students learn), and the technical laboratories are equipped with technical training aids similar to those used within the working environment.

Laboratory spaces are designed to accommodate student to faculty ratios of no more than 25:1. Computer laboratories provide internet access for students and all required learning materials. All buildings are air conditioned where appropriate, carpeted where appropriate, and lighted by modular fluorescent lighting systems. Buildings are accessible to those with physical limitations, including parking spaces designated as disability parking. Campuses are conveniently located by shopping centers, nearby restaurants, and public amenities.

Beyond The Books

Learning Resource Center (LRC)

The institution subscribes to the Library Information Resources Network (LIRN) for Internet library services. These services provide expansive online resources from the InfoTrac Search Bank, including:

1. **Custom Newspapers including Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference, Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and Student Resource Center-Gold**

2. **The Electronic Library (Selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast)**

Learning Resource Center (LRC) Continued

Additionally, the campus' Learning Resource Center offers educational resources for research through computers with internet access and other media. Each campus also provides a variety of print publications as recommended by faculty and Program Advisory Committee members, based on the academic programs offered at the location.

Veterans' Center and Student Lounge

Each campus offers a variety of spaces for students to use for recreation, relaxation, studying, and enjoying student life. Many campuses provide a Veterans' Center designed to promote a healthy learning experience for military veterans from all branches, offering comfortable furniture and veteran services to those who served our country. A student lounge is open to all students for relaxation between and after classes. Vending machines are available for student use. Smoking is not permitted in these areas or elsewhere in the school buildings, but smoking is permitted in designated areas outside the school building.

Locations


New York Metro
Philadelphia
Indianapolis
Washington, DC Metro
Fremont
Kansas City
Norfolk
Las Vegas
Charlotte
Atlanta Metro
Dallas Metro
Houston
Orlando Metro

Opportunities Nationwide

Atlanta, GA Metro Area

2025 Satellite Pointe, Duluth, GA 30096
(678) 377-5600

The Duluth, GA campus is housed in a facility of approximately 100,000 square feet on 16 acres. The facility boasts 30 large classrooms, a large LRC to support students' needs, and three student break areas (inside and outside the building). There are also dedicated labs for avionics, advanced structures, welding and nondestructive testing courses. The aircraft hangar is approximately 61,000 square feet. Aircraft taxi space is available on site, as well as an indoor engine test cell for the testing of aircraft engines. There are 600 parking spaces for students, and the county bus system has a stop on the school property.

Campus Locations

Charlotte, NC

7421 E. Independence Blvd., Charlotte, NC 28227
(980) 785-0700

The Charlotte, NC campus spans 51,000 square feet and includes 17 classrooms and a 20,000 square feet hangar facility. All classrooms are equipped with audio visual equipment. The hangar facility houses training aides, equipment, and aircraft to support training within the curriculum. A fully equipped computer lab and Learning Resource Center are available to provide the resources necessary for training. WiFi is provided throughout the school.

Our Charlotte Campus is a branch campus of Aviation Institute of Maintenance Indianapolis.
7251 W. McCarty Street, Indianapolis, IN 46241

Opportunities Nationwide

Dallas, TX Metro Area

400 E. Airport Freeway, Irving, TX 75062
(214) 333-9711

The Irving, Texas campus is housed in two buildings covering 55,000 square feet. Throughout the campus, a total of eighteen classrooms are available, a campus event center, a veterans center, avionics lab, and aircraft hangar workspace which also includes a tool room equipped with all the necessary tools for students learning while on campus. In the main building, the campus learning resource system is located, which encompasses the colleges' computer lab. The computer lab allows students to access FAA type databases and aircraft reference materials along with electronic digital library resources. The campus has a large student break area that is outfitted with vending machine services and microwave ovens for student usage. The college also has an on-site certified testing center where students can take their Federal Aviation Agency (FAA) written examinations.

Campus Locations

Fremont, CA

420 Whitney Place, Fremont, CA 94539
(510) 553-9600

The Fremont campus is housed in a facility of approximately 65,000 square feet. The school boasts 48,000 square feet of hangar space and 17,000 square feet of office and classrooms. The school's equipment includes multi-engine and single engine aircraft, airframes, turbine and piston engines and specially designed training aids. There are 21 classrooms, multiple indoor and outdoor student break areas including private study rooms, PSI FAA testing center, a Learning Resource System and 3 computer labs. It is conveniently located 1.2 miles from BART, 2 miles from the ACE train, and is easily accessible to both I-880 and I-680.

Opportunities Nationwide

Houston, TX

7651 Airport Boulevard, Houston, TX 77061
(713) 644-7777

The Houston, TX campus includes 40,500 square feet of space and consists of large classrooms, student break area, and an FAA testing center. The primary hangar is approximately 18,000 square feet and contains classrooms, an electrical lab, and a tool room with specialty aviation equipment. A secondary lab area is approximately 3,400 square feet and is primarily dedicated to the powerplant segment of our curriculum. Over 21,000 square feet of laboratory space allows our students to hone their general, airframe, and powerplant skills.

Campus Locations

Indianapolis, IN

7251 W. McCarty Street, Indianapolis, IN 46241
(317) 243-4519

The Indianapolis, IN campus is housed within a 32,000 square foot facility near the Indianapolis International Airport. The school's facilities include a shop with sample landing gear, brakes, struts, and tires; complimented by custom design aircraft mock-ups and training aids. The shop houses single engine, twin engine, high wing, low wing, fabric covered, rotary wing, and tri-gear configured aircraft. The campus includes 10 classrooms, paint booth, composite lab, and welding room. A tool room equipped with all needed tools for students to borrow during their time on campus and a dedicated computer lab. An on-site computerized FAA testing is offered for the convenience of our students.

Opportunities Nationwide

Kansas City, MO

4100 Raytown Road, Kansas City, MO 64129
(816) 753-9920

The Kansas City campus is adjacent to the Truman Sports Complex and is housed in a 30,500 square foot campus on a 3.7-acre site. The campus includes six classrooms with separate computer and electronics laboratories, as well as an FAA testing center. The aircraft hangar is over 13,000 square feet of work area and includes all normal aviation shop utilities and equipment. Additionally, the site includes a large paved aircraft operating area where engines can be safely operated and ramp service performed.

Campus Locations

Las Vegas, NV

5870 S. Eastern Avenue, Las Vegas, NV 89119
(702) 798-5511

The Las Vegas campus occupies 40,379 square feet, situated on nearly four acres of land with ample parking, located just off McCarran International Airport. The campus includes nine lecture classrooms and an expansive hangar area as required by the FAA's Part 147 curriculum. The campus boasts the only helicopter maintenance program in the Las Vegas metro area and includes two rotary aircraft for this training.

Our Las Vegas Campus is a branch campus of Aviation Institute of Maintenance Atlanta.
2025 Satellite Pointe, Duluth, GA 30096

Opportunities Nationwide

Norfolk, VA

2329 E. Little Creek Road, Norfolk, VA 23518
(757) 363-2121

The Norfolk, VA Campus is housed in an 11-acre, 109,000 sq. ft. facility. Among its many amenities, the building boasts 2 separate hangars; one for airplanes and the other for powerplants. It also includes a separate engine room along with specific areas for welding, soldering and composites. The school's equipment includes multi-engine and single-engine aircraft, airframes, turbine and piston engines, a helicopter and specially designed training aids. Additionally, the facility offers the convenience of an on-site certified testing center where students can take their Federal Aviation Agency (FAA) written examinations.

All classrooms are equipped with Smart TV technology and WIFI is available for all students throughout the campus. There is a fully equipped computer lab and Learning Resource Center along with separate student lounge areas including a special area for our veteran population. The school also has a 13,000 sq. ft. gymnasium for student activities and community events. Along with the convenience of being less than 2 miles from Norfolk International Airport, there are also ample stores, restaurants and housing complexes available with easy access to public transportation.

Campus Locations

Orlando, FL Metro Area

2725 S. U.S. Highway 17 92, Casselberry, FL 32707
(407) 896-2800

The Casselberry, FL campus offers over 42,000 square feet of space. The 18,000 square foot hangar is designated for multiple uses including teaching of lab skills to the students. The designated space used for the HVAC program is approximately 4,500 square feet that includes three classrooms that serve as labs for small projects and one large stand-alone lab approximately 14 X 20 that will allow for large projects such as of air compressors, air handlers, and running conduit for piping and electricity.

Opportunities Nationwide

Philadelphia, PA

3001 Grant Avenue, Philadelphia, PA 19114
(215) 676-7700

The Philadelphia campus is located on the Northeast Philadelphia Airport and provides over 50,000 feet of instructional space within four buildings. The main 20,000 square foot facility houses administrative offices, 15 classrooms, the LRC, and student breakrooms. Two separate hangars totaling 28,000 square feet house single- and multi-engine aircraft, turbine and reciprocating aircraft engines, training aids, and dedicated labs for welding, painting, and composites. The city mass transit system has three bus stops along the property and multiple apartment complexes are within walking distance of the campus.

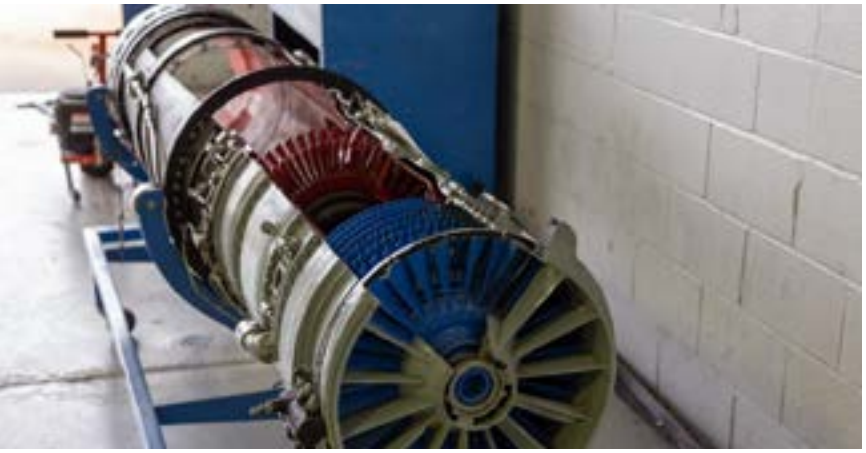
Campus Locations

Teterboro School of Aeronautics

Teterboro, NJ

80 Moonachie Avenue, Teterboro, NJ 07608
(201) 288-6300

The school is located at Teterboro Airport, which is owned and operated by the Port Authority of New York and New Jersey. The school occupies a building on the airport of approximately 23,000 square feet containing classrooms, laboratories, and shop areas which house the materials and equipment necessary to conduct the school programs. The shop areas are ventilated and well lighted, and are supported by airconditioned classrooms, laboratories, computer room, a resource rooms, and a student lounge area. The equipment used in shops/labs consists of aircraft, aircraft engines, components, tools, mockups, and training aids required to meet the FAA requirements for a school approved for the training of AMTs.



Opportunities Nationwide

Washington, DC Metro Area

10640 Davidson Place, Manassas, VA 20109
(703) 257-5515

The Manassas, VA campus spans 33,880 square feet and includes 12 classrooms and an expansive hangar facility. All classrooms are equipped with audio visual equipment to facilitate the learning environment. General, Airframe, Powerplant, and mixed use aircraft storage areas are sections that make up the hangar facilities, which are about 12,500 square feet.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Programs & Courses

Programs & Courses by Campus

Atlanta, GA Metro Area
Associate of Occupational Science Degree in Aviation Maintenance Technology
Aviation Maintenance Technician Certificate
Aviation Maintenance Technician: Avionics Certificate
Aviation Maintenance Technical Engineer Certificate
Aviation Maintenance Technician – Helicopter Certificate
Avionics Technician Certificate
Combination Welding Certificate
Maintenance Technician Certificate
Immersive English Language for Aviation Certificate
Professional Aviation Maintenance Certification*

Charlotte, NC
Aviation Maintenance Technician Certificate
Aviation Maintenance Technician - Internship Certificate
Industrial Manufacturing Technician Diploma

Dallas, TX Metro Area
Aviation Maintenance Technician Certificate **
Aviation Maintenance Technical Engineer Certificate **
Aviation Maintenance Technician - Internship Certificate
Maintenance Technician Certificate
Immersive English Language for Aviation Certificate **

Fremont, CA
Aviation Maintenance Technician Certificate
Aviation Maintenance Technician - Internship Certificate
Maintenance Technician Certificate
Immersive English Language for Aviation Certificate
Professional Aviation Maintenance Certification*

Houston, TX
Aviation Maintenance Technician Certificate **
Maintenance Technician Certificate

Indianapolis, IN
Aviation Maintenance Technician Certificate
Aviation Maintenance Technician - Internship Certificate
Maintenance Technician Certificate
Professional Aviation Maintenance Certification*

The Destination

Kansas City, MO
Aviation Maintenance Technician Certificate
Maintenance Technician Certificate
Immersive English Language for Aviation Certificate
Professional Aviation Maintenance Certification*

Las Vegas, NV
Aviation Maintenance Technician Certificate
Aviation Maintenance Technician: Avionics Certificate
Aviation Maintenance Technician – Helicopter Certificate
Aviation Maintenance Technician - Internship Certificate
Maintenance Technician Certificate
Professional Aviation Maintenance Certification*

Norfolk, VA
Aviation Maintenance Technician Certificate
Aviation Maintenance Technician: Avionics Certificate
Maintenance Technician Certificate
Immersive English Language for Aviation Certificate
Professional Aviation Maintenance Certification*

Orlando, FL Metro Area
Aviation Maintenance Technician Certificate
Aviation Maintenance Technical Engineer Certificate
Aviation Maintenance Technician - Internship Certificate
Heating, Ventilation, and Air Conditioning Certificate
Immersive English Language for Aviation Certificate
Professional Aviation Maintenance Certification*

Philadelphia, PA
Aviation Maintenance Technician Certificate
Aviation Maintenance Technician: Avionics Certificate
Maintenance Technician Certificate
Immersive English Language for Aviation Certificate
Professional Aviation Maintenance Certification*

Teterboro School of Aeronautics
Teterboro, NJ
Aviation Maintenance Technician Certificate

Washington, DC Metro Area
Aviation Maintenance Technician Certificate
Aviation Maintenance Technician: Avionics Certificate
Aviation Maintenance Technical Engineer Certificate
Maintenance Technician Certificate
Aircraft Dispatcher Certificate
Immersive English Language for Aviation Certificate
Professional Aviation Maintenance Certification*

Not all programs available at all locations.
**Course is avocational in nature and is not under the scope of ACCSC accreditation.*
***This program/course is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

Programs & Courses

Associate of Occupational Science Degree in Aviation Maintenance Technology

91 weeks/21 months

The Associate of Occupational Science Degree in Aviation Maintenance Technology program provides a graduate with the education and practical skills needed for a position in today's aviation industry. The program will provide the student a foundation of general education courses, technical skills, and aircraft systems knowledge. The degree program enhances critical thinking skills and provides the student with the opportunity to develop strong writing, mathematical, science, and communication skills, which may lead to greater opportunities for professional growth in the competitive aviation profession. Students learn the specialized skills necessary to work on structures, powerplants, aircraft systems, flight controlled systems, and engine systems, and become eligible and prepared for certification by the Federal Aviation Administration (FAA) as an Airframe and Powerplant (A&P) Mechanic.

While in school, students gain valuable hands-on experience in the hangar while studying the General, Airframe, and Powerplant subjects required by the FAA. During lab instruction, students are trained using FAA-approved equipment used throughout the aviation industry, and students learn to repair and maintain radial engines, reciprocating powerplants, modern turbo props, and jet engines. Students often work on carburetors, magnetos, turbo chargers, and other complex equipment found on aircraft.

The aviation industry, as well as other major repair and overhaul companies, desire not only the skills of our graduates, but also the professional skills, attention to detail, commitment to safety, ability to follow procedures and document processes, interpersonal soft skills, and critical thinking skills that we teach within the program. The program concludes with a Capstone course, which guides students in preparing for the FAA certification examinations.

The educational and training objectives of the program include:

- **Servicing, repairing, and modifying engines, airframes, and components**
- **Repairing wings, brakes, electrical systems, and other aircraft components**
- **Replacing defective parts using hand tools or power tools**
- **Examining replacement parts for defects**
- **Using maintenance manuals in the efforts to make repairs**
- **Employing diagnostics of equipment in efforts to troubleshoot and repair systems**
- **Keeping records of maintenance and repair work and logs of all inspections, discrepancies, and replacements**
- **Conducting specified periodic inspections of engines and airframes**
- **Troubleshooting and diagnosing mechanical or electrical problems**
- **Inspecting or assisting in the inspection of completed work to ensure it meets the required performance standards**
- **Complying with applicable safety standards and guidelines**

COURSE NAME	CREDIT HOURS
BLK 101 General Science I: Math and General Physics	5.0
BLK 102 General Science II: Tools, Surfaces, and Corrosion Control	4.5
BLK 103 General Science III: Maintenance Operations and Records	5.0
BLK 104 General Science IV: Basic Electricity	4.5
BLK 105 Metallic Structures	4.5
BLK 106 Electrical, Navigational, and Communication Systems	4.5
BLK 107 Non-Metallic Structures	4.5
BLK 108 Aircraft Systems I	4.5
BLK 109 Aircraft Systems II	5.0
BLK 110 Airframe Assembly and Inspection	4.5
BLK 111 Aircraft Systems III	5.0
BLK 112 Reciprocating Engines	4.5
BLK 113 Turbine Engines	4.5
BLK 114 Powerplant Systems I	4.5
BLK 115 Powerplant Systems II	4.5
BLK 116 Aircraft Propellers and Inspections	4.5
BLK 117 AMT Capstone	4.0
GE 1312 Communications	3.0
GE 2302 Human Factors in Behavior and Performance	3.0
GE 2325 College Algebra	3.0
GE 2330 Physical Science	3.0
GE 2340 Logic and Ethics	3.0
	93 TOTAL

Programs & Courses

Aviation Maintenance Technician

91 weeks/21 months

The Aviation Maintenance Technician (AMT) program prepares students for entry-level employment within the aviation maintenance industry. Students learn the specialized skills necessary to work on structures, powerplants, aircraft systems, flight controlled systems, and engine systems, and become eligible and prepared for certification by the Federal Aviation Administration (FAA) as an Airframe and Powerplant (A&P) Mechanic. The AMT program provides students with the proper knowledge and skill levels to earn employment as an aircraft mechanic, avionics technician, aircraft inspector, or other entry-level role related to the aviation maintenance field.

While in school, students gain valuable hands-on experience in the hangar while studying the General, Airframe, and Powerplant subjects required by the FAA. Instructors guide students through hours of hands-on training within our hangar and classrooms. During lab instruction, students are trained using FAA-approved equipment used throughout the aviation industry, and students learn to repair and maintain a variety of powerplants, including jet engines, turbo props, and reciprocating engines. Students often work on carburetors, magnetos, turbo chargers, and other complex equipment found on aircraft. Students are also trained to service, repair and overhaul aircraft components and systems, including the airframe, electrical systems, hydraulic systems, propellers, instrumentation, warning systems, and environmental systems.

The aviation industry, as well as other repair and overhaul companies, desire not only the technical skills of our graduates, but also the professional skills, attention to detail, commitment to safety, ability to follow procedures and document processes, and interpersonal soft skills that we teach within the program. The program concludes with a Capstone course, which guides students in preparing for the FAA certification examinations.

(This program is not under the purview of the Florida Commission for Independent Education, as it is regulated by the FAA.)

The educational and training objectives of the program include:

- **Servicing, repairing, and modifying engines, airframes, and components**
- **Repairing wings, brakes, electrical systems, and other aircraft components**
- **Replacing defective parts using hand tools or power tools**
- **Examining replacement parts for defects**
- **Using maintenance manuals in the efforts to make repairs**
- **Employing diagnostics of equipment in efforts to troubleshoot and repair systems**
- **Keeping records of maintenance and repair work and logs of all inspections, discrepancies, and replacements**
- **Conducting specified periodic inspections of engines and airframes**
- **Troubleshooting and diagnosing mechanical or electrical problems**
- **Inspecting or assisting in the inspection of completed work to ensure it meets the required performance standards**
- **Complying with applicable safety standards and guidelines**

COURSE NAME	CREDIT HOURS
BLK 01 General Science I: Math and General Physics	5.0
BLK 02 General Science II: Tools, Surfaces, and Corrosion Control	4.5
BLK 03 General Science III: Maintenance Operations and Records	5.0
BLK 04 General Science IV: Basic Electricity	4.5
BLK 05 Metallic Structures	4.5
BLK 06 Electrical, Navigational, and Communication Systems	4.5
BLK 07 Non-Metallic Structures	4.5
BLK 08 Aircraft Systems I	4.5
BLK 09 Aircraft Systems II	5.0
BLK 10 Airframe Assembly and Inspection	4.5
BLK 11 Aircraft Systems III	5.0
BLK 12 Reciprocating Engines	4.5
BLK 13 Turbine Engines	4.5
BLK 14 Powerplant Systems I	4.5
BLK 15 Powerplant Systems II	4.5
BLK 16 Aircraft Propellers and Inspections	4.5
BLK 17 AMT Capstone	4.0
	***78 TOTAL**

*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 2,040 clock hours.

Programs & Courses

Aviation Maintenance Technician: Avionics

91 weeks/21 months

The Aviation Maintenance Technician: Avionics (AMTA) program prepares students for entry-level employment within the aircraft maintenance and avionics industry. Students learn the specialized skills necessary to work on structures, aircraft systems, flight and instrument controlled systems, electronic and digital systems, and become eligible and prepared for certification. The AMTA program provides students with the proper knowledge and skill levels to earn employment as an aircraft mechanic, avionics technician, electronics technician, aircraft inspector, or other entry-level role related to the aviation maintenance and avionics field.

While in school, students gain valuable hands-on experience in the hangar and avionics trainers while studying the general and airframe subjects required by the FAA, as well as the electronics and avionics subjects needed to test for the Aircraft Electronics Technician's certification and CertTEC exams. Instructors guide students through hours of hands-on training within our hangar and classrooms. Students are also trained to service, repair, and overhaul aircraft components and systems, including the airframe, electrical systems, hydraulic systems, integrated and logic circuits, data conversion systems, microprocessors, data buses, multiplexing, fiber optics, instrumentation, warning systems, and environmental systems.

The aviation and avionics industry, as well as other major repair and overhaul companies, desire not only the technical skills of our graduates, but also the professional skills, attention to detail, commitment to safety, ability to follow procedures and document processes, and interpersonal soft skills that we teach within the program. The program includes two Capstone courses, which guide students in preparing for and passing the General FAA written exam and the Aircraft Electronics Technician and CertTEC certification examinations.

The educational and training objectives of the program include:

- **Servicing, repairing, and modifying engines, airframes, and components**
- **Repairing wings, brakes, electrical systems, and other aircraft components**
- **Replacing defective parts using hand tools or power tools**
- **Examining replacement parts for defects**
- **Using maintenance manuals in the efforts to make repairs**
- **Employing diagnostics of equipment in efforts to troubleshoot and repair systems**
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BLK 07 Non-Metallic Structures	4.5
BLK 08 Aircraft Systems I	4.5
BLK 09 Aircraft Systems II	5.0
BLK 10 Airframe Assembly and Inspection	4.5
BLK 11 Aircraft Systems III	5.0
BLK 17 AMT Capstone	4.0
AMTA 201 Math, Physics, and Basic Electronics for Aircraft Technicians	5.0
AMTA 202 Electronic Fundamentals	4.5
AMTA 203 Digital Techniques and Electronic Instrument Systems	4.5
AMTA 204 Electronic Cables & Connectors, Communications/Navigation	4.5
AMTA 205 Aviation Maintenance Technology: Avionics Capstone	4.0
	***78 TOTAL**

*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 2,040 clock hours.

Programs & Courses

Aviation Maintenance Technical Engineer

116 weeks/27 months

The Aviation Maintenance Technical Engineer (AMTE) program trains the student on subjects ranging from the basic theories of flight to advanced electronic systems on modern aircraft. The student will receive classroom instruction and hands-on experience in a wide range of subjects such as sheet metal and composite fabrication and repair, hydraulics, avionics and communications, piston and turbine engines, and other systems.

AMTE graduates receive the entry-level skills to maintain and repair aircraft airframe, powerplant, and avionics systems. The program prepares the graduate with the knowledge and skills required to pass the FAA tests and obtain a mechanic certificate with Airframe and Powerplant ratings. Graduates will also have prepared to take the Aircraft Electronics Technician's certification and CertTEC exams. The AMTE graduate will then be prepared for a number of careers in the field of aviation, such as Aircraft Mechanic, Avionics Technician, Inspector, Installer, Parts Manager, and Service Technician. These career opportunities may be found throughout the U.S. and around the world.

(This program is not under the purview of the Florida Commission for Independent Education, as it is regulated by the FAA.)

The educational and training objectives of the program include:

- **Servicing, repairing, and modifying engines, airframes, and components**
- **Repairing wings, brakes, electrical systems, and other aircraft components**
- **Replacing defective parts using hand tools or power tools**
- **Examining replacement parts for defects**
- **Using maintenance manuals in the efforts to make repairs**
- **Employing diagnostics of equipment in efforts to troubleshoot and repair systems**
- **Keeping records of maintenance and repair work and logs of all inspections, discrepancies, and replacements**
- **Conducting specified periodic inspections of engines and airframes**
- **Troubleshooting and diagnosing mechanical or electrical problems**
- **Inspecting or assisting in the inspection of completed work to ensure it meets the required performance standards**
- **Complying with applicable safety standards and guidelines**

COURSE NAME	CREDIT HOURS
BLK 01 General Science I: Math and General Physics	5.0
BLK 02 General Science II: Tools, Surfaces, and Corrosion Control	4.5
BLK 03 General Science III: Maintenance Operations and Records	5.0
BLK 04 General Science IV: Basic Electricity	4.5
BLK 05 Metallic Structures	4.5
BLK 06 Electrical, Navigational, and Communication Systems	4.5
BLK 07 Non-Metallic Structures	4.5
BLK 08 Aircraft Systems I	4.5
BLK 09 Aircraft Systems II	5.0
BLK 10 Airframe Assembly and Inspection	4.5
BLK 11 Aircraft Systems III	5.0
BLK 12 Reciprocating Engines	4.5
BLK 13 Turbine Engines	4.5
BLK 14 Powerplant Systems I	4.5
BLK 15 Powerplant Systems II	4.5
BLK 16 Aircraft Propellers and Inspections	4.5
BLK 17 AMT Capstone	4.0
AMTA 201 Math, Physics, and Basic Electronics for Aircraft Technicians	5.0
AMTA 202 Electronic Fundamentals	4.5
AMTA 203 Digital Techniques and Electronic Instrument System	4.5
AMTA 204 Electronic Cables & Connectors, Communications/Navigation	4.5
AMTA 205 Aviation Maintenance Technology: Avionics Capstone	4.0
	***100.5 TOTAL**

*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 2,640 clock hours.

Programs & Courses

Aviation Maintenance Technical Engineer (Texas Only)

111 weeks/26 months

The Aviation Maintenance Technical Engineer (AMTE) program takes the student through the basics of flight and into the technological advances for the world of aviation. The course of study takes the student through the hands on techniques and knowledge in such areas as composite fabrication and repair, sheet metal, hydraulics, pneumatics, instrumentation, landing gear, piston and turbine engines, to include the various aircraft systems. The student learns the intricacies of the entire aircraft as each system is dissected for deeper understanding. Students will gain the skills to properly and efficiently troubleshoot and repair aircraft systems as they relate to fixed wing aircraft and rotary aircraft.

The program blends aircraft electrical systems into more advanced aircraft electronics (avionics) and troubleshooting. Students prepare to take the Federal Communications Commission (FCC) test for their Element One and Element Three License or the GROL (The General Radiotelephone Operators License), as well as the FAA Airframe and Powerplant Certification.

Aviation Maintenance Technical Engineer graduates receive the entry-level skills to maintain and repair aircraft engine systems, airframes, and avionics systems enabling the graduate to be a success in the expanding field of aviation. This training prepares the student with the proper knowledge and skill levels required to pass the tests administered by the Federal Aviation Administration (FAA) and the Federal Communications Commission (FCC) to gain entry-level employment in careers as an Airframe and Powerplant (A&P) Mechanic, Aviation Maintenance Technician, Avionics Technician, Inspector, Installer, Parts Manager, or Service Technician. The graduate will find these career opportunities throughout the U.S. and the world in the areas of aircraft manufacturing; charter, corporate, or commercial airlines; the U.S. Government; or in the general aviation sector. The more recognizable career opportunities are in regional air carriers, general aviation, manufacturers, industrial trades, and the U.S. government. The student will be able to service, repair, and overhaul aircraft components and systems, including the airframe, piston engines, turbine engines, electrical systems, avionics systems, hydraulic systems, propellers, instrumentation, warning, and environmental systems.

The educational and training objectives of the program include:

- **Servicing, repairing, and modifying engines, airframes, and components**
- **Repairing wings, brakes, electrical systems, and other aircraft components**
- **Replacing defective parts using hand tools or power tools**
- **Examining replacement parts for defects**
- **Using maintenance manuals in the efforts to make repairs**
- **Employing diagnostics of equipment in efforts to troubleshoot and repair systems**
- **Keeping records of maintenance and repair work and logs of all inspections, discrepancies, and replacements**
- **Conducting specified periodic inspections of engines and airframes**
- **Troubleshooting and diagnosing mechanical or electrical problems**
- **Inspecting or assisting in the inspection of completed work to ensure it meets the required performance standards**
- **Complying with applicable safety standards and guidelines**

COURSE NAME	CREDIT HOURS
BLK 01 General Science I: Math and General Physics	5.0
BLK 02 General Science II: Tools, Surfaces, and Corrosion Control	4.5
BLK 03 General Science III: Maintenance Operations and Records	5.0
BLK 04 General Science IV: Basic Electricity	4.5
BLK 05 Metallic Structures	4.5
BLK 06 Electrical, Navigational, and Communication Systems	4.5
BLK 07 Non-Metallic Structures	4.5
BLK 08 Aircraft Systems I	4.5
BLK 09 Aircraft Systems II	5.0
BLK 10 Airframe Assembly and Inspection	4.5
BLK 11 Aircraft Systems III	5.0
BLK 12 Reciprocating Engines	4.5
BLK 13 Turbine Engines	4.5
BLK 14 Powerplant Systems I	4.5
BLK 15 Powerplant Systems II	4.5
BLK 16 Aircraft Propellers and Inspections	4.5
BLK 17 AMT Capstone	4.0
AVTBLK 01 Direct Current and Circuits	5.0
AVTBLK 02 Alternating Current and Electronic Control Devices	5.0
AVTBLK 03 Aircraft Communications and Navigation	5.0
AVTBLK 04 Autopilot and Flight Director Systems	5.0
	***98 TOTAL**

*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 2,520 clock hours.

Programs & Courses

Aviation Maintenance Technician - Helicopter

111 weeks/26 months

The Aviation Maintenance Technician - Helicopter (AMTH) program prepares students for entry-level employment within the aviation maintenance industry. Students learn the specialized skills necessary to work on structures, powerplants, aircraft systems, rotorcraft, flight controlled systems, and engine systems, and specific aspects of helicopter maintenance. Graduates are eligible and prepared for certification by the Federal Aviation Administration (FAA) as an Airframe and Powerplant (A&P) Mechanic. The program provides students with the proper knowledge and skill levels to earn employment as an aircraft mechanic, helicopter mechanic, avionics technician, aircraft inspector, or other entry-level role related to the aviation maintenance field.

While in school, students gain hands-on experience in the hangar while studying the General, Airframe, and Powerplant subjects required by the FAA. During lab instruction, students are trained using FAA-approved equipment used throughout the aviation industry, and students learn to repair and maintain a variety of powerplants, including jet engines, turbo props, and reciprocating engines, and the upper-level courses focus on rotary aircraft and helicopter maintenance. Students often work on carburetors, magnetos, turbo chargers, and other complex equipment found on aircraft. Students are also trained to service, repair and overhaul aircraft components and systems, including the airframe, electrical systems, hydraulic systems, propellers, instrumentation, warning systems, and environmental systems.

The educational and training objectives of the program include:

- **Servicing, repairing, and modifying engines, airframes, and components**
- **Repairing wings, brakes, electrical systems, and other aircraft components**
- **Replacing defective parts using hand tools or power tools**
- **Examining replacement parts for defects**
- **Using maintenance manuals in the efforts to make repairs**
- **Employing diagnostics of equipment in efforts to troubleshoot and repair systems**
- **Keeping records of maintenance and repair work and logs of all inspections, discrepancies, and replacements**
- **Conducting specified periodic inspections of engines and airframes**
- **Troubleshooting and diagnosing mechanical or electrical problems**
- **Inspecting or assisting in the inspection of completed work to ensure it meets the required performance standards**
- **Complying with applicable safety standards and guidelines**

COURSE NAME	CREDIT HOURS
BLK 01 General Science I: Math and General Physics	5.0
BLK 02 General Science II: Tools, Surfaces, and Corrosion Control	4.5
BLK 03 General Science III: Maintenance Operations and Records	5.0
BLK 04 General Science IV: Basic Electricity	4.5
BLK 05 Metallic Structures	4.5
BLK 06 Electrical, Navigational, and Communication Systems	4.5
BLK 07 Non-Metallic Structures	4.5
BLK 08 Aircraft Systems I	4.5
BLK 09 Aircraft Systems II	5.0
BLK 10 Airframe Assembly and Inspection	4.5
BLK 11 Aircraft Systems III	5.0
BLK 12 Reciprocating Engines	4.5
BLK 13 Turbine Engines	4.5
BLK 14 Powerplant Systems I	4.5
BLK 15 Powerplant Systems II	4.5
BLK 16 Aircraft Propellers and Inspections	4.5
BLK 17 AMT Capstone	4.0
AMHBLK 01 Rotary Wing Familiarization	5.0
AMHBLK 02 Preventative Maintenance	5.0
AMHBLK 03 Helicopter Propulsion Systems	5.0
AMHBLK 04 Helicopter Main Rotor Systems	5.0
	***98 TOTAL**

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Programs & Courses

Aviation Maintenance Technician - Internship

96 weeks/23 months

The Aviation Maintenance Technician - Internship (AMTI) program is designed to provide our students not only with the knowledge and skills needed to excel in their chosen career field as an AMT or Service Technician, but also an authentic extended training experience within a working maintenance environment. This training prepares our students with the proper knowledge and skill sets required to pass the Federal Aviation Administration (FAA) written, oral, and practical exams required of mechanic certification with airframe and powerplant ratings and prepares them for an exciting career as an A&P Mechanic, AMT, or a variety of aviation positions. The training can qualify the graduate for several related opportunities such as Avionics Technician, Inspector, Installer, Parts Manager, or Service Technician and it provides real world working experience with its internship offering.

All instructors teaching A&P courses are fully FAA Certificated Airframe and/or Powerplant Mechanics that have years of practical experience maintaining a long list of highly complex aircraft. The curriculum taught by the school relies greatly on many hours of actual hands on training in the shop areas. During this lab instruction, students are trained using much of the equipment utilized throughout the aircraft industry. They are taught on aircraft engines ranging from the earlier used radials, to opposed reciprocating powerplants, modern turbo props, and turbofan/turbojet engines. Students work on carburetors, magnetos, turbo chargers, and other complex equipment commonly found on aircraft.

The Aviation Maintenance Technician – Internship program requires 150 hours of both classroom and hands-on practical training allowing students the ability to apply the skills and competencies learned in the classroom and laboratory to an authentic maintenance environment. Under the supervision of a site supervisor and/or campus coordinator, students will practice and sharpen the maintenance techniques they have studied throughout their chose course of study on-site at an occupational location. The externship coordinator meets with the site supervisor and reviews the syllabus, the externship agreement and also the skills check off list. Mastery of skills are assessed throughout the course and include project completion with the skill set checklist and on-site evaluations/observation reflecting successful completion of the externship objectives. The Externship Coordinator has extensive practical work experience as well as instructional classroom experience. The Externship Coordinator oversees all aspects of the student externship to include the selection of the site, random weekly on-site visits and on-going communication with the site supervisor. At the completion of the externship, the Externship Coordinator has a debriefing session. This includes reviewing student evaluations, comments from the site supervisor and any input the student may have.

AMTs are certificated by the FAA and work for a variety of industries that require highly skilled technicians. The most recognized among these are major and regional air carriers, general aviation maintainers, manufacturers, industrial trades, and the U.S. government. They are trained to service, repair and overhaul aircraft components and systems, including the airframe, piston engines, turbine engines, electrical systems, hydraulic systems, propellers, instrumentation, warning and environmental systems. This career requires someone who has a desire to work with tools, an appreciation of craftsmanship, and a desire to continually learn while excepting new challenges.

The educational and training objectives of the program include:

- **Servicing, repairing, and modifying engines, airframes, and components**
- **Repairing wings, brakes, electrical systems, and other aircraft components**
- **Replacing defective parts using hand tools or power tools**
- **Examining replacement parts for defects**
- **Using maintenance manuals in the efforts to make repairs**
- **Employing diagnostics of equipment in efforts to troubleshoot and repair systems**
- **Keeping records of maintenance and repair work and logs of all inspections, discrepancies, and replacements**
- **Conducting specified periodic inspections of engines and airframes**
- **Troubleshooting and diagnosing mechanical or electrical problems**
- **Inspecting or assisting in the inspection of completed work to ensure it meets the required performance standards**
- **Complying with applicable safety standards and guidelines**

COURSE NAME	CREDIT HOURS
BLK 01 General Science I: Math and General Physics	5.0
BLK 02 General Science II: Tools, Surfaces, and Corrosion Control	4.5
BLK 03 General Science III: Maintenance Operations and Records	5.0
BLK 04 General Science IV: Basic Electricity	4.5
BLK 05 Metallic Structures	4.5
BLK 06 Electrical, Navigational, and Communication Systems	4.5
BLK 07 Non-Metallic Structures	4.5
BLK 08 Aircraft Systems I	4.5
BLK 09 Aircraft Systems II	5.0
BLK 10 Airframe Assembly and Inspection	4.5
BLK 11 Aircraft Systems III	5.0
BLK 12 Reciprocating Engines	4.5
BLK 13 Turbine Engines	4.5
BLK 14 Powerplant Systems I	4.5
BLK 15 Powerplant Systems II	4.5
BLK 16 Aircraft Propellers and Inspections	4.5
BLK 17 AMT Capstone	4.0
AMTI 201 Advanced Occupational Theory	3.5
AMTI 202 Occupational Externship	1.5
	***83 TOTAL**

*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 2,187 clock hours.

Programs & Courses

Avionics Technician

27 weeks/7 months

Upon graduation, the student will be qualified for an entry-level position in the field of avionics and electronics. This career offers opportunities in the United States or overseas working for the aircraft manufacturers, charter or corporate aircraft fleet, airlines, general aviation, or the U.S. Government. Other areas utilizing avionics, electrical and electronics technicians include the automotive, elevator, railroad, and manufacturing industries.

The Avionics Technician (AVT) program is designed to prepare the student who has had some training or experience in aircraft maintenance and/or electronics repair for career opportunities ranging from aircraft electricity to aviation electronics systems troubleshooting and repair. After learning the basics of analog and digital electronics, the student is taught more advanced aspects of the aviation electronics field and how they relate to a position in this technical industry. The student learns to perform duties utilizing standard test equipment such as the oscilloscope, voltmeter, function generators, avionics flight line diagnostics equipment, and similar electronics test equipment essential for troubleshooting aircraft systems. Students are instructed how to read schematic drawings and logic diagrams in order to diagnose, repair, and replace a range of electronic devices.

Throughout the program, emphasis is placed on job-related skills in avionics maintenance and troubleshooting. This includes the installation, operation, troubleshooting, and replacement of avionics equipment such as fuel quantity systems, transponders, communication receivers, distance measuring equipment, transceivers, satellite navigation systems, automatic direction finders, autopilot and flight directors. Students prepare for the electronics and avionics subjects needed to test for the Aircraft Electronics Technician's certification and CertTEC exams.

COURSE NAME	CREDIT HOURS
AMTA 201 Math, Physics, and Basic Electronics for Aircraft Technicians	5.0
AMTA 202 Electronic Fundamentals	4.5
AMTA 203 Digital Techniques and Electronic Instrument Systems	4.5
AMTA 204 Electronic Cables & Connectors, Communications/Navigation	4.5
AMTA 205 Aviation Maintenance Technology: Avionics Capstone	4.0
	***22.5 TOTAL**

*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 600 clock hours.

Programs & Courses

Combination Welding

48 weeks/12 months

The Combination Welding program provides the student with the knowledge and skills necessary for entry-level employment in metal fabrication and repair. Numerous industries rely upon welding in the manufacturing process.

This program incorporates shop safety throughout the program to ensure safe practices, while completing required competencies. Topics include blueprint reading, measurement, cylinder safety, and plasma and oxy-fuel cutting. Students set up amperage adjustment and voltage polarity prior to welding mild steel. Students engage in in-depth study and practice of shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux core arc welding (FCAW), and gas tungsten arc welding (GTAW).

Graduates will have the opportunity to complete the Occupational Safety and Health Administration (OSHA) 10-Hour Safety Certification. Employment opportunities include shipyard metal fabrication/repair, highway construction, and building construction using ferrous and nonferrous metals.

The educational and training objectives of the program include:

- **Recognize possible safety hazards in the welding shop or other work environments**
- **Describe the operation of each welding and cutting process**
- **List and identify the components of a shielded metal arc welding station**
- **Demonstrate ability to select the correct electrode, current, and polarity for welding with the SMAW process in each welding position**
- **Complete vertical and overhead ASW qualification**
- **Select the proper welding power source, polarity, shielding gas, flow rate, tungsten electrode type, diameter, nozzle size, and filler metal required to produce an acceptable weld using the GTAW process**
- **Setup, adjust, and operate various types of SMAW welding machines**
- **Contrast the various types of shielding gases used for GMAW and understand how they affect the shape and penetration of the completed welds**
- **Properly assemble and adjust the equipment required to produce an acceptable weld using the GMAW and FCAW processes**
- **Name the various types of shielding gases used in GTAW, describe their characteristics, and evaluate their effectiveness**
- **Identify and specify the type of electrode used for GTAW, referring to the tables provided in the book and using the AWS electrode classification system**
- **Contrast the effects of Direct Current Electrode Negative (DCEN), Direct Current Electrode Positive (DCEP), and AC on surface cleaning efficiency, electrode life, and weld characteristics**

COURSE NAME	CREDIT HOURS
WES 164 Fundamentals of Modern Welding	4.0
WES 184 Shielded Metal Arc Welding (Flat and Horizontal)	4.0
WES 204 Shielded Metal Arc Welding (Vertical)	4.0
WES 224 Shielded Metal Arc Welding (Overhead)	4.0
WES 244 Gas Metal Arc Welding and Flux Core Arc Welding	4.0
WES 264 Special Cutting and Gas Tungsten Arc Welding Processes	4.0
WES 284 Advanced Shielded Metal Arc Welding	4.0
WES 314 Advanced Structural Gas Metal Arc Welding	4.0
WES 324 Advanced Gas Tungsten Arc Welding	4.0
	***36 TOTAL**

*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 1,080 clock hours.

Programs & Courses

Heating, Ventilation, and Air Conditioning

48 weeks/12 months

The Heating, Ventilation, and Air Conditioning (HVAC) program provides students with the technical skills necessary for entry-level employment in the air-conditioning and refrigeration industry. This program explains typical HVAC systems followed by practical hands-on competencies for the three areas of HVAC: mechanical, electrical, and airflow systems, including extensive troubleshooting of each area.

Areas of study include air-conditioning fundamentals, electrical theory, refrigerants, heat pumps, heating systems, icemakers, ice cream machines, refrigeration equipment, specialty tools, commercial water-cooled air-conditioning systems, brazing and soldering techniques, and psychometrics.

Students will have the opportunity to complete HVAC certifications, including the Occupational Safety and Health Administration (OSHA) 10-Hour Safety Certification, Environmental Protection Agency (EPA) Section 608 Refrigerant Transition Certification.

The educational and training objectives of the program include:

- **Describe the basic refrigeration cycle**
- **List procedures used for bending copper tubing**
- **Discuss procedures used for soldering and brazing tubing**
- **Describe a standing pressure test**
- **Explain how magnetism is used to produce electricity**
- **State the difference between alternating current and direct current**
- **List the units of measurement for electricity**
- **Describe the various types of motor applications**
- **Describe the different types of open single-phase motors used to drive fans, compressors, and pumps**
- **Trace the circuitry in a diagram of an electric forced-air furnace**
- **Perform basic troubleshooting of electrical problems in an electric-forced air furnace**
- **Define high- and low-temperature refrigeration**
- **Describe the differences between the operating characteristics of water-cooled and air-cooled systems**
- **Identify types of duct system installations**
- **Describe the installation of metal duct**
- **List and briefly explain the five diagnostic tests of a residential energy audit**
- **Discuss health and safety issues as they relate to indoor air quality for energy audits**
- **Troubleshoot mechanical problems on an air-to-air heat pump**
- **Troubleshoot electrical problems on an air-to-air heat pump**
- **Troubleshoot Air Flow problems on an air-to-air heat pump**
- **Calculate the standard operating discharge pressures at various ambient conditions**
- **Select the correct instruments for troubleshooting electrical problems in an air-conditioning system**
- **Check the line and low-voltage power supplies**
- **Troubleshoot basic electrical problems in an air conditioning system**
- **List different types of chilled-water air-conditioning systems**
- **Describe the operation of a centrifugal compressor in a high-pressure chiller**

COURSE NAME	CREDIT HOURS
RHVS 100 Air Conditioning and Refrigeration I	4.0
RHVS 115 Air Conditioning and Refrigeration Controls I	4.0
RHVS 117 Air Conditioning and Refrigeration Controls II	4.0
RHVS 124 Heating Systems	4.0
RHVS 132 Commercial Air Conditioning and Refrigeration	4.0
RHVS 141 Comfort and Psychometrics	4.0
RHVS 156 Heat Pumps	4.0
RHVS 186 Advanced Troubleshooting and Service	4.0
RHVS 192 Air Conditioning and Refrigeration II	4.0
	***36 TOTAL**

*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 1,080 clock hours.

The course numbering system is an 8-digit system, where the first four letters are the subject code, the fifth digit is for instructional level, and the sixth and seventh digits are that of the course number (anything from 00-99)., i.e. RHVS 100 is as follow; RHVS is for the Heating, Ventilation and Air Conditioning (HVAC which is the program name), 1 is the instructional level of the non-degree program, and 00 is of the course number.

Programs & Courses

Maintenance Technician

65 weeks/15 months

The Maintenance Technician program draws from the core coursework in professional maintenance to focus on the main job-skills of troubleshooting, inspecting, checking, servicing, repairing and fabricating with a continual emphasis on professional work documentation. Students are introduced to electricity, surfaces and controls, transportation structures, power systems, hydraulics, and electrical control systems with additional focused training that will lead to entry in occupations such as welder, industrial pneumatic and hydraulic system maintainer, air conditioning system installer, electric motor and control applications designer, 3-d printer, communication systems specialist, and sustainable energy system technician. The student is additionally guided in following process procedures and ensuring a safe and compliant working environment, as they develop the skills desired of a maintenance professional.

The programs specialized instruction leads to entry in diverse work settings designated as essential within the maintenance industry local to the campus. Targeted by the campus with guidance from employers, these settings include transportation, robotics, commercial buildings, and real estate, large and small engine repair, automotive repair, and many other. All program electives include the Occupational Safety and Health Administration (OSHA) 10 hour general safety online certification.

COURSE NAME	CREDIT HOURS
BLK 01 General Science I: Math and General Physics	5.0
BLK 02 General Science II: Tools, Surfaces, and Corrosion Control	4.5
BLK 03 General Science III: Maintenance Operations and Records	5.0
BLK 04 General Science IV: Basic Electricity	4.5
BLK 05 Metallic Structures	4.5
BLK 06 Electrical, Navigational, and Communication Systems	4.5
BLK 07 Non-Metallic Structures	4.5
BLK 08 Aircraft Systems I	4.5
BLK 11 Aircraft Systems III	5.0
BLK 12 Reciprocating Engines	4.5
BLK 13 Turbine Engines	4.5

Students will take one of the following Elective Courses:

CMT 10 Industrial Pneumatic and Hydraulic Systems	4.0
CMT 12 Related Structural and Pipe Welding	4.0
CMT 13 Programmable Logic Controls	4.0
CMT 14 Air Conditioning Systems	4.0
CMT 15 Electrical Motors and Controls	4.0
CMT 16 3D Printing for Innovators	4.0
CMT 17 Communication Systems	4.0
CMT 18 Introduction to Sustainability	4.0
CMT 19 Wind Energy Fundamentals	4.0
CMT 20 Powerplant Systems II	4.0
CMT 21 Aircraft Systems II	4.0

***55 TOTAL**

*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 1,440 clock hours.

Programs & Courses

Maintenance Technician (Texas Only)

COURSE NAME	LECTURE HOURS	LAB HOURS	CLOCK HOURS	CREDIT HOURS
TMT 01 General Science I: Mathematics and General Physics	72	48	120	6.00
TMT 02 General Science II: Tools, Surfaces & Corrosion Control	54	66	120	5.50
TMT 03 General Science III: Maintenance Forms and Records	66	54	120	5.50
TMT 04 General Science IV: Basic Electricity	40	80	120	5.00
TMT 05 Metallic Structures	40	80	120	5.00
TMT 06 Electrical, Navigational, and Communication Systems	55	65	120	5.50
TMT 07 Non-Metallic Structures	50	70	120	5.00
TMT 08 Aircraft Systems I	60	60	120	6.00
TMT 11 Aircraft Systems III	50	70	120	5.00
TMT 12 Reciprocating Engines	60	60	120	6.00
TMT 13 Turbine Engines	40	80	120	5.00
MTX XX Maintenance Technician Elective Course **	40	80	120	5.00
TOTAL	**627**	**813**	**1,440**	**64.50**

**** Students will take one of the following Elective Courses:**

MTX 12 Related Structural and Pipe Welding	40	80	120	5.00
MTX 13 Programmable Logic Controllers	40	80	120	5.00
MTX 15 Electrical Motors and Controls	40	80	120	5.00
MTX 17 Communication Systems	40	80	120	5.00
MTX 20 Powerplant Systems II	40	80	120	5.00

Programs & Courses

Industrial Manufacturing Technician

65 weeks/15 months

In the Industrial Manufacturing Technician program, students will acquire the skills necessary to work in an entry level position in the manufacturing and fabrication industry. Students will become acquainted with basic welding and fabrication methods, blueprint reading, safe machining practices, lathe and milling machine operations, CNC operations and setup machinery, general machinery, and CNC machinery as well as metal and composite fabrication and repair. In addition to these the student will receive training in new emerging fields such as prototyping parts/components, and injection molding.

This program incorporates shop safety to ensure safe practices, while completing required competencies. Topics include blueprint reading, mathematics and physics, mechanical drawing, blueprint reading, precision measurement, shielded metal arc welding, flux core arc welding, sheet metal repair and fabrication, lathe and mill machining, electrical theory and applications, industrial wiring, and injection molding fundamentals. After graduation, individuals can acquire positions as Team Assemblers, Electrical and Electronic Equipment Assemblers, Packaging & Filling Machine Operators and Tenders, Machinists, and more.

Students can receive certifications in various courses of instruction including the Occupational Safety and Health Administration (OSHA) 10-hour safety certification and the National Institute for Metalworking Skills (NIMS). Students can also obtain an American Welding Society (AWS) qualification in the 3G (horizontal) and 4G (vertical) positions.

COURSE NAME	CREDIT HOURS
GE 1010 Basic Mathematics and Physics	4.0
GE 1030 Professional Communication and Career Development	4.0
IMT 1020 Introduction to Mechanical Drawing and CAD/CAM	4.0
IMT 1040 Precision Tooling and Processes	4.0
IMT 1050 Electrical Fundamentals for Manufacturing	4.0
IMT 1060 Electrical Wire and Harness Fabrication	4.0
IMT 2010 Basic Sheetmetal for Manufacturing	4.0
IMT 2020 Basic Composites Technology	4.0
IMT 2030 Introduction to Industrial Welding	4.0
IMT 2040 Basic and CNC Machining Practices	4.0
IMT 2050 Machining Operations Lab	4.0
IMT 2060 Introduction to Injection Molding	4.0
	***48 TOTAL**

*For academic purposes, our programs are measured in credit hours. However, at some campuses, our programs are measured in clock hours for Veterans Affairs (VA) certification purposes. Where required to be reported in clock hours, each block within this program is 120 clock hours in length, for a total of 1,800 clock hours.

Programs & Courses

Aircraft Dispatcher

12 weeks/3 months

The Aircraft Dispatcher program is approved by the U.S. Federal Aviation Administration (FAA), Flight Standards District Office's Certificate Management Office (CMO). The program's educational objective is to prepare students to successfully pass the FAA Aircraft Dispatcher Written, Oral and Practical Certification Exams, which are administered by FAA Designated Aircraft Dispatcher Examiners upon graduation.

Aircraft Dispatchers work in the field of Airline Operational Control in the airline's "nerve center," an environment similar to NASA's Mission Control. FAA Licensed Aircraft Dispatcher are authorized by the FAA to exercise equal authority and shared decision-making with the pilot-in-command (airline captain) of each flight under control. Aircraft Dispatchers control the airlines' flight operation (sometimes globally), typically from one centralized Operations Control Center (OCC) location. Working "behind the scenes", side by side with other airline professionals (such as dispatch managers, crew schedulers and planners), maintenance controllers and meteorologists, Aircraft Dispatchers plan, coordinate, execute, delay, cancel, and maintain "positive operational control" of the airline fleet and flight schedules. Decisions are made in the airlines' OCC by Aircraft Dispatchers and the flight operations management team on a 24/7 basis.

COURSE NAME	CREDIT HOURS
ADBLK 01 Federal Aviation Regulations	1.0
ADBLK 02 Navigation and Aircraft Navigation Systems	2.5
ADBLK 03 Airline Communications – Procedures and Requirements	0.5
ADBLK 04 Air Traffic Control Systems and Procedures; Emergency and Abnormal Procedures	1.5
ADBLK 05 Meteorology and Aviation Weather Services	2.5
ADBLK 06 B737NG Aircraft Systems, Performance, and Limitations	1.5
ADBLK 07 Practical Dispatch Applications	2.5
	12 TOTAL

Programs & Courses

Immersive English Language for Aviation

43 Weeks/10 months

The Immersive English Language for Aviation course is an English as a Second Language curriculum specifically designed to help non-native English speakers prepare for academic study within an Aviation Maintenance Technician, or other technical program, within a post-secondary institution. This course teaches basic English language skills (such as listening and speaking, grammar and punctuation in written English), vocabulary specifically applied to technical settings (such as aviation, tools, and maintenance concepts), public speaking, and American culture. Within the eight sections of the curriculum, the course builds upon the students' ability to listen, understand, and converse successfully in English, and increases the student's confidence in writing, speaking, and learning in English.

The curriculum is separated into two blocks, wherein Block A focuses on developing English listening and speaking skills, American cultural practices and social norms (such as counting money, paying bills, and other daily practices), written grammar and punctuation, and reading and vocabulary. Block B builds upon the skills from the first four sections, focusing on basic writing, technical vocabulary within the aviation maintenance environment, public speaking, and technical research and writing.

At the end of the course, students will be prepared as intermediate-level speakers, writers, and learners within the English language. They will be equipped with the language and cultural resources needed to succeed within an American post-secondary educational program, and they will have the confidence required to read, speak, learn, and succeed within technical courses taught in English.

To measure English speaking proficiency, any of the following tests may be administered at the conclusion of the Immersive English Language for Aviation course.

- **Minimum TOEFL Paper and Pencil test score of 475**
- **Minimum TOEFL iBT score of 55**
- **Minimum IELTS score of 5.5**
- **Minimum Pearson PTE score of 42**
- **Both a minimum IELTS score of 5.0 and a minimum Standard Assessment of Functional English (SAFE) Exam score of 15 out of 20**
- **Minimum Duolingo score of 80**

COURSE NAME	CREDIT HOURS
IEL 101 English Listening and Speaking	5.0
IEL 102 American Culture and Diversity	5.0
IEL 103 Grammar and Punctuation	5.0
IEL 104 Reading and Vocabulary	5.0
IEL 105 Basic Writing	5.0
IEL 106 Technical Vocabulary and Language	5.0
IEL 107 Public Speaking	5.0
IEL 108 Technical Research and Writing	5.0
	40 TOTAL

Avocational Courses

Professional Aviation Maintenance Certification - (Avocational Course)*

6 weeks/2 months

The Professional Aviation Maintenance Certification course is an advanced course for the experienced Aviation Maintenance professional. The course is designed for students who have familiarity and experience with aviation maintenance through military or civilian experience, and who seek to transition to professional civilian certification in the field. Because of the advanced content of this course and the rapid pace of coverage, enrollees must be familiar with aviation maintenance within a professional setting prior to enrollment.

The course covers aircraft and powerplant fundamentals, as well as the range of theoretical knowledge required within the professional aviation maintenance workplace. Within the institution's classroom and hangar environment, the student engages in a fast paced, hands-on instruction on FAA-specific content, including airframe types, nomenclature, aerodynamics, and the full range of airframe technology. They also learn the types of powerplants used on aircraft, nomenclature associated with these powerplants, major components, and operating cycles. Reciprocating, turbine, and unducted fan type engines are covered.

In addition to subjects taught in the lab and classroom, there is an interactive video portion to this course. This type of training experience is one of a kind that combines personalized, adaptive learning and predictive analytics to help the aviation maintenance technician prepare for the high-stakes test in the most convenient, effective and efficient way possible. This course covers everything a technician needs to know to pass the General, Airframe and Powerplant written tests. The course features 97 animated videos that explain complex theories, as well as real world test problems. Learners also have access to more than 1,000 practice activities to help them get acquainted and comfortable with the test environment.

Upon completion of this course of study, students will be prepared to become certified as an A&P mechanic by the FAA. Due to the avocational nature of this course, career services are not offered.

*This course is avocational in nature and is not included in ACCSC's scope of accreditation.

COURSE NAME	CREDIT HOURS
PAMC 1501 Professional Aviation Maintenance Certification	4.0
	4 TOTAL

Admissions

General Requirements

Applicants must submit the following to be considered for admission:

- **Application for Admission**
- **New Student Essay**
- **$25 Application Fee**

The following requirements must also be met:

- **Applicants must be beyond the age of compulsory high school attendance and have an approved cosigner if under the age of 18.**
- **Applicants must provide proof of graduation from high school, a General Education Diploma, or a state equivalent. If the applicant provides an international/foreign transcript, it must be translated into English and evaluated by a third party.**
- **Applicants must submit a government issued photo ID, such as:**
- **Copy of a valid state issued driver's license**
- **Copy of a valid state issued identification card**
- **Copy of a valid passport**

Additional Requirements by Program

In addition to the aforementioned general requirements, applicants must meet program specific requirements as outlined in the Technical Standards. Additional program specific admissions requirements are outlined below.

Avionics Technician

Applicants wishing to enroll in the Avionics Technician program must also meet the following criteria:

- **Applicants must have prior experience in aircraft maintenance and/or electronics repair, either by:**
- **At least 6 months of work experience, or**
- **An Airframe and Powerplant Mechanic Certificate, or**
- **Successful completion of the General Section of training at Certified Aircraft Maintenance Technician school**

Professional Aviation Maintenance Certification

Applicants wishing to enroll in the Professional Aviation Maintenance Certification course must meet the following criteria:

- **Application for Admission**
- **$25 Application Fee**
- **Applicants must provide an appropriate graduation certificate or certificate of completion from a Certified Aviation Maintenance Technician school, or**
- **Form 8610-2 signed by the FAA showing:**
- **At least 18 months of practical experience with the procedures, practices, inspection materials, tools, machine tools, and equipment generally used in constructing, maintaining, or altering airframes or powerplants, or**
- **At least 30 months of practical experience with both airframe and powerplant practices, materials, and equipment**

Launching Careers

International Admissions Requirements

International applicants must meet all of the general admissions requirements listed above. In addition, they must meet the following requirements:

- **Applicants whose primary language is not English must provide verification of English language proficiency by meeting one of the following requirements:**
  - **Minimum TOEFL Paper and Pencil test score of 475**
  - **Minimum TOEFL iBT score of 55**
  - **Minimum IELTS score of 5.5**
- **Applicants must demonstrate the ability to meet tuition and other financial obligations or the ability to qualify for financial aid as an eligible non-citizen.**
- **Applicants must obtain the proper visa**

The FAA requirement for successful A&P certification mandates the candidate read, write, and speak in the English language. Not all campuses are accepting international students at this time. Please see individual campus for details.

Admissions Application Process

The Admissions Department will assist with completing the application process. To apply:

- **Complete an interview with an Admissions Representative. If the applicant is under the age of 18, a parent or guardian should be present.**
- **Complete and submit a New Student Essay.**
- **Complete and submit the Application for Admission along with $25 Application Fee.**

Once the application, essay, and application fee have been submitted, the Admissions Representative will schedule a preliminary appointment with a Financial Aid Advisor. The applicant will be notified of the admission decision in writing. If the application is rejected, any fees paid will be fully refunded.

Applicants who have met all admissions criteria will be recommended for acceptance by the Director of Admissions or designee. An applicant's signed Student Enrollment Agreement does not constitute a contract until it has been approved by the Campus Executive Director.

A student can begin the enrollment process 12 months prior to the actual start date. The latest a student can enroll is two days prior to the start date.

Admissions

Student Orientation

Before each program start, a mandatory Student Orientation is held to acclimate incoming students to the campus. During this time, students are introduced to key administrative staff and faculty, informed of the school's policies and procedures, and presented with the resources available to ensure their personal, academic, and professional success.

Transfer of Credit Policy

Applicants who wish to have either prior coursework from postsecondary institutions or military experience evaluated for credit may submit an Application for Transfer Credit. Applicants planning to use VA Benefits to fund their education are required to submit an application for transfer credit. Applicants may obtain this form from their Admissions Representative and must return it to the Registrar by the end of the first week of attendance. The applicant is responsible for providing transcripts and course descriptions, which must be received by the school before the end of the second week of classes.

The school reserves the right to accept or reject credit earned at other institutions. Approval of transfer credit is only granted with successful completion of similar coursework with a grade of C or better. No more than 75% of a program can be satisfied by transfer credits from a different institution. For those campuses in Virginia, no more than 70% of a program can be satisfied by transfer credits from a different institution. Once a decision has been made regarding the transfer of credits, the applicant will receive the results of their transcript evaluation form during a mandatory academic advising session.

In some instances, the institution may accept transfer credits for courses, even if the exact amount of credit hours from the previously taken course differs in credit hours from the course being replaced. For example, if a 5-credit course was previously taken and the course being accepted for transfer is a 6-credit course, then the institution may, at its discretion, award 6 transfer credit hours for the transferred course and consider the 6-credit hour requirement to have been met. Conversely, if the student is transferring a course that originally awarded 6 credit hours in for a course that is only 5 credits in the new program, the institution reserves the right to award credit for only that 5-credit course.

Texas Students (Maintenance Technician Program Only)

An evaluation for credit of previous education and training must be completed for all students entering the program.

Aviation Programs

In order for an applicant to receive credit for a course in an FAA Part 147 approved program, the applicant must have completed similar coursework at another FAA Part 147 approved school, or have obtained the appropriate military training, and be able to pass the cumulative exam for that course.

Transferability of Credit

The school does not guarantee the transferability of credits to any other educational institutions. The Associate of Occupational Science Degree is a terminal/occupational degree, and the credits are generally not applicable to other degrees. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.

California Students

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT AVIATION INSTITUTE OF MAINTENANCE. The transferability of credits/clock hours the student earns at Aviation Institute of Maintenance is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the certificate

the student earned in the Aircraft Dispatcher, Aviation Maintenance Technician, Aviation Maintenance Technician: Avionics, or Maintenance Technician programs, or the Immersive English Language for Aviation or Professional Aviation Maintenance Certification courses, is also at the complete discretion of the institution to which the student may seek to transfer. If the credits/clock hours or certificate that the student earned at this institution are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at the institution. For this reason, the student should make certain that attendance at this institution will meet the student's educational goals. This may include contacting an institution to which the student may seek to transfer after attending Aviation Institute of Maintenance to determine if the certificate will transfer.

Articulation Agreement

The institution maintains an articulation agreement with National American University. Within the terms of this agreement, National American University will admit graduates of Aviation Institute of Maintenance's certification programs into the Bachelor of Science degree programs listed in its undergraduate catalog, subject to university policies and procedures. Credits acceptable for transfer are determined by National American University, and Aviation Institute of Maintenance neither guarantees nor infers which courses will be accepted for transfer into NAU's degree programs. For more information about this articulation agreement, the student may see the Director of Education at Aviation Institute of Maintenance or speak with the Admissions staff at National American University. There are no additional articulation agreements.

Application for Re-Enrollment

A student applying for re-enrollment will need to go through Admissions. The student's academic records, conduct, and financial aid records will first be reviewed to determine eligibility. The student will then be notified and, if found eligible to re-enroll, guided through the admissions process.

Cancellation

If an applicant is rejected for admission, all monies previously paid will be refunded. All monies paid by an applicant must be refunded if requested within three (3) business days, or five (5) calendar days, of signing the Student Enrollment Agreement and making an initial payment. An applicant requesting cancellation more than three business days or five calendar days after signing the Student Enrollment Agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus the Application Fee of $25, but in no event may the school retain more than $150 ($100 for Virginia students). If the student has not previously visited the school, then these days commence from the time of the student's first visit or the student's regularly scheduled orientation, whichever occurs first.

California Students

If the student is rejected for admissions, all monies previously paid will be refunded. STUDENT'S RIGHT TO CANCEL: If the student cancels this agreement by written notice to the Campus Executive Director at the above campus address within 3 calendar days from the date of signing the Student Enrollment Agreement, excluding legal holidays, all monies paid will be refunded. If the Student cancels between day 4 to day 7, or through attendance of the first day of class, whichever is later, all monies will be refunded less the amount for fees/deposits allowed, not to exceed $150.

Indiana Students

If the student cancels the Student Enrollment Agreement by written notice to the Campus Executive Director within six (6) business days, or eight (8) calendar days, excluding legal holidays, from the date of signing the agreement, all monies paid will be refunded.

Nevada Students

Students should refer to Nevada Institutional/State Refund Policy regarding Cancellation.

Financial Aid

Pennsylvania Students

If the student is rejected for admissions, all monies previously paid will be refunded. All monies paid by an applicant must be refunded if requested within five calendar days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than five calendar days after signing an enrollment agreement and making an initial payment, but prior to entering school, is entitled to a refund of all monies paid minus a registration fee of $25. If the student has not previously visited the school, then these days commence from the time of the student's first visit or the student's regularly scheduled orientation, whichever occurs first.

Texas Students

The applicant will receive a full refund if the applicant cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment agreement is signed.

A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Postponement

In the event a scheduled new class start date is postponed by the school for longer than 45 calendar days, applicants may cancel this contract and are entitled to a full refund of all monies paid.

(Texas only) 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 due to the class start being postponed by the school, not more than $100 in administrative fees charged shall be retained by the school.

Financial Aid

Financial aid is financial assistance to students whose resources may not fully cover the cost of their education. It consists of a combination of grants, loans, reimbursements, and other arrangements. The school is recognized by the U.S. Department of Education as a proprietary institution of higher education for the purpose of student participation in federal grant and loan programs. Eligibility for Financial Aid Programs requires that a student be a U.S. citizen, eligible non-citizen, or permanent resident, and maintain Satisfactory Academic Progress. Students are not eligible for financial aid if they are currently in default on a previous student loan or owe a repayment for a federal grant. In either case, a student may restore their eligibility by repaying in full or making satisfactory repayment arrangements. For more information, please refer to the booklet Guide to Our Financial Aid Programs and Consumer Information, which can be obtained from your Admissions Representative, or by accessing the Student Portal. Prospective students and their parents are encouraged to meet with a Financial Aid Advisor for assistance in filling out applications for the various types of financial aid available.

Grants and Scholarships

Grants and scholarships are considered gift aid and do not need to be repaid. Your school can assist you in determining your eligibility for available programs.

Federal Pell Grant

The Federal Pell Grant Program is designed to assist undergraduates with education expenses. To qualify for this program, a student must not have previously earned a four-year degree or a professional degree. Eligibility for this award is primarily based upon parent/student income and assets, family size, and number in school. The amount actually awarded will also depend upon the expected family contribution, full- or part-time status, how long the student will be enrolled during the academic year, and the cost of the program.

Financial Literacy

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is awarded to those students who demonstrate exceptional need, as defined by the U.S. Department of Education. The funding for this grant is very limited, so it may not be possible to meet the demand of all students within a given award year. To qualify for this program, a student must not have previously earned a four-year degree or a professional degree. Eligibility for this award is based upon expected family contribution, Pell eligibility, and the availability of federal funds.

TSA Scholarship

There are a number of scholarship programs available to students at Teterboro School of Aeronautics (TSA). The school directly participates and grants scholarships through the CIE Program available in many New Jersey high schools. CIE scholarships can pay for up to 25% of a student's education. Applicants interested in the CIE program should contact their high school guidance department while they are in high school.

Additional scholarships are made available through several aviation professional and maintenance organizations. The student may apply for these while they are attending school. The school informs students as the scholarships become available so that the student may apply.

Federal Loans

Loans are funds that are lent to a student in order to help defray educational expenses and must be repaid. Current interest rates and additional information are available from a Financial Aid Officer.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

William D. Ford Federal Direct Subsidized Loan Program

The William D. Ford Direct Subsidized Loan program provides low-interest, long-term loans. The federal government pays interest on the loan while the student is in school, as well as during the six-month grace period following their last date of attendance. Repayment generally begins six months after the student leaves the school. The interest rate varies annually, up to a maximum of 8.25%.

Parent PLUS Loans

Through the William D. Ford Direct Loan Program, parents of students determined to be dependent for financial aid purposes may apply for a Parent Loan for Undergraduate Students (PLUS Loan). The maximum loan amount varies depending upon the student's cost of attendance and any other aid the student may receive. Repayment usually begins on the date the last disbursement of the loan is made, though deferments may be available to the parent. The interest rate varies annually, up to a maximum of 9%.

Military Veterans Debt-Free Program*

Our institution is committed to providing a pathway for military veterans to transition from military life to the civilian workplace with zero student loan debt. Veterans from any branch of the US military who are eligible for Post-9/11 (Chapter 33) benefits at the 100% coverage level are eligible and encouraged to participate in our debt-free program, which assures that no student loans or college debt follows the student after graduation. Each academic year, the institution will consider Chapter 33 benefits and any federal Pell Grant funding as payment in full, up to the full tuition and fee cost for the program. The institution will cover any shortfall in funding, so that the veteran will not need any student loans to support their cost of attendance. This commitment to our Veterans assures that service men and women transition from the military with financial freedom and the skills and certifications needed to attain employment in their chosen field and thrive as professionals in the civilian workplace.

**This program is not available in Pennsylvania.*

Rehabilitative Services

Our institution is approved to train qualified clients of the Department of Vocational Rehabilitative Services. The amount of financial assistance is dependent upon the counselor's recommendations. If the student has a disability, which may limit the normal pursuance of any position, the student may be eligible under this program. Contact your local Vocational Rehabilitation Office for more information.

Tuition and Fees

Tuition

The school reserves the right to modify tuition, fees, and other charges upon sufficient notice. The tuition obligation for each program or course begins on the first day of class. The student will be charged an additional pro-rata amount for courses repeated or courses taken that cause the student to attempt more credits than listed on the student's Student Enrollment Agreement. The school may assign the agreement to a bank or other third party. No such transactions will alter the refund policy contained in this agreement. Any unpaid tuition becomes due and payable in full, less any applicable refund, upon the student's last day of class attendance. A Financial Aid Estimate Worksheet indicating how the prospective student will be able to meet their financial obligation to the school will be completed. If a promissory note is indicated, the promissory note will become a part of the Student Enrollment Agreement.

Students who do not pay in accordance with the foregoing terms or by a payment plan agreed upon by the student and the school are subject to dismissal at the discretion of the Campus Executive Director. Failure to pay in accordance includes returned checks and declined credit or debit card payments. The school reserves the right to withhold graduation services, career service assistance, and other services for failure to meet financial commitments. Unless other arrangements have been satisfactorily made, all outstanding unpaid tuition is due, in full, no later than the last day of classroom instruction.

Tuition costs include the use of equipment needed for class. Textbooks and tool kits are not included in the tuition, but can be purchased through the school. Estimated textbook cost does not include sales tax or shipping charges. Textbooks and tool kits are generally non-returnable, but some items ordered through the school's vendor may be returned for credit if they meet the return guidelines.

Fees

The following fees apply to students and are charged ruing the student's enrollment. These fees are charged separately from tuition may or may not be covered by Federal Financial Aid, Veterans Administration Benefits, or other funding sources, depending upon the rules of those sources.

Application Fee

The student must pay a $25 Application Fee upon application for enrollment. This fee covers the administrative forms, processes, and human resources around processing the application for enrollment.

Administrative Fee

During the enrollment process, the student pays a $100 Administrative Fee, which covers the paperwork processing and administrative costs associated with the enrollment process, processing financial aid and student funding paperwork, student orientation costs, and other administrative expenses associated with the enrollment process.

Library Fee

The student pays a one-time Library Fee of $12, which supports the maintenance and upkeep of the library resources and reference materials in the learning resource center.

Security Fee

To preserve security on campus, only students wearing approved uniform clothing are permitted on campuses and in learning spaces. The $100 Security Fee covers the cost of uniform clothing, the student name badge and student ID, and other measures to provide a secure campus.

Tuition and Fees

Lab Fee (Junior Year Only)*

During the third academic year of the program, students use the laboratory and shop equipment within the lab environment extensively. During this academic year of the program, a required $1,550 Lab Fee covers the material costs for fixed training aids and aircraft; shop facility maintenance; avionics equipment; aviation trainers; computer hardware, software, and supplies; the machines and training aids used within the laboratory environment; rental of select lab equipment; and the employment costs associated with the lab attendants, tool room clerks, and janitorial services. The $1,550 Lab Fee is based on our direct expenses within the laboratory environment.

Materials Fee (Sophomore and Junior Years Only)*

During the second and third academic years of the program, students use a range of consumable items within the practical shop and lab environment. During these years, the $425 Materials Fee covers consumable items such as welding rods, sheet metal, avionics training cards, wiring, tools, gloves, safety equipment, rivets and bolts, knives and tin snips, and other non-reusable items that become spent during student training. These materials are ordered in bulk from affiliate companies in order to reduce the costs and to keep the labs stocked with the needed safety and training equipment as required by the FAA; the materials cannot be ordered or acquired separately by students. Additionally, the school prepares the training environment for students to prepare for their hands-on FAA Oral and Practical exam, which requires consistent replenishing and preparing the training environment, shop supplies, and testing center for student testing. The Materials Fee covers these expenses.

**These fees apply to only aviation maintenance programs.*

Advancing Status Fee*

As the student nears completion of the program, they are guided in a range of professional experiences to prepare for them for the professional workplace, including resume building and job searching, financial advising, preparing for professional roles and certifications, negotiating and accepting professional positions, investigating tool and resource options, and other skills associated with becoming a professional within industry. The Advancing Status Fee covers expenses for preparation tools, licenses for the online professional development tool, materials and study guides for professional credentials, resume workshopping, job search and interviewing skills training, and other materials and services. The student pays a $1,900 Advancing Status Fee to cover the direct costs associated with this professional preparation offered within the final academic year of the program.

Textbook and Supply Charges

The specific additional costs associated with each program or course are listed on the coinciding Student Enrollment Agreement. Programs typically require students to purchase an eBook reader and online textbooks at the beginning of the first academic year or if the student opts to use their own compatible mobile device, the eBooks may be purchased without a reader device. However, some programs or courses use hardcopy books.

Additional Fees

Students who wish to transfer courses from previous institutions will be assessed $100 per evalution Transfer Credit Fee. Students who wish to re-enroll into the institution will be assessed a $25 Re-enrollment Fee. Official transcript requests are processed after payment of a $5 Transcript Fee.

Internship Site Fee*

Students who enroll in an off-site Internship course will be assessed a $700 Internship Site Fee. This fee covers costs associated with the technology required to be maintained at the internship site, consumable products used during internship training, the cost of an internship site director, and some travel expenses associated with administering the internship.

Tuition & Fees

PROGRAMS THAT FALL WITHIN THE SCOPE OF ACCREDITATION

PROGRAM	COST PER GENERAL CREDIT	GENERAL CREDITS	COST PER ADVANCED CREDIT	ADVANCED CREDITS	TOTAL CREDITS	TUITION
Associate of Occupational Science Degree in Aviation Maintenance Technology	$500	19	$590	74	93	$53,160
Aviation Maintenance Technical Engineer	$500	19	$590	81.5	100.5	$57,585
Aviation Maintenance Technical Engineer (Texas)	$500	19	$590	79	98	$56,110
Aviation Maintenance Technician	$500	19	$590	59	78	$44,310
Aviation Maintenance Technician: Avionics	$500	19	$590	59	78	$44,310
Aviation Maintenance Technician – Helicopter	$500	19	$590	79	98	$56,110
Aviation Maintenance Technician – Internship	$500	19	$590	64	83	$47,260
Avionics Technician	-	-	$590	22.5	22.5	$13,275
Combination Welding	$500	36	-	-	36	$18,000
Heating, Ventilation, and Air Conditioning	$450	36	-	-	36	$16,200
Maintenance Technician	$500	19	$590	36	55	$30,740
Maintenance Technician (Texas)	$448	22	$495	42.5	64.5	$30,893.50
Industrial Manufacturing Technician	$500	24	$590	24	48	$26,160
Aircraft Dispatcher†	$450	12	-	-	12	$5,400
Immersive English Language for Aviation†	$180	40	-	-	40	$7,200

AVOCATIONAL COURSES NOT UNDER THE SCOPE OF ACCREDITATION

PROGRAM	COST PER CREDIT	TOTAL CREDITS	TUITION
Professional Aviation Maintenance Certification	*	4	$2,500

† These programs are not currently eligible for Title IV funding.
* These programs or courses are billed at the flat-rate amount reflected in the Tuition column and are not billed by the credit hour.

Class Schedules

2020 START DATES AND ESTIMATED GRADUATION DATES BY PROGRAM LENGTH

START DATE	6 WEEKS	12 WEEKS	27 WEEKS	43 WEEKS	48 WEEKS
1/21/20	2/23/20	3/29/20	7/19/20	11/1/20	12/6/20
2/24/20	3/29/20	5/10/20	8/23/20	12/6/20	1/17/21
4/6/20	5/10/20	6/14/20	9/27/20	1/17/21	2/21/21
5/11/20	6/14/20	7/19/20	11/1/20	2/21/21	3/28/21
6/15/20	7/19/20	8/23/20	12/6/20	3/28/21	5/9/21
7/20/20	8/23/20	9/27/20	1/17/21	5/9/21	6/13/21
8/24/20	9/27/20	11/1/20	2/21/21	6/13/21	7/18/21
9/28/20	11/1/20	12/6/20	3/28/21	7/18/21	8/22/21
11/2/20	12/6/20	1/17/21	5/9/21	8/22/21	9/26/21
12/7/20	1/17/21	2/21/21	6/13/21	9/26/21	10/31/21

2021 START DATES AND ESTIMATED GRADUATION DATES BY PROGRAM LENGTH

START DATE	6 WEEKS	12 WEEKS	27 WEEKS	43 WEEKS	48 WEEKS
1/19/21	2/21/21	3/28/21	7/18/21	10/31/21	12/5/21
2/22/21	3/28/21	5/9/21	8/22/21	12/5/21	1/16/22
4/5/21	5/9/21	6/13/21	9/26/21	1/16/22	2/20/22
5/10/21	6/13/21	7/18/21	10/31/21	2/20/22	3/27/22
6/14/21	7/18/21	8/22/21	12/5/21	3/27/22	5/8/22
7/19/21	8/22/21	9/26/21	1/16/22	5/7/22	6/12/22
8/23/21	9/26/21	10/31/21	2/20/22	6/12/22	7/17/22
9/27/21	10/31/21	12/5/21	3/27/22	7/17/22	8/21/22
11/1/21	12/5/21	1/16/22	5/7/22	8/21/22	9/25/22
12/6/21	1/16/22	2/20/22	6/12/22	9/25/22	10/30/22

* In Texas, weekend start dates are Friday of the week listed above.

Start and Graduation Dates

2020 START DATES AND ESTIMATED GRADUATION DATES BY PROGRAM LENGTH

START DATE	65 WEEKS	91 WEEKS	96 WEEKS	111 WEEKS	116 WEEKS
1/21/20	3/28/21	9/26/21	10/31/2021	2/20/22	3/27/22
2/24/20	5/9/21	10/31/21	12/5/2021	3/27/22	5/7/22
4/6/20	6/13/21	12/5/21	1/16/2022	5/7/22	6/12/22
5/11/20	7/18/21	1/16/22	2/20/2022	6/12/22	7/17/22
6/15/20	8/22/21	2/20/22	3/27/2022	7/17/22	8/21/22
7/20/20	9/26/21	3/27/22	5/7/2022	8/21/22	9/25/22
8/24/20	10/31/21	5/7/22	6/12/2022	9/25/22	10/30/22
9/28/20	12/5/21	6/12/22	7/1/2022	10/30/22	12/4/22
11/2/20	1/16/22	7/17/22	8/21/2022	12/4/22	1/15/23
12/7/20	2/20/22	8/21/22	9/25/2022	1/15/23	2/19/23

2021 START DATES AND ESTIMATED GRADUATION DATES BY PROGRAM LENGTH

START DATE	65 WEEKS	91 WEEKS	96 WEEKS	111 WEEKS	116 WEEKS
1/19/21	3/27/22	9/25/22	10/30/22	2/19/2023	3/26/23
2/22/21	5/8/22	10/30/22	12/4/22	3/26/2023	5/7/23
4/5/21	6/12/22	12/4/22	1/15/23	5/7/2023	6/11/23
5/10/21	7/17/22	1/15/23	2/19/23	6/11/2023	7/16/23
6/14/21	8/21/22	2/19/23	3/26/23	7/16/2023	8/20/23
7/19/21	9/25/22	3/26/23	5/7/23	8/20/2023	9/24/23
8/23/21	10/30/22	5/7/23	6/11/23	9/24/2023	10/29/23
9/27/21	12/4/22	6/11/23	7/16/23	10/29/2023	12/3/23
11/1/21	1/15/23	7/16/23	8/20/23	12/3/2023	1/14/24
12/6/21	2/19/23	8/20/23	9/24/23	1/14/2024	2/18/24

Holiday Schedules

2020 HOLIDAY SCHEDULE

HOLIDAY	DATE
New Year's Break	1/1/20
Martin Luther King, Jr. Day	1/20/20
Presidents' Day	2/17/20
Spring Break	3/28/20 - 4/5/20*
Memorial Day	5/25/20
Independence Day Break	7/3/20
Labor Day Break	9/7/20
Thanksgiving Break	11/26/20 - 11/27/20
Winter Break	12/19/20 - 12/27/20*

*Recommended Break. School may specify different dates within the same block.

2021 HOLIDAY SCHEDULE

HOLIDAY	DATE
New Year's Break	1/1/21
Martin Luther King, Jr. Day	1/18/21
Presidents' Day	2/15/21
Spring Break	3/27/21 - 4/4/21*
Memorial Day	5/31/21
Independence Day Break	7/5/21
Labor Day Break	9/6/21
Thanksgiving Break	11/25/21 - 11/26/21
Winter Break	12/25/21 - 12/31/21*

*Recommended Break. School may specify different dates within the same block.

Block/Modular Calendars

2020 DAY/NIGHT BLOCK/MODULAR CALENDAR

MONTH	START DATE	END DATE
January	1/21/20	2/20/20
February	2/24/20	3/26/20
April	4/6/20	5/7/20
May	5/11/20	6/11/20
June	6/15/20	7/16/20
July	7/20/20	8/20/20
August	8/24/20	9/24/20
September	9/28/20	10/29/20
October	11/2/20	12/3/20
December	12/7/20	1/14/21

2020 WEEKEND BLOCK/MODULAR CALENDAR

MONTH	START DATE	END DATE
January	1/24/20	2/23/20
February	2/28/20	3/29/20
April	4/10/20	5/10/20
May	5/15/20	6/14/20
June	6/19/20	7/19/20
July	7/24/20	8/23/20
August	8/28/20	9/27/20
September	10/2/20	11/1/20
November	11/6/20	12/6/20
December	12/11/20	1/17/21

* Available shifts vary by program and campus.

Career and Student Services

Career Services

The Career Services Department offers job placement assistance to all eligible students, graduates, and alumni in good standing. Career services offered by the Institution are not an obligation or guarantee of employment and no employer can guarantee that a graduate will earn any specific salary. Each graduate's program of study, academic performance, employer needs and location, current economic conditions, and other factors may affect salary levels and career prospects. Students, graduates, and alumni are provided self-directed career search strategies as well as assistance with resume writing, interviewing, job search activities, and job openings. Graduates who require additional assistance after their initial employment are encouraged to contact the campus to use the resources available in the Career Services Department.

Student Services

Student support services are offered by the school to cultivate a well-rounded educational experience both inside, and outside, the classroom. Support services provide the basis for student success in academic endeavors and in the workplace. Comprehensive student support assistance and guidance are offered from the first day of class through graduation by Admissions, Financial Aid, Bursar, Registrar, Education, and Student Affairs staff at no additional cost to the student. Student Support Services provides a wide variety of services to maximize student satisfaction, personal, and academic success. It links students to a wide range of community services including, but not limited to: academic tutoring, housing, transportation, and child care resources.

Academic Success

Community Resources

Every campus's Student Services Office maintains a range of community and emergency resource information on childcare, transportation, housing, sexual assault, alcohol and drug abuse prevention, mental health counseling, and a variety of other topics. This information is available in the Student Services Office, the Student Portal, and in other public areas within the campus.

Advising and Tutoring

Various types of student advising are offered to students on a continuing basis. Academic, vocational, and personal guidance is available to all students throughout their tenure at the school. This process begins with the Admissions Representative advising prospective students about available programs of study. The Admissions Representative also introduces prospective students to the Student Services Coordinator, Career Services Coordinator, and Program Coordinator or Director of Education if available during the campus tour. Tutoring assistance is continuously available to all students. Regular class attendance is a prerequisite for such tutoring, which will be scheduled outside of normal class time.

Services for Students with Disabilities

The school provides opportunity for student academic adjustment and accommodation. Any student who voluntarily discloses a disability will be afforded all rights, protections, and/or accommodations. The school maintains a campus-based Office of Disability Services. Students desiring more information about services may schedule an Information Session with the Campus Section 504 Liaison. Students seeking academic adjustment, auxiliary aid, or accommodation must submit their request to the Campus Section 504 Liaison by using the school's Office of Disability Services Request for Academic Adjustment/Accommodation Form. Students who have disability services related concerns may contact the campus-based Section 504 Liaison for information or the Corporate Section 504 Coordinator by mail at 4455 South Boulevard, Suite 200, Virginia Beach, Virginia 23452; toll free at (877) 604-2121; or, by email at dirsafcorp@centura.edu. For more information regarding services to students with disabilities, students may request a copy of the school's Student Guide to the Office of Disability Services brochure.

General Policies and Procedures

Administrative Decisions

The school reserves the right to make any necessary changes in the policies, tuition, or fees upon proper notification to the appropriate regulatory agencies, when required. Any course is subject to cancellation if registrations do not justify continuation of the class. Normally, a minimum of five students is required for a class to be scheduled. The school reserves the right to make changes in the equipment, textbooks, and curriculum in the best interest of the student, and to reset class schedules and hours, consolidate classes, and change locations.

Attendance Policy

Regular and punctual attendance is expected and encouraged to be successful in your training and career. Students should report in advance of the class starting times. There is no distinction between an excused and unexcused absence.

The school records attendance at the beginning of all scheduled instructional periods. Students are expected to participate during every day of the block. The school holds a census during each block where it is determined if a student should be withdrawn for attendance, academic progress, or other reasons. If it is determined the student should be withdrawn, the date of determination will be the date of census or 14 calendar days from the last date of academic activity, whichever is sooner.

Additionally, for blocks designated as Part 147 by the Federal Aviation Administration and all Maintenance Technician program blocks, missing more than 20% of a single block will result in a failing grade and the student being required to repeat the block.

Consumer Information

Postsecondary higher education institutions participating in Title IV are required by The Higher Education Act of 1965 (HEA) to distribute or make available disclosures and reporting requirements of the institution to the students, as well as the general public. You may contact the campus during normal business to request a paper copy of the information. For important information about the educational debt, earnings, and completion rates of students who attended the program, Notice of Non-Discrimination and other information, please visit our website at www.Aviationmaintenance.edu.

Dismissal

The school reserves the right to terminate a student's enrollment for excessive absenteeism, destruction or theft of school property, failure to maintain required academic progress, consumption or possession of alcoholic beverages, illegal drugs, or any weapon (firearms, explosives, or knives) while on school grounds, or the failure to follow school rules and policies. Furthermore, a student may be terminated for inability to meet required financial obligations or behavior inconsistent with professional business standards, which may prove to be disruptive to academic progress. In the case of dismissal for disciplinary reasons, the refund policy will be the same as for withdrawals. Such a termination does not relieve the student of the financial obligation to repay all tuition due, per the school refund policy.

(Texas Only)

The school shall terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:
1. More than 10 consecutive school days or 14 calendar days, whichever is sooner
2. More than 20% of the total course time hours in the program with course time of more than 200 hours
3. Any number of days if the student fails to return as scheduled from an approved leave of absence

The date of determination will be the date of census or 14 calendar days from the last date of academic activity, whichever is sooner.

General Policies and Procedures

Explanation of a Credit Unit

One "hour" is defined as a class period of a minimum of 50 minutes during which instruction occurs, either by lecture, demonstration, or laboratory activities. The conversion of clock "hours" to credits is calculated on a semester credit basis, wherein each type of instruction has a unit value assigned, and 45 units is equal to one semester credit. The unit value for each type of activity is as follows:

- **One clock hour in a didactic learning environment = 2 units**
- **One clock hour in a supervised lab setting = 1.5 units**
- **One hour of externship = 1 unit**
- **One hour of out-of-class work and/or preparation = 0.5 unit**

In the school's certificate or diploma programs, each 30-clock hours of instruction is accompanied by 7.5 hours of out-of-class preparation, which may include reading, studying, or completing assignments.

In the schools' degree programs, each hour of didactic learning is usually accompanied by 2 hours of outside preparation, and each hour of supervised lab is usually accompanied by 30 minutes of outside preparation. This varies by course, but is detailed in each corresponding syllabus.

Maintenance Technician (Texas only)

The conversion of clock "hours" to credits is calculated on a semester credit basis, wherein each type of instruction has a credit value assigned using the 15-30-45 conversion methodology as follows:

- **Fifteen clock hours in a didactic learning environment = 1 credit**
- **Thirty clock hours in a supervised lab setting = 1 credit**
- **Forty-five clock hours of externship = 1 credit**

Grading System

Students are graded based upon classroom participation, laboratory and project assignments, and written and/or skills examinations. The final grade for a course reflects a measurement of performance in achieving the necessary objectives of that course. Students are expected to complete all assignments and take each examination to obtain a passing grade. A student should understand that final grades for each block, as well as final grades for graduation, represent a weighted average of the student's overall lecture, lab, externship, and clinical grades. All grades reported by the instructor are included in a student's permanent record and are available at any time upon request. Students contesting a final grade should follow the Academic Grievance policy. Grievances for amending grades must be initiated by the student within five weeks of the end of the block.

Final grades are issued based upon the following system:

FINAL GRADES

SCALE (AVIATION)	SCALE (OTHER)	GRADE	GRADE POINTS	DESCRIPTION
90-100	90-100	A	4	Excellent
80-89	80-89	B	3	Good
70-79	70-79	C	2	Average
-	60-69	D	1	Poor
0-69	0-59	F	0	Failing
I	I	I	0	Incomplete
T	T	T	0	Transfer
U	U	U	0	Unattempted
W	W	W	0	Withdrawal
AU	AU	AU	0	Audit

General Policies and Procedures

Incompletes

If a student fails to complete all requirements of a course within the block, the Instructor, Coordinator, or Director of Education may approve a temporary Incomplete grade. Students assigned an "I" in a course will be allowed two weeks from the end of the block to submit all required materials (or five weeks at the end of a Capstone course). After the incomplete period has ended, the "I" grade must be resolved to an earned grade. If the required work is not submitted and deemed successful within this time period, the course grade will become an "F," and the student will be required to retake the course.

Maintenance Technician program (Texas only) - Under Texas Education code, Section 132.061(f), 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 for that portion of the course or program.

*Due to the COVID-19 Pandemic of 2020 and the State of Nevada Governor's Stay at Home order of March 20, 2020, the campus is extending the timeline from 2 weeks for completion of a course through year end December 31, 2020. The intent behind this action is to allow students' and the campuses the opportunity to provide safe guidelines in accordance and compliance with CDC protocols for completion of coursework and to not punish the students' with a potential failing grade (F grade). Once the coursework is completed, the process for replacing the "I" grade with the completed course grade will be instituted and documented.

Graduation Requirements

To maintain satisfactory status leading to graduation, all students must:

- **Complete the required number of credit hours in the appropriate courses with a passing grade.**
- **Achieve a minimum cumulative grade point average of 2.0**
- **Make-up all academic deficiencies (incompletes, failures, withdrawals, etc.).**
- **Meet all financial obligations to the school.**

Students are considered graduated upon successful completion of their program of study and having satisfactorily met all obligations to the school, including financial obligations. Upon successful completion of these requirements, each graduate of a certificate program will receive a certificate, and each graduate of a degree program will receive a degree. Participation in graduation exercises is strongly encouraged. Our programs provide all educational requirements needed in order for graduates to qualify to take related industry-recognized certification or licensure examinations.

Indemnification

The student releases and holds harmless the institution, its employees, its agents, and its representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them, by reason of bodily injury, property damage or loss, which may be suffered by the student from any cause while enrolled in the school.

Honors and Awards

To graduate with honors, a student must attain a CGPA of 3.5 or above and be recommended by the Campus Executive Director. Those graduating with a 3.5-3.699 would graduate cum laude; those graduating 3.7-3.849 would graduate magna cum laude; and those who graduate with a 3.85-4.0 will graduate summa cum laude. Such scholastic achievement is so indicated upon their graduation credential. Perfect Attendance Certificates are awarded to those students who have not been tardy or missed any instruction since the first day of their program.Students who are honored at these graduation ceremonies are encouraged to note those honors and awards on their resumes. Employers look for positive behavioral patterns when they make hiring decisions.

General Policies and Procedures

Leave of Absence

In the rare occasion that a student needs to take a temporary break in their education, a leave of absence (LOA) may be issued under certain circumstances. There must be a reasonable expectation that the student will return in order to qualify for an LOA. An LOA may be granted only for one of these five reasons, and the student must provide documentation of the reason to the institution:

- **Medical necessity**
- **Active military duty**
- **Legal obligations**
- **Employment reasons**
- **Extenuating circumstances as approved by the Campus Executive Director**

The following policies must be followed for any student placed on LOA:

- **A student must formally request an LOA in writing by completing an LOA Request Form, and it must accompany documentation of one of the reasons listed above, unless approved by the Campus Executive Director.**
- **The effective begin date of an LOA may not be earlier than the date the school approves the written request. All decisions must occur within one business day of receiving the request.**
- **If unforeseen circumstances prevent the student from submitting a written request, the request may be secured at a later date, but must be accompanied by documentation demonstrating the student was unable to make the written request in advance. In these cases, the effective begin date of the LOA may not be earlier than the date the circumstances occurred that prevented the student from attending school.**
- **A return date must be agreed upon by the student and the school, and must be indicated on the LOA Request Form. The return date for the LOA will always be on the first day of a new block.**
- **An LOA may not be longer than 180 days. A student may be granted more than one LOA in the event unforeseen circumstances arise, but a student may not exceed 180 cumulative days on LOA in a 12-month period. The 12-month period begins on the first day of the student's initial LOA.**
- **If an LOA occurs prior to the student completing all courses within a block, the student may be required to retake those courses in their entirety. Students will receive the appropriate withdrawal grade based on attendance for such courses.**
- **Prior to granting the LOA, the school must explain to the student the start and end dates of the LOA, the effects of the LOA on the student's academic progress (GPA, ROP, etc.), and all other academic and financial aid implications of the leave.**
- **Prior to granting the LOA, the school must explain to the student the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period. The student must also be informed that they will be using the "grace period" for return to Title IV during the LOA, and that, when they return from LOA, the grace period will start over.**
- **In the case that a student fails to return from LOA on the date scheduled to return, they will be withdrawn from the institution. The scheduled return date will be used as the date of determination (DOD), and the last recorded date of class attendance will be used as the LDA and NSLDS withdrawal date.**

General Policies and Procedures

Make-up Work

It is the responsibility of the student to contact each instructor and make appropriate arrangements to complete any missed work. Normally, instructors will make arrangements on the student's time, outside of class, to make up tests or other missed work. If an exam is not taken within three school days after returning to class, a grade of zero may be recorded. Quizzes that are missed may be scheduled for make-up at the discretion of the instructor. There is no charge for work made up within a class.

Aviation Programs

It is the responsibility of the student to contact each instructor and make appropriate arrangements to complete any missed work. Normally, instructors will make arrangements on the student's time, outside of class, to make up tests or other missed work. If an exam is not taken on the day scheduled or if the exam was failed on the first attempt, a make-up test may be taken. In accordance with the regulations of the Federal Aviation Administration, all missed material in a subject must be made-up in order for the student to receive credit for that subject. All the classroom material missed during the absence shall be made-up in the specific content area that was missed. The instructor issuing the make-up work assignment will determine whether the assignment will include projects, questions, or essays, depending upon the subject, and the amount of time that was missed. Make-up work can be scheduled before class, after class, or on Fridays or Saturdays, with prior notice to the Campus Executive Director. Only the instructor who assigned the make-up work will be able to give the students a satisfactory grade upon the completion of the make-up work. The Director of Education or Campus Executive Director may attest to completion of the make-up work in the event the instructor is unavailable. All make-up work assigned must be completed before the end of the block; this includes all tests, assignments, and projects. Failure to complete all make-up assignments by the end of the block will result in an "F" grade. Under extenuating circumstances, an incomplete may be granted, which would allow a student up to two weeks from the end of the block to submit all required materials. Although the school is charged with reporting and enforcing this policy, it is primarily the responsibility of each student to maintain attendance and ensure make-up work is completed as required.

Maintenance Technician Program (Texas)

Students who have missed assignments due to absences will be permitted to make up the work. Make-up work shall not be authorized for the purpose of removing an absence. It is the responsibility of the student to contact each instructor and make appropriate arrangements to complete any missed work. Normally, instructors will make arrangements on the student's time, outside of class, to make up tests or other missed work. If an exam is not taken on the day scheduled or if the exam was failed on the first attempt, a make-up test may be taken. All missed material in a subject must be made-up for the student to receive credit for that subject. All the classroom material missed during the absence shall be made-up in the specific content area that was missed. The instructor issuing the make-up work assignment will determine whether the assignment will include projects, questions, or essays, depending upon the subject, and the amount of time that was missed. Make-up work can be scheduled before class, after class, or on Fridays or Saturdays, with prior notice to the Campus Executive Director. Make up work will be supervised by an instructor approved for the class, in which the material is being made up. Only the instructor who assigned the make-up work will be able to give the students a satisfactory grade upon the completion of the make-up work. The Director of Education or Campus Executive Director may attest to completion of the make-up work in the event the instructor is unavailable. The instructors will document that the work has been completed and the student will sign and date the completed make up session documentation. All make-up work assigned must be completed before the end of the block; this includes all tests, assignments, and projects. Failure to complete all make-up assignments by the end of the block will result in an "F" grade. Under extenuating circumstances, an incomplete may be granted, which would allow a student up to two weeks from the end of the block to submit all required materials. There is no charge for work made up within a class. No more than 5% of the total course time hours for a program will be accepted as official

makeup work per Texas Workforce regulations. Although the school is charged with reporting and enforcing this policy, it is primarily the responsibility of each student to maintain attendance and ensure make-up work is completed as required.

Military and Veteran Students

Attendance Policy for Veterans

We are required to monitor attendance throughout the entire program for students using Veterans' educational benefits. Class attendance is mandatory, so the school makes no distinction between excused and unexcused absences. The school considers any absence an attendance violation, including tardies and class cuts. Attendance violations are communicated to the student in writing by means of a deficiency log maintained by the instructor. Unsatisfactory attendance is defined as missing 20% (24 hours) of the scheduled class time or five (5) consecutive absences. Unsatisfactory attendance is reported to the School Certifying Official (SCO) daily. The SCO will report all unsatisfactory attendance to the Department of Veteran Affairs (DVA), even if the student has completed the required number of hours to complete and no refund is due the student and/or funding sources.

Florida - Students exceeding 20% total absences in a 5-week block will be terminated from their VA Benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one five-week block after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA Education Benefits.

Leave of Absence for Veterans

The school will notify the Department of Veterans Affairs of the last day of class attendance of a student going on LOA. The student may be re-enrolled for educational benefits upon return from their leave of absence.

VA Payment of Tuition and Fees

In order to best serve the veteran with information on costs, VA eligibility and potential out of pocket costs, we strongly recommend that veterans provide eligibility documentation such as a certificate of eligibility, or a statement of benefits. However, we will not withhold certification or impose any penalty for failure to submit such documentation. Further, in compliance with Section 103 of the Veterans Benefits and Transition Act of 2018, for VA Chapter 31 and 33 recipients, the school will not impose any late fee, deny access to facilities, or impose any other penalty on a veteran due solely to delay in receipt of tuition or fees payment from the VA. This policy applies to VA tuition and fee payment only and does not apply to any amount owed by the student above and beyond what the VA covers.

Military Tuition Assistance

Title IV eligible programs may also be approved for military tuition assistance for active duty military personnel. The level of tuition assistance varies depending upon the branch of service and any additional financial aid the student receives. Students must maintain at least a C average to remain eligible for tuition assistance benefits. For additional information, students may contact a Financial Aid Advisor and their Base Education Officer.

Refunds

VA refunds will be paid within 45 days of the date of determination that the student has dropped, or within 14 days of the receipt of the VA debt letter, whichever comes first.

Pennsylvania Students Receiving VA Benefits

VA refunds will be paid within 30 days of the date of determination that the student has dropped, or within 14 days of the receipt of the VA debt letter, whichever comes first.

Satisfactory Academic Progress for Active Duty Military

A student called to immediate active military duty will not have the semester from which he or she withdrew counted as an attempt for the purposes of calculating rate of progress.

Transfer of Credit

All post-secondary education, training, and military experience completed must be evaluated in accordance with the institution's Transfer of Credit Policy. The institution will waive transfer of credit fees for all military education benefit recipients.

General Policies and Procedures

Veterans Benefits

Our programs have been approved by the State Approving Agency for Veterans Education and Training to train veterans and disabled veterans. The Veterans Administration (VA) will provide the veteran money to pay for educational expenses. Student attendance will be certified based on the dates listed on the Block/Modular calendar. See the campus VA Certifying Official for details.

Veterans Survivors

The spouses and children of deceased or disabled veterans may be eligible for VA benefits. For more information, contact the Veterans Administration or the Campus VA Certifying Official.

Refund Policies

Return to Title IV

Title IV program funds are awarded under the assumption that a student will remain in classroom attendance for the entire period (semester) for which the funds were awarded. If a student withdraws or is determined by the school to be withdrawn, their last day of attendance (LDA) will be used as their withdrawal date. The date of determination (DOD) will be the date the student requested to withdraw or the date school has determined the student to be a withdrawal, but in no case will the DOD exceed 14 calendar days from the student's LDA.

Eligibility for Title IV aid must first be revised based on any changes to enrollment status caused by the student's withdrawal. This revised status reflects a reduced number of attempted credits, as the student did not begin attendance in all the courses for which they enrolled during the payment period (semester) in question.

The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time in which they remain enrolled. A pro-rated schedule, specified by federal regulation, determines the amount of Title IV program funds they will have earned at the time of withdrawal. For example, if the student completed 30% of the payment period, the student earned 30% of the assistance they were originally scheduled to receive. Once the student has completed more than 60% of the payment period, the student has earned all the assistance they were scheduled to receive for that period. The Title IV programs that are covered by this law include Federal Pell Grants, Iraq Afghanistan Service Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. In accordance with federal regulations, unearned aid will be returned to Title IV programs in the following order:

- **Unsubsidized Federal Direct Loan**
- **Subsidized Federal Direct Loan**
- **Federal Direct Parent (PLUS) Loan**
- **Federal Pell Grant**
- **Federal Supplemental Educational Opportunity Grant**
- **Other Title IV assistance**

If the student received (or the school or a parent received on student's behalf) less assistance than the amount earned, the student may be able to receive those additional funds as a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must get the student's permission before the school can disburse them. The student may choose to decline some or all of the loan funds. The school is permitted to automatically use all or a portion of a post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school will need permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give permission, the student will be offered the funds. Grant post-withdrawal funds must be paid within 45 days of the DOD and loan post-withdrawal funds must be paid within 180 days of the DOD. There are some Title IV funds that the student may have been scheduled to receive that cannot be disbursed once the student withdraws because

of other eligibility requirements. For example, if a first-time, first-year undergraduate student has not completed the first 30 days of the program before withdrawing, the student will not receive any FFEL or Direct Loan funds that they would have received had they remained enrolled past the 30th day. If the student received more assistance than earned, the excess funds must be returned by the school and/or the student. If the student receives (or the school or a parent receives) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of the institutional charges multiplied by the unearned percentage of funds, or the entire amount of excess funds. The school must return this amount even if the school didn't keep this amount of the student's Title IV program funds. Should there be any additional refund over the total amount of Title IV assistance, a refund will be made to the student and/or other sponsoring agencies. Amounts refunded to each program shall not exceed the award from that program. If the school is not required to return all of the excess funds, the student must return the remaining amount. The student (or parent for a PLUS Loan) repays any loan funds that must be returned, in accordance with the terms of the promissory note. Any amount of unearned grant funds that must be returned is an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds received or scheduled to be received. The student does not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. The student must make arrangements with the school or the Department of Education to return the unearned grant funds. An outstanding overpayment makes the student ineligible for Title IV. To regain eligibility, they must either repay the amount in full or make satisfactory repayment arrangements with the Department of Education and provide documentation of good standing. The requirements for Title IV program funds when a student withdraws are separate from the state/institutional refund policy. Therefore, the student may still owe funds to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school is required to return. The state/institutional refund policy determines how much in tuition and fees are owed; the Return to Title IV policy determines how much aid the student earned. These two amounts may be very different. Students should contact the Campus Bursar if they have questions about either calculation. The school is required to provide the student with an estimate of what may be earned and what may have to be returned, should the student withdraw.

State Refund Policies

After the Return to Title IV calculation has been made, the institutional refund policy is applied. State regulations determine the amount of tuition due to the institution at the point of withdrawal/termination on a pro-rata basis. The calculation is based upon the number of weeks completed. Neither Spring Break nor Winter Break is included in the calculation. In any event, the last date of attendance (LDA) will be the date used for calculating the amount of refund due and the date of determination (DOD) will be the date used for calculating the time frame allowed to actually refund any monies due. After the return calculation and refunds are paid, the student is notified via Bursar Exit Letter, which details costs incurred and payments applied. It also contains the FA Summary Report of loans disbursed. In special cases of prolonged illness or accident, death in the family, or circumstances that make it impractical to complete the program, the school will follow its refund policy in making a decision regarding repayment arrangements that is reasonable and fair to both parties. Please see state specific refund policies below for more detail.

California Institutional/State Refund Policy

Refunds will be paid within 30 days of the cancellation date or within 30 days of the written request for withdrawal or 30 days from the last date of recorded attendance or within 30 days from the receipt of payment in the event that the date of such receipt is after the last date of attendance unless federal or state requirements specify otherwise. Attendance will be recorded at the end of each grading period within

the term. If the school receives a written request for withdrawal from the student, that date shall be the last date of attendance. If a student does not submit written notification to the school, the last date of attendance will be the last date of documented academic activity. In any event the date used for calculating the amount of refund due will never be longer than the last date of academic activity. The policy the school uses is as follows:

- **The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. Unless notated as "NON-REFUNDABLE", all amounts paid by the student in excess of what is owed as calculated shall be refunded.**
- **The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance**

Florida Institutional/State Refund Policy

Refunds will be paid within 30 days of the cancellation date, within 30 days of the written request for withdrawal, 30 days from the date a student has been determined to be a drop (date of determination), or within 30 days from the receipt of payment in the event that the date of such receipt is after the last date of attendance unless federal or state requirements specify otherwise. The policy the school uses is as follows:

- **If the student withdraws during the first 10% of the term (period of obligation), the student owes only the cost of any non-returnable books and/or supplies issued. Any tuition paid will be refunded.**
- **If the student withdraws any time after the first 10% of the term (period of obligation), the student owes 100% the tuition charged for the term, including any non-returnable books, administrative fees, and/or supplies issued during that term.**

Georgia Institutional/State Refund Policy

Refunds will be paid within 30 days of the cancellation date, within 30 days of the written request for withdrawal, 30 days from the date a student has been determined to be a drop (date of determination), or within 30 days from the receipt of payment in the event that the date of such receipt is after the last date of attendance unless federal or state requirements specify otherwise.

The policy the school uses is as follows:

GEORGIA STATE FORMULA

IF THE STUDENT COMPLETES:	THE INSTITUTION RETAINS:
1 – 5%	5%
6 – 10%	10%
11 – 25%	25%
26 – 50%	50%
51 – 100%	100%

Indiana Institutional/State Refund Policy

OFFICE FOR CAREER AND TECHNICAL SCHOOLS REFUND POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.
If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written

General Policies and Procedures

verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS. The following refund policy applies to each postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:

(a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.

(b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.

(c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

(d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Student Protection Fund

IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed "Student Complaint Form." This form can be found on OCTS's website at http://www.in.gov/dwd/2731.htm.

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Missouri and Virginia Institutional/State Refund Policy

Refunds will be paid within 45 days of the cancellation date, within 45 days of the written request for withdrawal, 45 days from the date a student has been determined to be a drop (date of determination), or within 45 days from the receipt of payment in the event that the date of such receipt is after the last date of attendance, unless federal or state requirements specify otherwise. All refunds are paid within 45 days of the DOD by electronic funds transfer. The policy the school uses is as follows:

- **If the student withdraws within the first 25% of the term, the school will retain 50% of the charged Tuition and Fees.**
- **If the student withdraws before the first 50% of the term and after the first 25% of the term, the school will retain 75% of the charged Tuition and Fees.**
- **If the student withdraws after the first 50% of the term, the school will retain 100% of the charged Tuition and Fees**

North Carolina Institutional/State Refund Policy

Refunds will be paid within 45 days of the cancellation date, within 45 days of the written request for withdrawal, 45 days from the date a student has been determined to be a drop (date of determination), or within 45 days from the receipt of payment in the event the date of such receipt is after the last date of attendance unless federal or state requirements specify otherwise. The policy the school uses is as follows:

- **The student will receive a full refund of all monies paid minus the application fee if the student does not start the program or if the school cancels the class.**
- **If the student withdraws within the first 25% of the term (period of obligation) the school will retain 25% of the charged tuition and fees.**
- **If the student withdraws any time after the first 25% of the term (period of obligation), the student owes 100% of the tuition charged for the term, including any non-returnable books, fees, and/or supplies issued during that term school will retain 100% of the charged Tuition and Fees.**

General Policies and Procedures

Nevada Institutional/State Refund Policy

Each postsecondary educational institution shall have a policy for refunds which at least provides:

- **That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or $100, whichever is less.**
- **That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or $100, whichever is less.**
- **That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.**
- **That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.**
- **If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:**
- **Date of cancellation by a student of his or her enrollment;**
- **Date of termination by the institution of the enrollment of a student;**
- **Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or**
- **Last day of attendance of a student, whichever is applicable.**
- **Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.**

For the purposes of this section:

- **The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.**
- **The period of time for a training program is the period set forth in the enrollment agreement.**
- **Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies, or equipment that is listed separately from the tuition and fees.**

New Jersey Institutional/State Refund Policy

Refunds will be paid within 45 days of the cancellation date, within 45 days of the written request for withdrawal, 45 days from the date a student has been determined to be a drop (date of determination), or within 45 days from the receipt of payment in the event that the date of such receipt is after the last date of attendance, unless federal or state requirements specify otherwise. All refunds are paid within 45 days of the DOD by electronic funds transfer.

If refunds are due as a result of withdrawal, dismissal or cancellation, etc., they will first be applied to any overpayment due to the Federal Title IV programs then to any outstanding private student loan balance. Any remaining funds will be returned to the student, or parent as applicable. Refunds in this section will be made within 10 business days after the date the Institute determines the student is no longer enrolled, dismisses the student, receives notice of withdrawal, the last date of recorded attendance or the date of cancellation, whichever is applicable.

The policy the school uses is as follows:

- **If the student withdraws within the first 25% of the term, the school will retain 50% of the charged Tuition and Fees.**
- **If the student withdraws before the first 50% the term and after the first 25% of the term, the school will retain 75% of the charged Tuition and Fees.**
- **If the student withdraws after the first 50% of the term, the school will retain 100% of the charged Tuition and Fees.**

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Pennsylvania Institutional/State Refund Policy

Refunds will be paid within 30 days of the cancellation date, within 30 days of the written request for withdrawal, 30 days from the last date of recorded attendance, or within 30 days from the receipt of payment in the event that the date of such receipt is after the last date of attendance, unless federal or state requirements specify otherwise.

The policy the school uses is as follows:

PENNSYLVANIA STATE FORMULA

IF THE STUDENT COMPLETES:	THE INSTITUTION RETAINS:
1 -7 Calendar Days	25%
After 7 Days – 25%	45%
26 – 50%	70%
51 – 100%	100%

Texas Institutional/State Refund Policy

1. The applicant will receive a full refund if the applicant cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment agreement is signed.

2. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

3. If an applicant is denied admission to the school for any reason, all monies paid by the applicant will be refunded within 30 days of the denial.

4. Applicants who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment. Any monies paid will be refunded within 30 days.

5. 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.

6. 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.

7. 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 administrative fees charged shall be retained by the school.

8. If a student enters a residence program and withdraws or is otherwise terminated after the cancellation period, the College may retain not more than $100 in any administrative fees charged 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.

9. 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 these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the College 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.

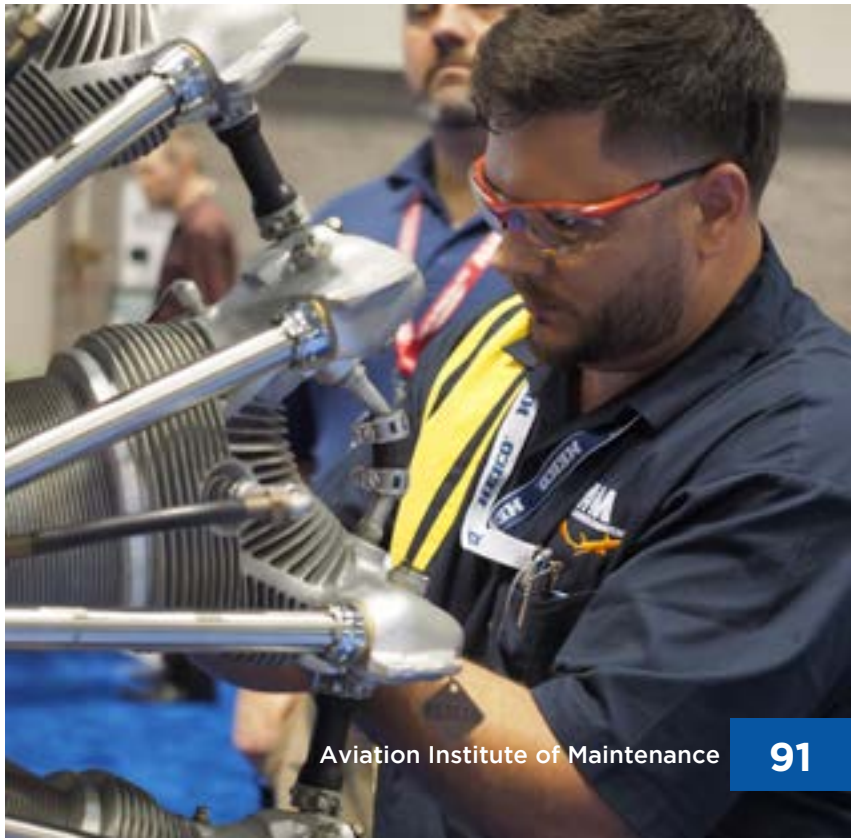
10. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

11. 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; or (c) 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.

12. Refund Policy for Students Called to Active Military Service: A student of the College who withdraws from the 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 to 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(s) of the program determine that the student has: (i) satisfactorily completed at least 90 percent of the required coursework for the program; and (ii) demonstrated sufficient mastery of the program material to receive credit for completing the program.

13. 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.



General Policies and Procedures

Repeat Policy

Students failing to achieve a passing grade in a class must repeat it. The failing grade will be averaged into their CGPA until the class is repeated. The new grade earned will replace the original grade, and will be used to recalculate the CGPA. Repeated classes are charged to the student at the cost-per-credit rate as documented in their Student Enrollment Agreement.

Retention of Student Records

Permanent electronic records, to include the official transcript, are accessible at the school, but are stored on a secured network that is routinely backed up. This procedure ensures that copies of all records are kept at more than one location and are retrievable should any storage location be destroyed by fire, vandalism, or other peril.

Satisfactory Academic Progress

In order to demonstrate satisfactory academic progress (SAP) toward completion of a program, a student must maintain a specific overall grade point average and must progress through the program at a specific minimum pace. Attendance in any portion of a semester will be counted as a semester attempted. Satisfactory progress is evaluated at the end of each 15-week semester and/or other designated checkpoints as required. For the Maintenance Technician program (in Texas only), students are evaluated for satisfactory progress at both the midpoint and end of each semester. The qualitative and quantitative evaluations measured at the midpoint (where applicable) and the end of each semester are described below. If the student completes a program and decides to enroll in a new program, satisfactory progress measurement will begin with the new program.

Qualitative Measurement

The minimum cumulative grade point average (CGPA) is measured using a progressive standard outlined in the charts below. The minimum CGPA required for graduation is a 2.0 with a passing grade in every required course. If a student receives a failing grade for a required class, the course must be retaken. When a student repeats a class, the second grade will be substituted for the first for CGPA calculation purposes. For programs less than one year in length, the minimum acceptable CGPA at the midpoint (where applicable) and the end of each semester is:

SEMESTER	MINIMUM CGPA
1	1.75
2+	2.0

For programs one year or longer in length, the minimum acceptable CGPA at the midpoint (where applicable) and the end of each semester is:

SEMESTER	MINIMUM CGPA
1	1.25
2	1.5
3	1.75
4+	2.0

General Policies and Procedures

For the Aircraft Dispatcher program, the minimum acceptable CGPA at each checkpoint is:

CHECKPOINT	CRS/HRS COMPLETED	MINIMUM CGPA
1	4 crs/96 hrs	2.0
2	8 crs/198 hrs	2.0
3	12 crs/300 hrs	2.0

Quantitative Measurement

The quantitative measure is summarized as the total number of credit hours successfully passed divided by the total number of credit hours attempted. For example, if a student passed 20 credits out of 24 credits attempted, their rate of progress (ROP) would be 83%, since (20 ÷ 24 = 83.33%). All students must meet the minimum standards indicated below by the end of each semester of classes. Attempted credits include all credits attempted: transfer credits, repeat courses, withdrawals (official or unofficial), and credits earned without benefit of financial aid. Any courses transferred in will count toward the academic progress as credits attempted. Developmental coursework is excluded from the calculation. See charts below for the progressive pace requirements. For programs less than one year in length, the minimum acceptable ROP at the midpoint (where applicable) and the end of each semester is:

SEMESTER	MINIMUM ROP
1	50%
2+	67%

For programs one year or longer in length, the minimum acceptable ROP at the midpoint (where applicable) and the end of each semester is:

SEMESTER	MINIMUM ROP
1	50%
2	62.5%
3	65%
4+	67%

For the Aircraft Dispatcher program, the minimum acceptable ROP at each checkpoint is:

CHECKPOINT	CRS/HRS COMPLETED	MINIMUM ROP
1	4 crs/96 hrs	67%
2	8 crs/198 hrs	67%
3	12 crs/300 hrs	67%

The maximum time frame that a student can work toward a program is 150% of the time scheduled for that program.* If, at any time, the school determines that a student is unable to graduate from their program without exceeding the maximum time frame of 150%, the student will be dismissed from the program. For example, the maximum timeframe of a 60-credit program is 90 attempted credits. If a student in a 60-credit program has attempted 70 credits, but has passed only 20, then they could not possibly pass all 60 credits within 90 credits attempted, and they would be dismissed from the program. Any semester with incomplete grades will be re-evaluated once the incomplete has been resolved into either a passing or failing grade. If not resolved within two weeks of the end of the block, an incomplete automatically becomes a failing grade.

*The VA will only provide benefits for up to 110% of the approved clock hours for Non-College Degree (NCD) programs.

General Policies and Procedures

Financial Aid Warning & Academic Probation Policy

If the student fails to achieve the minimum qualitative or quantitative requirements, the student will be placed on financial aid warning and academic probation for one semester of instruction. During this probationary period, the student must maintain satisfactory progress in order to meet the minimum qualitative and quantitative requirements for that semester. Students on financial aid warning will remain eligible for financial aid, and, if satisfactory progress is met at the end of the semester, the financial aid warning and academic probationary status will be lifted. Failure to achieve satisfactory progress by the end of the semester will result in financial aid suspension and the loss of Title IV eligibility or VA benefits, as applicable. Probation requires that students be advised of the terms and conditions, including any necessary academic plans, of the probation in writing and in person.

Maintenance Technician (Texas only)

• Any student not meeting the minimum qualitative or quantitative requirements at the end of each 7.5 week progress evaluation period will be placed on academic probation for the next progress evaluation period.
• Any student on academic probation who achieves satisfactory progress at the end of the subsequent progress evaluation period, but fails to achieve overall satisfactory progress, may be continued on probation for one more progress evaluation period.
• Any student on academic probation who fails to achieve the required standards for the progress evaluation period and overall satisfactory progress shall be dismissed.
• Any student on academic probation who fails to achieve overall satisfactory progress at the end of two consecutive progress evaluation periods shall be dismissed.
• Any student on academic probation will be advised, in writing and in person, prior to returning to class. Documentation of this will be a part of the student's permanent record.

Appeals

A student on financial aid suspension may appeal a determination that they are not achieving satisfactory academic progress. The student must submit the appeal in writing to the Campus Executive Director. The Campus Executive Director may grant an appeal of the satisfactory academic progress standards for the following mitigating circumstances: death of a family member, injury or illness, or other special circumstances. The decision of the Campus Executive Director is final and the student will be notified in writing. SAP may only be appealed once.

Students who successfully appeal will be placed on financial aid probation for one semester of instruction. If the student fails to maintain satisfactory progress while on financial aid probation, the student will be dismissed from school.

Students dismissed for unsatisfactory progress may apply for re-admission through the Office of Admissions. If accepted, the student will be placed on an academic plan and will be required to regain satisfactory academic progress to reestablish Title IV eligibility and VA benefits.

Maintenance Technician (Texas only)

• Students dismissed for unsatisfactory progress will be eligible to apply for Re-Admission after a minimum of one progress evaluation period.
• Students who return after being dismissed for unsatisfactory progress will be placed on academic probation for one progress evaluation period, and will be dismissed if they fail to demonstrate satisfactory progress at the end of this probationary period.

General Policies and Procedures

Student Portal

The student portal is a self-service resource that acts as the primary method of communication between the school and the student. Access to academic and financial information—including grades, attendance, class schedules, advisor appointments, important school-related messages and announcements, and loan disbursement notifications—is facilitated via the student portal. Final grades are published to the Student Portal at the end of each 15-week semester. Students can access the portal from any internet enabled computer or device. Information available to view and print includes annual campus security reporting and consumer information.

Transcript Requests

An official transcript bearing the seal of the college and the signature of the Registrar is a document required by colleges and prospective employers. An official transcript is sent only with the student's written request. A transcript issued to the student will be marked "Unofficial." A student may request academic transcripts be forwarded to other institutions or places of employment by notifying the Registrar's Office in writing. The Transcript Request Form is available in the Registrar's Office. A transcript request must include:

- **Student Name**
- **Date of Birth**
- **Approximate dates of attendance**
- **Address to which transcript is to be forwarded**
- **Student Signature**

Each student will receive one complimentary official transcript upon request. All others will be provided upon receipt of a $5.00 fee for each transcript. There is no charge for unofficial transcripts.

Emergency Weather Policy

The institution may occasionally cancel classes because of a weather emergency. Students will make up any material missed to ensure completion of the entire course. Notice of such weather-related closings will be relayed via the method determined by the individual school at Student Orientation.

Withdrawal

If a student finds it necessary to withdraw from school before completing their courses, the student is requested to submit written notice of withdrawal to the Campus Executive Director or Registrar. Submission of notification to withdraw to any other department may result in a delay of processing, but will not invalidate the notification. The effective date of determination of the withdrawal will be the date of the written notification or 14 calendar days from the last day of documented academic activity, whichever is sooner. If the student does not submit written notification to the school, it is considered an unofficial withdrawal. In either case, the last date of class attendance will be used as the last day of documented academic activity. Any possible tuition refund and final grade determination are based upon the last day of documented academic activity.

Students must attend an exit interview to resolve all academic and financial matters. Students will receive an invoice of the amounts owed to the school and other lenders with payment options after withdrawal. Payment will be due 30 days from the date of the invoice. A 1.5% rate of interest per month will be incurred for balances not paid to the institution when due. In the event third party financing is found at a lower interest rate than the established 1.5% per month, the student agrees to apply and accept such new terms from the third party lender.

Student Rights and Responsibilities

General Grievance Process

A general grievance procedure is an essential part of an effective educational system. At the school, every safeguard is taken to protect this right of the student. The Campus Executive Director ensures that no retaliatory action be allowed against any student who has lodged a complaint. All files pertaining to a student's complaint will be maintained by the school for five (5) years.

Academic Grievances

For complaints pertaining to academic matters (grades, tests, academic protocols), the student should:

- **Contact the instructor(s) privately, either orally or in writing to rectify the situation or concern;**
- **If the outcome is not satisfactorily resolved within three (3) business days of this contact, the student should contact the Lead Instructor, Program Coordinator, or Director of Education (as defined by the campus);**
- **If this outcome is not satisfactorily resolved within five (5) business days of this contact, then the student should contact the Campus Executive Director to detail the complaint on a Student Complaint Form, noting academic concern.**

Administrative Grievances

For complaints pertaining to administrative matters (FA, scheduling, supplies), the student should contact the Campus Executive Director by either making an appointment with the Campus Executive Director, or submitting the complaint in writing on the Student Complaint Form, noting reason for administrative complaint. The Campus Executive Director will meet with each party involved separately to seek a fair and unbiased resolution to the student complaint.

Unresolved Academic and Administrative Grievances

Should an academic or administrative complaint not be satisfactorily resolved within fifteen (15) business days, and after the established process at the campus level has been followed, a student may submit their complaint to the Regional Director. Contact of the Regional Director should be made by sending the complaint in writing to: Aviation Institute of Maintenance Corporate, Attention: Regional Director, 4455 South Boulevard, Suite 250, Virginia Beach, VA 23452.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. 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 to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at www.accsc.org.

Student Rights and Responsibilities

California

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Website www.bppe.ca.gov.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau at:

Bureau for Private Postsecondary Education
1747 North Market Street, Suite 225, Sacramento, CA 95833
(888) 370-7589 or fax (916) 263-1897 • www.bppe.ca.gov

Florida

Aviation Programs - A student may choose to contact the Federal Aviation Administration (FAA) at:

Federal Aviation Administration
5950 Hazeltine National Drive, Suite 500, Orlando, FL 32822
(407) 812-7727

HVAC Program - AIM is licensed by the Commission for Independent Education, Florida Department of Education. Should an academic or administrative complaint not be satisfactorily resolved within fifteen (15) business days, and after the established process at the campus level has been followed, additional information regarding this institution may be obtained by contacting the Commission at:

Commission for Independent Education
325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400
(888) 224-6684

Georgia

Students attending school in Georgia may contact the Non-Public Postsecondary Education Commission at:

Non-Public Postsecondary Education Commission
2082 East Exchange Place, Suite 220, Tucker, GA 30084-5313
(770) 414-3300

All complaints must be made via the NPEC website at: www.gnpec.georgia.gov.

Indiana

This institution is regulated by:

Office for Career and Technical Schools
10 N Senate Avenue, Suite SE 308
Indianapolis IN 4604
OCTS@dwd.in.gov
http://www.in.gov/dwd/2731.htm

New Jersey

Students attending school in New Jersey may contact:

New Jersey Department of Labor and Workforce Development
Center for Occupational Employment Information
Attn: Conflicts
P.O. Box 057
Trenton, NJ 08625-0057

North Carolina

Aviation Programs - A student may choose to contact the Federal Aviation Administration (FAA) at:

Federal Aviation Administration
3800 Arco Corporate Drive, Suite 233, Charlotte, NC 28273
(407) 812-7727

Student Rights and Responsibilities

Missouri

Students attending school in Missouri may contact the State of Missouri Coordinating Board for Higher Education at:

Missouri Coordinating Board for Higher Education
P.O. Box 1469, Jefferson City, MO 65102
(573) 751-2361

Pennsylvania

The school is licensed by the Pennsylvania State Board of Private Licensed Schools and any questions or concerns that are not satisfactorily resolved by the school may be brought to the attention of the State Board at any time:

State Board of Private Licensed Schools
333 Market Street, 12th Floor, Harrisburg, PA 17123-0333

Texas

Students with unresolved grievances may contact:

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street, Austin, Texas 78778-0001
Phone: (512) 936-6959 • http://csc.twc.state.tx.us/

Virginia

Students attending school in Virginia may contact the State Council of Higher Education for Virginia at:

State Council of Higher Education for Virginia
101 North 14th Street, Richmond, VA 23219

The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. This office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact this office via email: saa@dvs.virginia.gov.

Disability Grievance Process

The school works to ensure a learning environment that is accessible as well as free from discrimination and retaliation and does not tolerate discrimination based on disability. The Student Code of Conduct specifically addresses student-on-student violations of this nature. In addition, a disability grievance process is available to students who have voluntarily disclosed a disability and who seek academic accommodation, auxiliary aid, or other accommodations. Such complaints are often related to the type, level, or timeliness of services provided to students with disabilities, but may also be the result of complaints by students regarding staff, not otherwise addressed under the General Grievance Process section.

A student who believes they have been discriminated against based on accommodation, provision of services, or other related factors impacting prompt and reasonable accommodation based on disability may follow the following grievance process:

- **To make a formal complaint, complete the school's Student Complaint Form.**
- **Turn the complaint form into the Campus Section 504 Liaison, who will immediately notify the Campus Executive Director and the Corporate Director of Student Affairs.**
- **Be prepared to meet with the Corporate Section 504 Coordinator to discuss the complaint and possible solutions.**

Should the initial remedy of a complaint not resolve the complaint, the student may then file a Student Request for an Appeal Form. To learn more about the school's Office of Disability Services, please contact the Campus Section 504 Liaison located in the Student Services Office or call the Corporate Office of Disability Services, located in the Corporate Department of Student Affairs, toll free at (877) 604-2121.

Student Rights and Responsibilities

Student Code of Conduct

Introduction

We provide educational opportunities to a diverse student population. As with any institution of higher learning, students are expected to maintain order and to adhere to standards of conduct that promote mature interactions, open dialogue, communication, and a positive overall campus culture. The Student Code of Conduct provides a set of guidelines under which students may enjoy their active educational environment while also respecting the rights of others and the campus itself. Additional institutional policies, such as non-discrimination policies, further define expectations for conduct in unique circumstances and will be used in conjunction with this policy in applicable situations. Substantiated violations of the Student Code of Conduct are addressed promptly through the Institution's defined disciplinary process.

Overview of the Standards of Conduct

By enrolling in the Institution, students agree to adhere to certain standards of conduct that reflect professional behavior and that support safety on campus. These standards are in place to help ensure that each campus remains a positive environment for education and professional growth, and that the welfare of the Institution's students, faculty, and staff is maintained at all times.

The Institution provides all students with opportunities at the campus level to address concerns related to this policy. Students seeking information should first consult the Institution's policy and make their concerns known to the appropriate administrator on campus (Assistant Director/Director of Compliance and Administration, Director of Education, or Campus Executive Director). Policies are available to students from several sources: they are provided in paper form at Student Orientation; they can be requested in paper form at any time; and they are permanently available for download from the Institution's website.

In order to remain in good standing as alumni and to receive associated benefits such as career advising assistance, graduates are expected to continue to comply with the standards of conduct in all dealings with the Institution. Therefore, it is the expectation of the Institution that students and alumni will exemplify professional, courteous, and mature behavior. Such behavior includes, but is not limited to, these standards of conduct:

- **Respecting the rights of others without regard to race, color, national origin, gender, sex, age, and disability;**
- **Using language that is relevant to the operation of the Institution and free from profanity;**
- **Appearing on campus in appropriate, professional attire or uniforms ("appropriate" means ready to meet with a potential employer given a few minutes notice);**
- **Contributing to order in all institutionally sanctioned activities, whether on or off campus, to include the classroom, hallway, facilities, labs, intern/externship sites, and housing;**
- **Respecting the property both of the Institution and of the community by doing no harm or damage to the facility, its contents, the property of others while on or off campus, or to vehicles on or off campus;**
- **Contributing to the health and safety of others while on the private property of the campus as well as during institutionally sponsored events on or off campus;**
- **Adhering to all local, state, and federal laws.**

The standards of conduct represent the behaviors that administrators hope to see from all members of the learning community. Violations of these standards are subject to the disciplinary actions in the Conduct Level and Range Summary Chart and to the grievance processes in the General Conduct Violation Grievance and Investigation Process. The Institution has distinct student grievance policies and processes for academic concerns vs. administrative concerns vs. discrimination concerns.

Student Rights and Responsibilities

Overview of the Process

The institution views its Student Code of Conduct as the basis for a productive learning community. The Student Code of Conduct provides specific levels of violation and detailed ranges of discipline for first and second violations within each Level. Allegations of a level I or II violation of the Student Code of Conduct (i.e. those deemed most serious) require formal investigations and may warrant immediate removal from campus. In level I situations (which includes all "direct threat" matters) this removal may persist pending the outcome of a Formal Investigation, while level II cases may call only for removal from campus for a day to stabilize a situation. Applicable sanctions for a substantiated level I or II violation include suspension and expulsion.

Allegations of level III and IV violations lead to an informal resolution process and, if substantiated, are subject to defined disciplinary ranges that include written warnings, sanctions, and suspension for defined periods of time from campus (see Conduct Level and Range Summary Chart).

The institution encourages students with complaints to refer to the policies and procedures for formally expressing them. These allow for an airing of grievances while still respecting the rights of other classmates. Students may also seek guidance from administrators regarding their rights, responsibilities, and applicable policies and processes.

Complaints or reports of alleged violations of the Student Code of Conduct shall first be submitted to a campus administrator. If the Campus Executive Director is part of the complaint or report, it can be submitted to the campus's Regional Director at the corporate office. Upon receipt of a complaint or report, i.e. upon being formally notified, a campus administrator will conduct a brief informal inquiry to determine the appropriate next steps. This inquiry will include identifying the applicable levels and ranges for the allegations and determining whether the situation requires immediate mitigating action such as in direct threat or discriminatory situations.

Disciplinary Process

The school has established clear guidelines for addressing Student Code of Conduct violations. Such violations fall into four levels, each having ranges of possible discipline. The school has established the General Conduct Violation Grievance and Investigation Process, which offers students an unbiased, defined protocol for addressing any conduct matter. Students should review the policy and be familiar with the process. A full copy of the policies and procedures are available upon request from a campus administrator, may be downloaded from the school website, or may be obtained with a written request to DSAF—Policy Request, 4455 South Blvd, Suite 200, Virginia Beach, VA 23452.

The Campus Executive Director is responsible for maintaining good order on the campus and for administering the school's established conduct related policy and procedures. Should a complaint be received from a student against another student using the Student Complaint Form, or should a violation of the Student Code of Conduct occur as observed or reported by school officials, a student will be informed of the alleged violation in conference with a campus administrator and in writing through receipt of a Record of Student Advising Form. The student may be removed from school during a Formal Investigation. Documentation of all findings, to include the type of violation and subsequent discipline, will be noted in the student's official school record and maintained by the school for a period of five (5) years.

Student Rights and Responsibilities

Conduct Related Grievance Process

The student has the right to participate in the Formal Investigation, and if appropriate, request an appeal of the investigative findings. An Appeal Committee will be convened by the Department of Student Affairs off campus. The school provides appeals on matters of adherence to policy and procedures, and not as an additional forum for dispute of the conduct violation or administered discipline.

A student who is expelled as a result of a Student Code of Conduct violation may apply for re-admission. Applications for re-admission will be considered on an individual basis with the Review Board making a final determination. If a student leaving school as a result of a Student Code of Conduct violation is accepted for re-admission, the student will be placed on conduct probation for the remainder of the program in which they are enrolled. The Campus Executive Director ensures that no retaliatory action will occur based on a student complaint or a student's pursuit of remedy under the Conduct Related Grievance Process.

Notice of Non-Discrimination

The institution does not discriminate on the basis of race, color, national origin, gender, sex, age, or disability in any of its programs or activities. The institution provides policies and procedures that are compliant with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. Any individual who believes that she or he has been discriminated against has the right to seek relief and to be free from retaliation by members of the learning community.

The following person has been designated by the institution to handle all inquiries regarding its non-discrimination policies:

Corporate Director of Student Affairs,
4455 South Blvd., Suite 250, Virginia Beach, VA 23452
(877) 604-2121 (toll free)

A person may also contact the Federal Department of Education, Office for Civil Rights at:
http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm.

Discrimination Grievance Process

The school does not discriminate in its admissions processes, programs, activities, or offerings and does not tolerate discrimination. The Student Code of Conduct specifically addresses violations related to student-on-student or student-on-staff discrimination (See General Conduct Violation Grievance and Investigation Process in a full copy of the policies and procedures). The Campus Executive Director is responsible for maintaining a campus free from discrimination and retaliation and is the first point of contact for complaints of discrimination based on color, race, national origin, sex, gender, and age. A specialized process has been established to address complaints related to discrimination, which takes precedent over any other policy. This process is detailed in the Civil Rights Non-Discrimination Grievance and Investigation Process available to all students upon request.

In cases where a student believes they have been discriminated against by another student based on race, color, national origin, gender, sex, or age, and who wishes to make a formal complaint, they may complete the Student Complaint Form noting the circumstances surrounding their complaint and may immediately seek an appointment with the Campus Executive Director.

Student Rights and Responsibilities

A fair and unbiased grievance process allows student complaints to be addressed at the campus level in conjunction with the Department of Student Affairs, and provides for an off campus appeal process. In cases where the complaint is against the Campus Executive Director, the Regional Director will administer all campus level complaints in concert with the Corporate Director of Student Affairs. Complaints sent to the Regional Director will be investigated to ensure that all school policies and procedures have been followed. All files pertaining to a student's complaint will be maintained by the school for five (5) years.

Unresolved Discrimination Grievances

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the

U.S. Department of Education,
Office for Civil Rights,
Lyndon Baines Johnson Department of Education Building,
400 Maryland Avenue, SW, Washington, DC 20202-1100
Telephone: 800-421-3481 FAX: 202-453-6012;
TDD: 877-521-2172 or email: OCR@ed.gov

California Addendum

California

The class start dates for which this catalog is effictive for are July 20, 2020 - December 7, 2020.

Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

Memberships, Approvals, and Affiliations

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**
- **Northrop Rice Foundation**
- **Military Tuition Assistance**
- **State Approving Agency for Veterans Education and Training**
- **Vocational Rehabilitation**
- **Aviation Maintenance Technical Council (ATEC)**
- **Student Exchange Visitor Program (SEVP)**

Licensure

This private institution is approved to operate by the Bureau for Private Postsecondary Education by complying with the state standards as set forth in the Educational Code.

Bureau for Private Postsecondary Education
1747 North Market Street, Suite 225, Sacramento, CA 95833
(888) 370-7589 or fax (916) 263-1897 • www.bppe.ca.gov

State Disclosures

Bankruptcy - The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor has it filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Language Disclaimer - Instruction will not occur in a language other than English.

School Performance Fact Sheet - As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Student Tuition Recovery Fund Disclosure

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

California Addendum

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Street, Suite 225, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- **The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.**
- **You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.**
- **You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.**
- **The institution has been ordered to pay a refund by the Bureau but has failed to do so.**
- **The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.**
- **You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.**
- **You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.**

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

California Addendum

Tuition, Fees, and Charges

CALIFORNIA TUITION, FEES, AND CHARGES				
TUITION AND FEES	AVIATION MAINTENANCE TECHNICIAN	IMMERSIVE ENGLISH LANGUAGE FOR AVIATION	MAINTENANCE TECHNICIAN	PROFESSIONAL AVIATION MAINTENANCE CERTIFICATION
	AY 1 (28 CREDITS)	COURSE COST	AY 1 (28 CREDITS)	COURSE COST
Tuition	$14,810.00	$7,200.00	$14,810.00	$2,500.00
Books	$1000.00	$200.00	$1000.00	$0.00
Application Fee	$25.00	$25.00	$25.00	$25.00
Administrative Fee	$100.00	$100.00	$100.00	$0.00
Library Fee	$12.00	$12.00	$12.00	$0.00
Security Fee	$100.00	$100.00	$100.00	$0.00
Student Tuition Recovery Fund*	$0.00	$0.00	$0.00	$0.00
Balance Due for AY 1	**$16,047.00**	**$7,637.00**	**$16,047.00**	**$2,525.00**
Total Program/Course Charges	**$49,847.00**	**$7,637.00**	**$33,252.00**	**$2,525.00**

* This fee is non-refundable.

California Addendum

International Students

The campus offers visa services for international students who enroll into the program, which includes providing students with an I-20, which provides a certification of eligibility for nonimmigrant students entering the institution. To offset the costs associated with these services, the institution charges an administrative fee of $500 for international students who enroll.

† For international students, the administrative fee is $500, which covers the administrative costs associated with visa services provided by the institution.

Class Schedule

CALIFORNIA CLASS SCHEDULE	
DAY SHIFT MONDAY - THURSDAY	7:30 a.m. – 2:00 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	5:00 p.m. – 11:30 p.m. - Class in session 30 minute lunch break
WEEKEND SHIFT FRIDAY - SUNDAY	8:00 a.m. – 4:30 p.m. - Class in session 30 minute lunch break

Housing

The average price for a one-bedroom apartment in the immediate area is $1,800 per month. Dormitory facilities are not available.

California Addendum

Administration and Faculty

Josh Smith
Campus Executive Director
Bachelor of Art in Education
SFSU
Veteran - US Army
Commercial Pilot
Flight Instructor

William Spivey
Director of Education
Bachelor of Art in Sociology
San Jose State University
FAA A&P Certificate
FAA Inspection Authorization
FCC License

Bradley Boroff
Program Coordinator
US Marines
FAA A&P Certificate

Byron Lang
Program Coordinator
FAA A&P Certificate
Private Pilot

Wilner Alcantara
Instructor
FAA A&P Certificate

Abdul Alhaideri
Instructor
Associate of Science in Arts
College of San Mateo
FAA A&P Certificate

Robert Brooks
Instructor
FAA A&P Certificate

Doug Cardoza
Instructor
FAA A&P Certificate

John Crowell
Instructor
FAA A&P Certificate

Nathan Holman
Instructor
Bachelor of Science in Aviation
San Jose State University
US Navy
FAA A&P Certificate

Ali Jahanbakhsh
Instructor
Bachelor of Science in Aviation
Maintenance Engineering
Saint Louis University
FAA A&P Certificate

David Merkerson
Instructor
FAA Inspection Authorization
FCC License

Francis Schmidt
Instructor
FAA A&P Certificate

Christopher Siegert
Instructor
Bachelor of Science in Business
Administration
Cal State East Bay
FAA A&P Certificate
NCATT AET Certificate
Certified Electronic Technician (CET)

Michael Town
Instructor
FAA A&P Certificate

Jimmy Urteaga
Instructor
US Army
FAA A&P Certificate

Thomas Wheeler
Instructor
US Army
FAA A&P Certificate

Florida Addendum

Florida

Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

Memberships, Approvals, and Affiliations

- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**
- **State Approving Agency for Veterans Education and Training**

(Do not apply to the HVAC program)

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Military Tuition Assistance**
- **Aviation Maintenance Technical Council (ATEC)**
- **Professional Aviation Maintenance Association (PAMA)**
- **Northrop Rice Foundation**
- **Vocational Rehabilitation**
- **Aircraft Electronics Association (AEA)**
- **Student Exchange and Visitor Program (SEVP)**

Licensure

(Only applies to the HVAC program)
Licensed (License #5684) by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

Commission for Independent Education
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399
(888) 224-6684

Class Schedule

FLORIDA CLASS SCHEDULE	
DAY SHIFT MONDAY - THURSDAY	7:30 a.m. – 2:00 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	5:00 p.m. – 11:30 p.m. - Class in session 30 minute lunch break
FRIDAY	No scheduled class unless it is a makeup day.

Florida Addendum

State Disclosures

Students will be notified of any changes made at the institution.

Aviation Institute of Maintenance is wholly owned by Technical Education Services, Inc., (TES), which is 100% owned by Gerald Yagen.

Florida Addendum

Administration and Faculty

Jerry Moore
Campus Executive Director
Lieutenant, US Navy (Retired)

Kenee Ramirez
Campus Assistant Director
Bachelor of Arts in Hotel and Restaurant Management, University of Puerto Rico

Steven Arden
Program Coordinator
US Navy
FAA A&P Certificate

Raymond J. Arango
Instructor
Associate Degree in Specialized Technology
Pittsburgh Institute of Aeronautics
FAA A&P Certificate

Louis J. Bauer
Instructor
Associate of Science in Aviation Maintenance
National Aviation Academy
FAA A&P Certificate

Jose Bracero
Instructor
US Army
FAA A&P Certificate
FAA Inspection Authorization
FCC GROL

Eric Brathwaite
Instructor
FCC GROL
FAA A&P Certificate

Bryan Claverie
Instructor
NATE Certification
EPA Certification
NCCER Certification

Kyle Gallegos
Instructor
FAA A&P Certificate
Bachelor of Science in Aeronautics
Embry-Riddle Aeronautical University
U.S. Air Force

Steve Gumbel
Instructor
US Navy
FAA A&P Certificate

Kenneth Jones
Instructor
US Army
FAA A&P Certificate
FAA Inspection Authorization

Robert Lamb
Instructor
US Marines
FAA A&P Certificate

Ruben Lopez Rodriguez
Instructor
US Army
FAA A&P Certificate

Troy Majeska
Instructor
US Marine Corps
Bachelor of Science Degree in Aviation Management
Southern Illinois University
FAA A&P Certificate
FCC GROL
FAA Commercial Pilot
EPA Universal Certification

Robert McRight
Instructor
FAA A&P Certificate
Private Pilot
FCC GROL

Julio Moreno
Instructor
FAA A&P Certificate

Rafael A. Rosado
Instructor
Master of Aeronautical Science in Space Studies and Aerospace/Aviation Safety
Embry Riddle Aeronautical University
FAA Inspection Authorization
Private Pilot License
FAA A&P Certificate

Alfred C. Rutzebeck
Instructor
FAA A&P Certificate
Salvador Valdes
Instructor
Associate Degree in Aviation Maintenance Technology
Broward College
FAA A&P Certificate

Andres F. Rojas Solarte
Instructor
Associate in Occupational Studies - Aviation Maintenance
Vaughn College of Aeronautics and Technology
FAA A&P Certificate

Samy Shenouda
Instructor
FAA A&P Certificate

James E. Wallace
Instructor
US Air Force
FAA A&P Certificate

Georgia Addendum

Georgia

Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

Memberships, Approvals, and Affiliations

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**
- **Aviation Technical Education Council (ATEC)**
- **Atlanta Regional Commission - Workforce Investment Opportunity Act (WIOA)**
- **Military Tuition Assistance**
- **State Approving Agency for Veterans Education and Training**
- **Atlanta Regional Commission Workforce Development Division approved training service provider**
- **Vocational Rehabilitation**
- **Georgia Private Schools Association**
- **Northrop Rice Foundation**
- **Aircraft Electronics Association (AEA)**
- **Student Exchange Visitor Program (SEVP)**
- **NCATT (National Center for Aircraft Technician Training) Accredited Training Provider for the Avionics program**

Licensure

Authorized by the State of Georgia Non-Public Postsecondary Education Commission:

Non-Public Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA 30084-5313
www.gnpec.georgia.gov

Class Schedule

GEORGIA CLASS SCHEDULE	
DAY SHIFT MONDAY - THURSDAY	7:30 a.m. – 2:00 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	5:00 p.m. – 11:00 p.m. - Class in session 30 minute lunch break
FRIDAY	7:30 a.m. – 4:30 p.m. - Class in session
WEEKEND SHIFT FRIDAY - SUNDAY	7:30 a.m. – 4:30 p.m. - Class in session 70 minute lunch break

Georgia Addendum

Administration and Faculty

Ben Sitton
Campus Executive Director
Bachelor of Science in Marketing/ Management
University of Georgia

Edwin Peck
Director of Education
FAA A&P Certificate
MBA

Douglas Blackburn
Program Coordinator
Master of Business Administration in Business Administration
Everest University
FAA A&P Certificate
Private Pilot

Billy Fenner
Program Coordinator
Veteran - US Air Force
FAA A&P Certificate
FCC GROL

Chris Kraft
Program Coordinator
Veteran - US Coast Guard
FAA A&P Certificate
FCC GROL

Ralph Adegbuji
Instructor
Associate of Occupational Science in Aviation
Eastern New Mexico University
FAA A&P Certificate

Michael Baldwin
Instructor
FAA A&P Certificate

Ray Bullock
Instructor
PHD - Physics

Jason Carrig
Instructor
FAA A&P Certificate
David Coetzee
Instructor
Welding

Tira Clay
Instructor
MS - Psychology

Gemiel Coston
Instructor - Welding

James Crowder
Instructor
FAA A&P Certificate

James Deering
Instructor
FAA A&P Certificate
AET Certificate
FCC GROL

Earnest Delgado
Instructor
Master of Business Administration in Valdosta State
Veteran - US Air Force
FAA A&P Certificate
Private Pilot

Samantha Fietzek
Instructor
Associate in Applied Science
Alabama Aviation Center
FAA A&P Certificate

Carlos Flores
Instructor
FAA A&P Certificate

Larry Frias
Instructor
FAA A&P Certificate

Shane Graham
Instructor - Welding

Derrick Hart
Instructor
FAA A&P Certificate
Veteran - US Air Force

Lewis Hearn
Instructor
Veteran - US Army
FAA A&P Certificate

Walter Hill
Instructor
Veteran - US Army
FAA A&P Certificate

Jeo Hodges
Instructor
FAA A&P Certificate

Jones Isabelle
Instructor
Bachelor Science in Communication
Emerson College

Arianus Johnson
Instructor
FAA A&P Certificate

James Johnson
Instructor
Associate of Applied Science in Aviation
Pasadena City College
Veteran - US Navy
FAA A&P Certificate

Isabelle Jones
Instructor
MS - Education

Rico Josey
Instructor
FAA A&P Certificate

Georgia Addendum

Administration and Faculty

Jeffrey Kouba
Instructor
FAA A&P Certificate
National Aviation Academy

Jason Kyle
Instructor
FAA A&P Certificate

Phillip Larson
Instructor
Veteran - US Navy
FAA A&P Certificate

Heidi Maddock
Instructor
FAA A&P Certificate

Eugene McCann
Instructor
Veteran - US Army
FAA A&P Certificate

Neill McNeill
Instructor
Bachelor of Science in Business Administration
St. Andrews Presbyterian College
Veteran - US Navy
FAA A&P Certificate
Private Pilot

Sam Mihyar
Instructor
FAA A&P Certificate

Radoslaw Muraski
Instructor
FAA A&P Certificate

Roddrick Newby
Instructor
FAA A&P Certificate

Priester, Noah
Instructor
Veteran - US Army
FAA A&P Certificate
A. A.S in Aviation Technology
North Central Institute

Adam Norwood
Instructor
FAA A&P Certificate

Thomas Oriole
Instructor
Veteran - US Air Force
FAA A&P Certificate

Daniel Pelletier
Instructor
Veteran - US Army
FAA A&P Certificate

Mark Pitts
Instructor
Bachelor of Science in Aviation Maintenance and Operations
Trinity College University
Veteran - US Navy
FAA A&P Certificate
FCC GROL

Jonathan Primm
Instructor
Veteran - US Army
FAA A&P Certificate

Christopher Pugh
Instructor
FAA A&P Certificate

Kary Satterfield
Instructor
FAA A&P Certificate

Phillip Shekey
Instructor
Veteran - US Marines
FAA A&P Certificate

Mack Shockley
Instructor
Veteran - US Army
FAA A&P Certificate
Private Pilot

Audry Simon
Instructor
FAA A&P Certificate

Randolph Smith
Instructor
Veteran - US Army
FAA A&P Certificate

Mark Stephens
Instructor
FAA A&P Certificate

Norm Thompson
Instructor
Veteran - US Marines
FAA A&P Certificate

Michael Tuneburg
Instructor - Welding

Calvin Williams
Instructor
Veteran - US Army
FAA A&P Certificate

Clarence Willis
Instructor
Bachelor of Science in Professional Aeronautics
Embry Riddle Aeronautical University
US Air Force
FAA A&P Certificate

Bryan Wilson
Instructor
FAA A&P Certificate

James Winkes
Instructor
FAA A&P Certificate
EPA Universal Technician Certification

Indiana Addendum

Indiana

Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

Memberships, Approvals, and Affiliations

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**
- **Indiana Workforce Development – Workforce Investment Opportunity Act (WIOA)**
- **Aviation Technical Education Council (ATEC)**
- **Military Tuition Assistance**
- **Vocational Rehabilitation**
- **State Approving Agency for Veterans Education and Training**
- **Aircraft Electronics Association (AEA)**
- **Northrop Rice Foundation**
- **Student Exchange Visitor Program (SEVP)**
- **University Aviation Association (UAA)**

Licensure

This institution is regulated by:

Office of Career and Technical Schools
10 N. Senate Ave, Suite SE 308
Indianapolis, IN 46204
OCTS@dwd.in.gov
http://www.in.gov/dwd/2731.htm

Class Schedule

INDIANA CLASS SCHEDULE	
DAY SHIFT MONDAY - THURSDAY	8:00 a.m. – 2:30 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	5:00 p.m. – 11:30 p.m. - Class in session 30 minute lunch break
FRIDAY	No scheduled class unless it is a makeup day.

Indiana Addendum

Administration and Faculty

Andrew Duncan
Campus Executive Director
Bachelor of Science in Bible
Johnson University

Aaron Martin
Director of Education
Associate of Applied Science in Aviation Maintenance
AIM Bachelor of Science in Aviation Management
National American University
FAA A&P Certificate

Ronald Bennett
Instructor
Bachelor of Science in Aviation Technology
Purdue University
FAA A&P Certificate

Ben Bingham
Instructor
Associates of Applied Science in Aviation Technology
Vincennes University
FAA A&P Certificate

Erick Donker
Instructor
A.S.Degree in Aviation Maintenance Technology
FAA A&P Certificate
Wentworth Institute of Technology
FAA Inspection Authorization
FCC GROL

Randy Drake
Instructor
US Air Force
FAA A&P Certificate
Private Pilot
AET Certificate
FCC GROL

Richard Ellis
Instructor
Master of Science in Aviation Safety
Embry Riddle
US Air Force
FAA A&P Certificate
FAA Inspection Authorization

Thomas Foley
Instructor
Bachelor of Science in Aviation Maintenance Management
Lewis University
FAA A&P Certificate

Daniel Jarrett
Instructor
Associate of Science in Aviation Maintenance
Vincennes University
FAA A&P Certificate

Joe Jones
Instructor
Associates of Applied Science in Aviation Technology
Vincennes University
FAA A&P Certificate

Russell Ladd
Instructor
Associate of Applied Science in Business Finance
Harrison College
Bachelor of Science in Accounting
Harrison College
Associate of Applied Science in Accounting
Harrison College
FAA A&P Certificate
FCC Radio Operator License

David Livesay
Instructor
Associate of Applied Science in Aviation Maintenance
PIA
US Air Force
FAA A&P Certificate
Private Pilot
FCC GROL

Robert Madigan Jr.
Instructor
U.S. Army
FAA A&P Certificate

Michael Morgan
Instructor
Bachelor of Science in Aviation Management
Lewis University
FAA A&P Certificate

Gordon Moser
Instructor
US Air Force
FAA A&P Certificate

Tracy Oliver
Instructor
FAA A&P Certificate

James Smith
Instructor
Associate of Applied Science in Aviation Maintenance
Vincennes University
US Air Force
FAA A&P Certificate
FAA Inspection Authorization
Commercial Pilot

Luke Terry
Instructor
FAA A&P Certificate
FCC GROL

Frank Zunis
Instructor
Associates of Applied Science in Aviation Maintenance
Olympic College
FAA A&P Certificate

Missouri Addendum

Missouri

Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

Memberships, Approvals, and Affiliations

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**
- **Aviation Technical Education Council (ATEC)**
- **Military Tuition Assistance**
- **State Approving Agency for Veterans Education and Training**
- **Missouri Department of Economic Development Division of Workforce Development approved training service provider**
- **Vocational Rehabilitation**
- **Northrop Rice Foundation**
- **Kansas City Chamber of Commerce**
- **Better Business Bureau**
- **Aircraft Electronics Association (AEA)**
- **Student Exchange Visitor Program (SEVP)**
- **University Aviation Association (UAA)**

Licensure

Approved to operate by the Missouri Coordinating Board for Higher Education:

Missouri Coordinating Board for Higher Education
P.O. Box 1469, Jefferson City, MO 65102
(573) 751-2361

Class Schedule

MISSOURI CLASS SCHEDULE	
DAY SHIFT MONDAY - THURSDAY	7:30 a.m. – 2:00 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	5:00 p.m. – 11:30 p.m. - Class in session 30 minute lunch break
WEEKEND SHIFT FRIDAY - SUNDAY	7:30 a.m. – 4:30 p.m. - Class in session 70 minute lunch break

Missouri Addendum

Administration and Faculty

Adrian Rothrock
Campus Executive Director

Damon Cook
Director of Education
Associate of Applied Science in Architecture
Otero Junior College
US Army
FAA A&P Certificate

Norman Bradshaw
Program Coordinator
US Marines
FAA A&P Certificate
FAA Inspection Authorization
Private Pilot

Mark Barefoot
Instructor
FAA A&P Certificate
U.S. Airforce
Aviation Institute of Maintenance-Aviation Maintenance

William Brown
Instructor
FAA A&P Certificate
FAA Inspection Authorization
Commercial Pilot

Emiliano Camargo
Instructor
FAA A&P Certificate

Ray Campbell
Instructor
FAA A&P Certificate
Trident International University BA – Business Management
U.S. Airforce

Timothy Chernicky
Instructor
AA Aviation Maintenance,
Metro Tech Community College
FAA A&P Certificate

Richard Decker
Instructor
FAA A&P Certificate
FAA Inspection Authorization
Commercial Pilot
James Dent
Instructor
US Air Force
FAA A&P Certificate

Jim Dent
Instructor
FAA A&P Certificate
U.S. Airforce

Joe Heath
Instructor
US Marines
FAA A&P Certificate

Aaron Hall
Instructor
FAA A&P Certificate

Jackie McCord
Instructor
US Marine - Veteran
FAA A&P Certificate

David McQuiston
Instructor
Veteran - US Air Force
FAA A&P Certificate
CertTEC Certificate

Robert Meredith
Instructor
US Army - Veteran
FAA A&P Certificate

Kevin Oetting
Instructor
Associate of Applied Science in Aviation Technology
Maple Woods Community College
FAA A&P Certificate

Casey Sawyer
Instructor
Associate of Applied Science in Aviation Maintenance
Redstone College
US Army
FAA A&P Certificate

Michael Thacker
Instructor
Associate of Applied Science in Aviation Maintenance
Maple Woods Community College
US Navy
FAA A&P Certificate

Ray Thomas
Instructor
FAA A&P Certificate
U.S. Airforce
Community College of the Air Force – AAS Aviation Maintenance

Ken Tyler
Instructor
Master of Business Administration and Management
Webster University
US Air Force
FAA A&P Certificate

Curtis Voiles
Instructor
FAA A&P Certificate
Embry-Riddle Aeronautical University

Nevada Addendum

Nevada

Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

Memberships, Approvals, and Affiliations

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**
- **Military Tuition Assistance**
- **Vocational Rehabilitation**
- **State Approving Agency for Veterans Education and Training**
- **Student Exchange Visitor Program (SEVP)**

Licensure

Licensed to operate by the Commission on Postsecondary Education.
Commission on Postsecondary Education
8778 South Maryland Parkway, Suite 115
Las Vegas, NV 89123
Phone: (702) 486-7330

Class Schedule

NEVADA CLASS SCHEDULE

DAY SHIFT MONDAY - THURSDAY	7:30 a.m. – 2:00 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	4:30 p.m. – 11:00 p.m. - Class in session 30 minute lunch break
WEEKEND SHIFT FRIDAY - SUNDAY	8:00 a.m. – 4:30 p.m. - Class in session 30 minute lunch break

Maintenance Technician

TUITION, FEES & CHARGES

TUITION & FEES	TOTAL PROGRAM COST
Tuition	$30,740.00
Books (estimated)	$1,850.00
Application Fee	$25.00
Library Fee	$12.00
Administrative Fee	$100.00
Security Fee	$100.00
Materials Fee	$425.00
Total Charges	**$33,252.00**

Nevada Addendum

State Disclosures

State Commission on Post-Secondary Education, State of Nevada:
All employees of an institute of higher learning offering VA Educational Benefits are required to undergo FBI finger printing (CPE Form 40c).

Language Disclaimer:
Instruction will not occur in a language other than English

School Performance Fact Sheet:
As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

Ownership:
Aviation Institute of Maintenance is wholly owned by Employment Services, Inc. (ESI), which is 100% owned by Gerald Yagen.

Disclosure of Student Education Records:
The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records of both current and former students. Students over the age of 18 years of age reserve the right to decline completion of the FERPA documents. Institutions must have written permission from an eligible student in order to release any personally identifiable information from a student's education record. However, under certain conditions FERPA allows institutions to disclose those records, without consent, to the following parties or under the following conditions:

a. School official with legitimate educational interest
b. Other schools to which a student is transferring
c. Specified officials for audit or evaluation purposes
d. Appropriate parties in connection with financial aid to a student
e. Organizations conducting certain studies for or on behalf of the institution
f. Accrediting organizations
g. To comply with a judicial order or lawfully issued subpoena, provided that the institution makes a reasonable attempt to notify the student in advance of compliance
h. Appropriate officials in cases of health and safety emergencies
i. State and local authorities, within a juvenile justice system, pursuant to specific state law.

NRS 394.553 - Account for Student Indemnification:
1. The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission.
2. Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:
(a) The discontinuance of operation of a postsecondary educational institution licensed in this state; or
(b) The violation by such an institution of any provision of NRS 394.383 to 394.560, inclusive, or the regulations adopted pursuant thereto.
3. If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480, the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.
4. In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or $10,000, whichever is less.
5. No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below $10,000.
6. Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.
7. The money in the Account does not lapse to the State General Fund at the end of any fiscal year.
(Added to NRS by 1995, 323)

Nevada Addendum

Administration and Faculty

Veronica Donahue
Campus Executive Director
Bachelor of Arts in Psychology
Briar Cliff University

Lisa Nordman
Assistant Campus Director
Bachelor of Science in Psychology
Eastern Michigan University
Secondary Provisional License, Social Studies
State of Michigan, Grades 7-12

Al Flanagan
Director of Education
US Navy Aviation Schools
FAA A&P Certificate

Jerome Aguinaldo
Program Coordinator
Associate of Science, Instructor in Technology and Aviation Maintenance Technology, Community College of the Airforce
FAA A&P Certificate

David Seddon
Program Coordinator
Bachelors of Science Degree in Business Management
University of Phoenix
Associates Degree in Aviation Maintenance Management
North Central Institute
Duncan Aviation
US Army
FAA A&P Certificate

Steve Acor
Instructor
Vision Airlines, Inc.
FAA A&P Certificate

John Agan
Instructor
KalAero Aviation and Beech Aircraft
US Army
FAA A&P Certificate

Marvin Alexander
Instructor
U.S. Airforce
Saudi Arabian Airlines
FAA A&P Certificate

Christopher Barnes
Instructor
Metro Technology Center Aircraft Mechanic
US Department of Defense Program: AMT
FAA A&P Certificate

Jim Belanger
Instructor
Bachelor of Science in Professional Aeronautics
Associate of Science in Aircraft Mechanics
Embry Riddle Aeronautical University
AECOM and Royal West Airlines
FAA A&P Certificate

James Belleveau
Instructor
Vision Airlines, Inc.
General Dynamics Avaition Service
U.S. Airforce
FAA A&P Certificate

Raymond Carolan
Instructor
Associate of Applied Science, Aviation
Tomball College
Costal Bend College, Aviation Instructor
FAA A&P Certificate

Lance Christopherson
Instructor
US Airforce Community College FAA – McCarran International Airport Pulsar Aviation, A&P Mechanic Certified Aviation Services, Mechanic Program: AMT
FAA A&P Certificate

John D'Anza
Instructor
Bachelor of Arts in General Studies
Associate of Science in Aviation
Maintenance Technology American Airlines
Maintenance Crew Chief United Airlines
Aircraft Mechanic US Airforce Program: AMT
FAA A&P Certificate

Darryl Exom
Instructor
Memphis Area VoTech
Northwest Airlines
FAA A&P Certificate

Stephen Favors
Instructor
Teterboro School of Aeronautics, Aircraft Mechanics
Suny Farmingdale, Aerospace Technology and American Airlines
FAA A&P Certificate

Steven Hansen
Instructor
US Marine Corps – Aviation Stations
FAA A&P Certificate

Len Hincks
Instructor
Aerospatiale Helicopter Corporation
American Eurocopter Corporation
FAA A&P Certificate

Richard Johnson
Instructor
Launch Technical, Northrup Grumman and King Aerospace
US Navy
FAA A&P Certificate

Joseph Letteriello
Instructor
Bachelor of Arts,
Sonoma State University
Business Management, Bachelor of Arts,
Webster University
Mechanical Engineering, California State University
Lone Mountain Aviation
FAA A&P Certificate

Anthony Milanes
Instructor
General Atomic Aeronautical
FAA A&P Certificate

John Pinksaw
Instructor
FAA A&P Rated Bachelor of Science in Professional Aeronautics Embry Riddle Aeronautical University US Airforce – Blue Angels Program: AMT

Earl John Romarate
Instructor
Vaughn College of Aeronautics & Technology
FAA A&P Certificate

Michael Sizemore
Instructor
Pan American Airlines
Northwest Airlines
US Air Force
Program: AMT
FAA A&P Certificate

Phillip Swibies
Instructor
Maverick Helicopters
Elite Avaition
Lone Mountain Aviation
U.S. Army
U.S. Forest Service
FAA A&P Certificate

John Frank White
Instructor
Allegiant Airlines
American Airlines
US Navy
FAA A&P Certificate

New Jersey Addendum

New Jersey

Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
(703) 247-4212

Memberships, Approvals, and Affiliations

- **Federal Aviation Administration (FAA)**
- **New Jersey Department of Education and Department of Labor and Workforce Development (NJDOE/DOLWD)**
- **Approved for the Training of Veterans and other Eligibles by the State Approving Agency Approving Agency**
- **United States Department of Homeland Security**
- **Aviation Technician Education Council (ATEC)**
- **Private College and School Association of New Jersey (PCSANJ)**
- **Professional Aviation Maintenance Association (PAMA)**
- **Westchester Aircraft Maintenance Associate (WAMA)**
- **Career Education Colleges and Universities (CECU)**
- **Northrop Rice Foundation (NRF)**

Licensure

Approved and licensed to operate by the State of New Jersey Department of Labor and Workforce Development.

Class Schedule

NEW JERSEY CLASS SCHEDULE	
DAY SHIFT MONDAY - THURSDAY	8:00 a.m. – 2:30 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	4:00 p.m. – 10:30 p.m. - Class in session 30 minute lunch break

New Jersey Addendum

Administration and Faculty

Edward J. Bennett
Campus Executive Director
Master of Science-Management
Thomas Edison State University
FAA A&P Certificate
FAA IA Certificate
Retired US Navy/Air Force

Enmanuel Rodriquez
Director of Education
FAA A&P Certificate

Ian Borrowdale
Instructor
FAA A&P Certificate

David Dempsey
Instructor
FAA A&P Certificate

Wayne Feuerherm
Instructor
FAA A&P Certificate
FAA IA Certificate
FAA DME Certificate
FAA CFI Certificate

Michael Frim
Instructor
FAA A&P Certificate
FAA IA Certificate
FAA DME Certificate
US Air Force

Erhan Karakoc
Instructor
FAA A&P Certificate
Bachelor of Science Aviation Technology
Thomas Edison State University

Keith Krysz
Instructor
FAA A&P Certificate

Michael Lapoff
Instructor
FAA A&P Certificate
FAA IA Certificate
FAA DME Certificate
US Marine Corps

Robert Osterhoudt
Instructor
FAA A&P Certificate
FAA IA Certificate
FAA Private Pilot
Bachelor of Science Aerospace Engineering
Boston University College of Engineering

Michael Raab
Instructor
FAA A&P Certificate
FAA IA Certificate
FAA Private Pilot

Ramjeet Singh
Instructor
FAA A&P Certificate

Mark Ungar
Instructor
FAA A&P Certificate

New Jersey Addendum

COURSE NAME	CREDIT HOURS
RD 111 Mechanic Privileges & Limitations	.50
RD 122 Aircraft Drawing	.50
RD 123 Maintenance Publications	.50
RD 124 Maintenance Forms & Records	.50
MP 105 Hardware & Materials	2.0
MP 106 Inspections	2.0
MP 123 Cleaning & Corrosion Control	.50
MP 112 Fluid Lines & Fittings	1.5
MS 112 Mathematics	.50
MS 111 Basic Physics	2.0
BE 121 Basic Electricity	6.0
PF 101 Reciprocating Engines	1.0
PF 112 Turbine Engines	1.5
AP 101 Aircraft Fuels & Fuel Systems	2.0
AP 102 Fuel Metering Systems	2.0
AP 103 Fire Protection	.50
AST 1101 Wood Structures	.50
AST 1102 Aircraft Covering	.50
AST 113 Aircraft Finishes	.50
AST 1114 Assembly & Rigging	1.5
PR 101 Propellers	4.5
AST 2111 Sheet Metal Structures	4.5
AST 2102 Composites	2.0
AST 2113 Welding	1.0

COURSE NAME	CREDIT HOURS
PS 101 Engine Induction Systems	1.0
PS 112 Ignition Systems	2.5
PS 113 Starting Systems	.50
PS 114 Lubrication Systems	2.0
PS 105 Engine Cooling Systems	.50
PS 116 Engine Exhaust Systems	.50
PS 117 Electrical Power Systems	1.5
AS 101 Aircraft Hydraulic Power Systems	2.5
AS 102 Aircraft Landing Gear	1.5
AS 103 Aircraft Pneumatic Power Systems	.50
AS 104 Cabin Atmosphere Control Systems	1.0
AS 105 Ice & Rain Control Systems	.50
AS 106 Electrical Distribution Systems	1.5
AV 101 Instrument Systems	2.0
AV 102 Communication & Navigation Systems	1.0
AV 103 Position and Warning Systems	.50
AV 114 Electrical Power Systems Lab/Shop	1.0
AV 115 Electrical Distribution Systems Lab/Shop	2.0
EO 122 Turbine Engine Overhaul	3.5
EO 121 Reciprocating Engine Overhaul	4.5
GO 111 Ground Operation & Servicing	.50
WB 101 Weight & Balance	2.0
APINSP 121 A&P Inspection	6.5

***78 TOTAL**

New Jersey Addendum

Teterboro Course Descriptions

RD 111
Mechanic Privileges & Limitations
This class details the privileges and limitations of the Airframe and Powerplant AMT within the Federal Aviation Regulations (FAR). Included are the performance standards of work performed on aircraft.
0.5 Credit

RD 122
Aircraft Drawing
This class will cover reading, interpreting, and understanding aircraft drawings, as applicable to aircraft pars and components, as well as the ability to trace electrical flows through circuits.
0.5 Credit

RD 123
Maintenance Publications
This class covers the sources and uses of published data relating to aircraft and components. Included are approved reference materials, manufacturer's data, official minimum standards and acceptable practices, and other sources of approved data applicable to aircraft maintenance.
0.5 Credit

RD 124
Maintenance Forms & Records
This class details the FAA forms and records to be accomplished following the completion of maintenance actions.
0.5 Credit

MP 105
Hardware & Materials
This class will cover the standards of hardware and aircraft materials, as well as the identification of proper and safe use of tools. The class also includes the study of the Human Factors that interfere with safe maintenance practices.
2.0 Credits

MP 106
Inspections
This class will cover the proper process and procedures in Non-Destructive inspection.
2.0 Credits

MP 123
Cleaning & Corrosion Control
This class will study the causes of corrosion, corrosion prone areas, proper aircraft cleaning, and products used in the treatment of corrosion.
0.5 Credit

MP 112
Fluid Lines & Fittings
This class will detail fabrication, testing and installation of various tubing and flexible hose sections, along with their connection fittings, used for various fluid systems for aircraft and engines.
1.5 Credits

MS 112
Mathematics
This class is an introduction to algebraic functions, concepts of geometry, and calculation of areas and volumes.
0.5 Credit

MS 111
Basic Physics
The class will include the principles related to simple machines, including the concepts and mathematical calculation of mechanical work. Also included are the principles related to sound, fluids, heat, and the formulation of physical matter. Included will be aircraft aerodynamic principles for both fixed wing and rotary wing, and how they relate to various designs and the principles of flight. Also covered are factors of aircraft control including the aerodynamic forces acting on aircraft in the realms of subsonic, trans-sonic, and supersonic flight.
2.0 Credits

BE 121
Basic Electricity
This course will detail the theories of Direct Current (DC) and Alternating Current (AC), their components, electrical circuits, and circuit analysis. Introduction of the principles of troubleshooting will be given, as well as being possibly certified in the use of multimeters.
6.0 Credits

PF 101
Reciprocating Engines
This class is an overview of the reciprocating internal combustion engine. The general principles of construction and operation are covered, including an analysis of the various cylinder arrangements and component construction features. Included are the Otto Cycle as well as the basic formulas relating to the measurement and evaluation of engine performance.
1.0 Credit

PF 112
Turbine Engines
This class is an introduction to the turbine engine. The general principles of the construction and operation are covered, including an analysis of various engine sections, as well as component construction features. Included are the Brayton Cycle, thrust production values, and engine performance parameters.
1.5 Credits

AP 101
Aircraft Fuels & Fuel Systems
This class is an introduction to aviation fuels and the systems used to supply fuel to the engines. Identification, fueling procedures, and precautions will be detailed. Fuel dump systems, fuel warning systems, system inspection and repair, fuel transfer and management procedures, as well as pressurized fueling, will be a major focus.
2.0 Credits

AP 102
Fuel Metering Systems
This class is an introduction of the various engine Fuel Metering systems. In addition to the theories and principles of operation for carburetors, fuel injection systems, and fuel controls, maintenance actions will be detailed.
2.0 Credits

AP 103
Fire Protection
This class deals with the classifications of fires, extinguishing agents, and techniques used to extinguish fires during ground operations. In addition to the various means of detecting and extinguishing fires aboard aircraft and engines in flight as well as carbon monoxide detection, the various maintenance actions will be detailed.
0.5 Credit

AST 1101
Wood Structures
This class will outline the inspection criteria, defect identification, and service and repair of wood structures.
0.5 Credit

AST 1102
Aircraft Covering
This class will cover the materials, processes and procedures involved in aircraft fabric coverings. Included will be the selection and application procedures for the proper covering, as well as the inspection, testing, and repair methods and procedures.
0.5 Credit

AST 1113
Aircraft Finishes
This class details the various types and methods of applying aircraft finish, including trim, lettering and touch up.
0.5 Credit

AST 1114
Assembly & Rigging
This class details the different aircraft configurations, flight controls, and their functions, stability of the aircraft about the control axes, and the rigging concepts and procedures for fixed wing and rotary aircraft.
1.5 Credits

PR 101
Propellers
This course is an introduction to aircraft propeller theory, inspection, repair and overhaul. Propeller governors, ice control, and synchronization systems and components are detailed.
4.5 Credits

AST 2111
Sheet Metal Structures
This class will cover the various aluminum alloy structures, the types of structural methods, rivets, forming of parts, heat treatment of metals, bend allowances, and sheet metal tools.
4.5 Credits

AST 2102
Composites
This class introduces the selection, construction inspection, and repair criteria of various composite structures, materials and components. Included are fiberglass, honeycomb, transparent plastics, laminates, and installation of specialized fasteners. In addition, construction and maintenance of doors, seals, and interior furnishings will be covered.
2.0 Credits

AST 2113
Welding
This class is an introduction to gas, electric arc, and other welding theories, the equipment, setup, welding positions, joints, welding of ferrous and non-ferrous metals, soft soldering and brazing. Inspection of welded structures is also covered.
1.0 Credit

New Jersey Addendum

Teterboro Course Descriptions

PS 101
Engine Induction Systems
This class introduces the theory and components of Engine Induction Systems along with their maintenance practices.
1.0 Credit

PS 112
Ignition Systems

This class is an introduction to the theory and components of Engine Ignition Systems along with their maintenance practices.
2.5 Credits

PS 113
Starting Systems
This class is an introduction to the theory and components of Engine Starting Systems.
0.5 Credit

PS 114
Lubrication Systems
This class is an introduction to the identification and selection of lubricants, as well as the theory and components of Engine Lubrication Systems.
2.0 Credits

PS 105
Engine Cooling Systems
This class introduces the theory and components of Engine Cooling Systems, Along with their maintenance practices.
0.5 Credit

PS 116
Engine Exhaust Systems
This class introduces the theory and components of Engine Exhaust Systems, along with their maintenance.
0.5 Credit

PS 117
Electrical Power Systems
This class is an overview of the electrical power system generation for aircraft. Included are Batteries, Generators, Alternators, and Auxiliary Power Units (APUs) along with their system components. Electrical power requirements will be calculated.
1.5 Credits

AS 101
Aircraft Hydraulic Power Systems
This class is an introduction to the components used in, and the proper methods of inspecting, servicing, and repairing of aircraft hydraulic power systems.
2.5 Credits

AS 102
Aircraft Landing Gear
This class is an introduction to the landing gear, brakes, wheels, and tires, along with their associated systems for retraction and extension. Inspection, checks, servicing, and repair procedures will be detailed.
1.5 Credits

AS 103
Aircraft Pneumatic Power Systems
This class is an introduction to the components used and the proper methods of inspecting, servicing and repairing aircraft pneumatic power systems.
0.5 Credit

AS 104
Cabin Atmosphere Control Systems
This class is an introduction to the systems used for heating, cooling, and pressurization, as well as for supplementary oxygen. The methods of inspecting, servicing, and repairing the systems will be detailed.
1.0 Credit

AS 105
Ice & Rain Control Systems
This class is an introduction to the various methods of ice and rain control used on aircraft. The components used, as well as the actual inspections and repairs of the systems will be detailed and performed.
0.5 Credit

AS 106
Electrical Distribution Systems
This class will cover the various systems and components used to provide electrical power to the aircraft and engines. DC and AC systems, with their respective switches, indicators, and wiring are covered in detail.
1.5 Credits

AV 101
Instrument Systems
This class is an introduction to, and development of, the concepts of aircraft instrumentation related to the operational environment of aircraft and engines. Included are the pitot static system, related flight and engine instrumentation, inspections, troubleshooting, and testing procedures.
2.0 Credits

AV 102
Communication & Navigation Systems
This class introduces the principles, practices, procedures and operation of basic aircraft communication and navigation systems. This includes instrument approach and landing systems, emergency locator transmitters (ELTs), and radar systems, as well as the respective antennas used.
1.0 Credit

AV 103
Position and Warning Systems
This class introduces the principles, practices, procedures and operation of aircraft position and warning systems as used for landing gear and flaps, anti-skid systems, speed and Mach warning systems, and stall warning.
0.5 Credit

AV 114
Electrical Power Systems Lab/Shop
This class applies the theories and principles of Electrical Power Systems. Included will be projects on measuring voltage, current, and resistance in electrical circuits, inspection and servicing batteries, and the inspection and repair of electrical power generating and engine starting devices.
1.0 Credit

AV 115
Electrical Distribution Systems Lab/Shop
This class applies the theories and principles of Electrical Distribution Systems. Included will be projects on installing wires and electrical components in electrical circuits, as well as determining wire sizes for different electrical loads.
2.0 Credits

EO 122
Turbine Engine Overhaul
This class details the removal, overhaul, and installation techniques of turbine engines. Additional areas include testing, both on the aircraft and in a test cell, as well as preservation for storage.
3.5 Credits

EO 121
Reciprocating Engine Overhaul
This class details the removal, overhaul, and installation techniques of reciprocating engines. Additional areas include testing, both on the aircraft and in a test cell, as well as preservation for storage.
4.5 Credits

GO 111
Ground Operation & Servicing
This class details engine and ground support equipment starting, operating and stopping procedures along with all appropriate safety precautions will be covered. Ground movement as well as proper servicing procedures will be detailed.
0.5 Credit

WB 101
Weight & Balance
This class will detail the procedures for weighing, collecting data and performing various mathematical checks to verify that an aircraft is safe for flight. The weighing of an aircraft and mathematical calculations will be performed to a Return-To-Service Standard.
2.0 Credits

APINSP 121
Airframe & Powerplant Inspection
This class will have the student perform a 100-Hour Inspection on the Airframe and Powerplant, using aircraft and system mockups. The proper procedures, technical data and reference materials will be used to perform to a Return-to-Service standard. Proper cleaning and corrosion control procedures will be followed. Proper operation with defect correction will be accomplished, both on the aircraft and on mockups. Actual paperwork entries in the appropriate forms and records will be performed.
6.5 Credits

North Carolina Addendum

North Carolina

Licensure

Licensed by North Carolina State Board of Community Colleges
Raleigh, NC.

Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
(703) 247-4212

Class Schedule

NORTH CAROLINA CLASS SCHEDULE	
DAY SHIFT MONDAY - THURSDAY	7:30 a.m. – 2:00 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	5:00 p.m. – 11:30 p.m. - Class in session 30 minute lunch break

North Carolina Addendum

Administration and Faculty

Alex Diaz
Campus Executive Director
Master of Business Administration
University of Phoenix

Michael Sasso
Director of Education
Associate of Applied Science in Avionics Maintenance
Spartan School of Aeronautics
FAA UAS Remote Pilot
FAA A&P Certification
FCC License

Pascha Banks
Instructor
FAA A&P Certificate
US Navy

Ken Blevins
Instructor
FAA A&P Certificate

Shawn Benson
Instructor
FAA A&P Certificate
Associate in Aviation Maintenance Technology
Associate of Science in Aircraft Maintenance
Bachelor of Science in Aviation Maintenance Management
Embry-Riddle Aeronautical University
FAA Inspection Authorization
FAA Private Pilot

Michael Breeden
Instructor
FAA A&P Certificate
US Air Force

Michael Curtis
Instructor
Associate of Occupational Studies
Advanced Electronics
Associate of Occupational Studies
Airframe & Powerplant
Spartan College of Aeronautics and
Technology School
FAA A&P Certificate
FCC License
US Navy

John Earnhardt
Instructor
FAA A&P Certificate
FAA UAS Remote Pilot
Army National Guard

Arturo Holguin
Instructor
FAA A&P Certifícate
US Navy

Roger Miller
Instructor
FAA A&P Certificate
FAA Inspector

Michael Montanaro
Instructor
Associate of Arts Mechanical Engineering Technology
Central Piedmont Community College
FAA A&P Certificate

Alan Reid
Instructor
FAA A&P Certificate

David Slaybaugh
Instructor
Associate in Applied Science Electronics
Richland Community College
FAA A&P Certificate
FAA Airline Transport Pilot
FAA Flight Instructor
FAA UAS Remote Pilot
Wright Brothers Master Pilot Award Recipient
Charles Taylor Master Mechanic Award Recipient

Antonio Torres
Instructor
Associate in Applied Science Aeronautical Engineering Technology
Vaughn College of Aeronautics
FAA A&P Certificate
FCC License

Brent Vandervort
Instructor
Associate in Applied Science – Mechanical Engineering Technology
Central Piedmont Community College

Pennsylvania Addendum

Pennsylvania

Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

Memberships, Approvals, and Affiliations

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**
- **Aviation Technical Education Council (ATEC)**
- **Military Tuition Assistance**
- **State Approving Agency for Veterans Education and Training**
- **Vocational Rehabilitation**
- **Pennsylvania Higher Education Assistance Agency (PHEAA)**
- **Northrop Rice Foundation**
- **Aircraft Electronics Association (AEA)**
- **Student Exchange Visitor Program (SEVP)**

Licensure

Licensed by the State Board of Private Licensed Schools, Pennsylvania Department of Education:

State Board of Private Licensed Schools
333 Market Street, 12th Floor
Harrisburg, PA 17123-0333

Class Schedule

PENNSYLVANIA CLASS SCHEDULE	
DAY SHIFT MONDAY - THURSDAY	7:30 a.m. – 2:00 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	5:00 p.m. – 11:30 p.m. - Class in session 30 minute lunch break
FRIDAY	No scheduled class unless it is a makeup day.

Prerequisites

Students must complete the following General Sciences courses prior to enrolling in subsequent courses within the Aviation Maintenance Technician and Aviation Maintenance Technician: Avionics programs:
BLK 101 General Science I: Math and General Physics;
BLK 102 General Science II: Tools, Surfaces, and Corrosion Control;
BLK 103 General Science III: Maintenance Operations and Records; and
BLK 104 General Science IV: Basic Electricity.

AIM Philadelphia Post-9/11 Veteran Institutional Grant:

The Aviation Institute of Maintenance (AIM) in Philadelphia, PA will award veteran students, eligible for Post-9/11 (Chapter 33) benefits at the 100% coverage level, a grant that will cover any out-of-pocket tuition costs after their VA benefits and any PELL grants have been applied as long as they do not participate in the federal Title IV Loan programs. The grant does not cover books, supplies, housing, or charges for repeat coursework the VA does not, by policy, cover. Each academic year, the institution will consider Chapter 33 benefits and any federal Pell Grant funding as payment in full, up to the full tuition and fee cost for the program. Recipients' accounts are reviewed each semester of the academic year for receipt of VA payment and recipients are awarded the grant to cover eligible remaining tuition and fees for that semester. The institution offers this grant so that the veteran will not need any student loans to support their cost of attendance. This commitment to our Veterans assures that service men and women transition from the military with financial freedom and the skills and certifications needed to attain employment in their chosen field and thrive as professionals in the civilian workplace.

Pennsylvania Addendum

Administration and Faculty

Stephanie Makhoul
Campus Executive Director
Bachelor of Arts in Communication
College of Notre Dame of Maryland
FAA A&P Certificate

Thomas Gonzales
Director of Education
FAA A&P Certificate

Thomas Bolts
Instructor
FAA A&P Certificate

Nicholas Boscaino
Instructor
FAA A&P Certificate

Patrick Byrnes
Instructor
FAA A&P Certificate
US Air Force

William Cappella
Instructor
US Navy

James Cook
Instructor
FAA A&P Certificate

Peter Costa
Instructor
FAA A&P Certificate
US Air Force

Walter Davis
Instructor
FAA A&P Certificate
Associate of Science - Applied Technology
DCCC

Shaun Dawson
Instructor
FAA A&P Certificate

Nicholas Farrace
Instructor
FAA A&P Certificate
Bachelor of Science -
Science and Engineering
S.O.S.U Durant Oklahoma
US Army

Michael Kieffer
Instructor
FAA A&P Certificate
Bachelor of Science -Business, Aviation
Management and Math
Southeastern OK State University
US Navy

Daniel Leonardi
Instructor
FAA A&P Certificate

John Loftus
Instructor
FAA A&P Certificate
FAA Inspection Authorization

Dimitri Melnikov
Instructor
FAA A&P Certificate

Kevin Monaghan
Instructor
FAA A&P Certificate
FAA Inspection Authorization
Commercial Pilot

Scott Olsen
Instructor
FAA A&P Certificate

Daniel Ortega
Instructor
FAA A&P Certificate

Max Oswald
Instructor
FAA A&P Certificate

Joseph Ries
Instructor
FAA A&P Certificate

Scott Roberts
Instructor
FAA A&P Certificate
US Army

Andrew Strite
Instructor
FAA A&P Certificate
Bachelor of Science -
Aviation Technology
Embry Riddle Aeronautical

James Toy
Instructor
FAA A&P Certificate
US Air Force

Leonard Travis Jr
Instructor
FAA A&P Certificate
US Air Force

Belinda Williams
Instructor
FAA A&P Certificate

Ricardo Wilson
Instructor
FAA A&P Certificate

Texas Addendum

Texas

Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

Memberships, Approvals, and Affiliations – Dallas

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**
- **Aviation Technical Education Council (ATEC)**
- **Military Tuition Assistance**
- **Vocational Rehabilitation**
- **Northrop Rice Foundation**
- **Aircraft Electronics Association (AEA)**
- **Student Exchange Visitor Program (SEVP)**
- **State Approving Agency for Veterans Education and Training**
- **Professional Aviation Maintenance Association (PAMA)**
- **Association Connecting Electronics Industries (IPC)**

Memberships, Approvals, and Affiliations - Houston

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**
- **Aviation Technical Education Council (ATEC)**
- **State Approving Agency for Veterans Education and Training**
- **Aircraft Electronics Association (AEA)**
- **Women in Aviation International (WAI)**
- **Vocational Rehabilitation**
- **Professional Aviation Maintenance Association (PAMA)**
- **Experimental Aircraft Association (EAA)**
- **Military Tuition Assistance**
- **Student Exchange Visitor Program (SEVP)**

Licensure

AIM is approved and regulated by the:

Texas Workforce Commission (TWC)
Career Schools and Colleges, Austin, TX

AIM has been granted an exemption under Texas Education Code, Section 132.002(a)(8) whereby the following Federal Aviation Administration regulated programs of study are not approved nor regulated by the Texas Workforce Commission.

Aviation Maintenance Technical Engineer
Aviation Maintenance Technician

Maintenance Technician

TUITION, FEES & CHARGES

TUITION & FEES	TOTAL PROGRAM COST
Tuition	$30,893.50
Books	$1,850.00
Application Fee	$25.00
Library Fee	$12.00
Administrative Fee	$100.00
Security Fee	$100.00
Materials Fee	$425.00
Total Charges	**$33,405.50**

Texas Addendum

Class Schedule - Dallas

DAY CLASS SCHEDULE (MON-THURS)		
7:30 AM	8:20 AM	BREAK (8:20 AM – 8:30 AM)
8:30 AM	9:20 AM	BREAK (9:20 AM – 9:30 AM)
9:30 AM	10:20 AM	BREAK (10:20 AM – 10:30 AM)
10:30 AM	11:20 AM	BREAK (11:20 AM – 11:30 PM)
		LUNCH (11:30 PM – 12:00 PM)
		BREAK (12:00 PM – 12:10 PM)
12:10 PM	1:00 PM	BREAK (1:00 PM – 1:10 PM)
1:10 PM	2:00 PM	

EVENING CLASS SCHEDULE (MON-THURS)		
5:00 PM	5:50 PM	BREAK (5:50 PM – 6:00 PM)
6:00 PM	6:50 PM	BREAK (6:50 PM – 7:00 PM)
7:00 PM	7:50 PM	BREAK (7:50 PM – 8:00 PM)
		LUNCH (8:00 PM – 8:30 PM)
		BREAK (8:30 PM – 8:40 PM)
8:40 PM	9:30 PM	BREAK (9:30 PM – 9:40 PM)
9:40 PM	10:30 PM	BREAK (10:30 PM – 10:40 PM)
10:40 PM	11:30 PM	

WEEKEND CLASS SCHEDULE (FRI-SUN)		
7:30 AM	8:20 AM	BREAK (8:20 AM – 8:30 AM)
8:30 AM	9:20 AM	BREAK (9:20 AM – 9:30 AM)
9:30 AM	10:20 AM	BREAK (10:20 AM – 10:30 AM)
10:30 AM	11:20 AM	BREAK (11:20 AM – 11:30 PM)
		LUNCH (11:30 AM – 12:20 PM)
		BREAK (12:20 PM – 12:30 PM)
12:30 PM	1:20 PM	BREAK (1:20 PM – 1:30 PM)
1:30 PM	2:20 PM	BREAK (2:20 PM – 2:30 PM)
2:30 PM	3:20 PM	BREAK (3:20 PM – 3:30 PM)
3:30 PM	4:20 PM	

Maintenance Technician program – Not all classes offered on weekends.

Texas Addendum

Class Schedule - Houston

DAY CLASS SCHEDULE (MON-THURS)		
7:30 AM	8:20 AM	BREAK (8:20 AM – 8:30 AM)
8:30 AM	9:20 AM	BREAK (9:20 AM – 9:30 AM)
9:30 AM	10:20 AM	BREAK (10:20 AM – 10:30 AM)
10:30 AM	11:20 AM	BREAK (11:20 AM – 11:30 PM)
		LUNCH (11:30 PM – 12:00 PM)
		BREAK (12:00 PM – 12:10 PM)
12:10 PM	1:00 PM	BREAK (1:00 PM – 1:10 PM)
1:10 PM	2:00 PM	

EVENING CLASS SCHEDULE (MON-THURS)		
5:00 PM	5:50 PM	BREAK (5:50 PM – 6:00 PM)
6:00 PM	6:50 PM	BREAK (6:50 PM – 7:00 PM)
7:00 PM	7:50 PM	BREAK (7:50 PM – 8:00 PM)
		LUNCH (8:00 PM – 8:30 PM)
		BREAK (8:30 PM – 8:40 PM)
8:40 PM	9:30 PM	BREAK (9:30 PM – 9:40 PM)
9:40 PM	10:30 PM	BREAK (10:30 PM – 10:40 PM)
10:40 PM	11:30 PM	

WEEKEND CLASS SCHEDULE (FRI-SUN)		
7:30 AM	8:20 AM	BREAK (8:20 AM – 8:30 AM)
8:30 AM	9:20 AM	BREAK (9:20 AM – 9:30 AM)
9:30 AM	10:20 AM	BREAK (10:20 AM – 10:30 AM)
10:30 AM	11:20 AM	BREAK (11:20 AM – 11:30 PM)
		LUNCH (11:30 AM – 12:20 PM)
		BREAK (12:20 PM – 12:30 PM)
12:30 PM	1:20 PM	BREAK (1:20 PM – 1:30 PM)
1:30 PM	2:20 PM	BREAK (2:20 PM – 2:30 PM)
2:30 PM	3:20 PM	BREAK (3:20 PM – 3:30 PM)
3:30 PM	4:20 PM	

Maintenance Technician program – Not all classes offered on weekends.

Texas Addendum

Dallas - Administration and Faculty

Christopher Coley
Campus Executive Director
Masters Degree -
Business Administration
New England College of Business and Finance

Robert Manuel
Director of Education
FAA A&P Certificate
Associate of Science -
Aviation Maintenance Technology
Everette Community College
US Marines

Philip Gibson
Program Coordinator
FAA A&P Certificate
US Army

John Justice
Program Coordinator
FAA A&P Certificate
Associate of Science - Aviation Maintenance Technology
Tarrant County Community College
US Navy

Krishnan Ramkissoon
Program Coordinator
FAA A&P Certificate
Bachelor of Science -Aeronautical Science
Vaughn College of Aeronautics & Technology

- Areas of Instruction -
Aviation Maintenance/
Maintenance Technician

Eric Arnett
Instructor
FAA A&P Certificate

Steven Beasley
Instructor
FAA A&P Certificate

Lucas Crowell
Instructor
FAA A&P Certificate

Kenneth Fillpot
Instructor
FAA A&P Certificate

Henry Hilburn
Instructor
FAA A&P Certificate
US Army

Joseph Jannell
Instructor
FAA A&P CertificateUS Army

Herbert Jones
Instructor
FAA A&P Certificate
US Air Force

Shawn Long
Instructor
FAA A&P Certificate

Gerald Longley
Instructor
FAA A&P Certificate

George Lux
Instructor
FAA A&P Certificate

Lynise Martinez
Instructor
FAA A&P Certificate

Timothy Minion
Instructor
FAA A&P Certificate
US Navy
FAA Commerical Pilot

Gregory Morrison
Instructor
FAA A&P Certificate

Cosmic Ray
Instructor
FAA A&P Certificate

Kathleen Rhoda
Instructor
FAA A&P Certificate
US Army

Roger Slakery
Instructor
FAA A&P Certificate

Dustin Thompson
Instructor
FAA A&P Certificate

Joe Thompson
Instructor
FAA A&P Certificate

Barry Trammell
Instructor
FAA A&P Certificate

Mohammad Vavi
Instructor
FAA A&P Certificate

Derek Wilson
Instructor
FAA A&P Certificate

David Young
Instructor
FAA A&P Certificate

Texas Addendum

Houston - Administration and Faculty

Aaron B. Armendariz
Campus Executive Director
M.B.A. Technology Management
University of Phoenix
M.S. Education
Southern Illinois University
B.S. Workforce Education
Southern Illinois University
A.A.S. Electronics Systems
Community College of the Air Force

Jennifer Mason-Butler
Assistant Director
B.A. Humanities
University of Houston
A.A. Business Administration
San Jacinto College

Gary Buchanan
Director of Education
FAA A&P Certificate
Rice Aviation

Charles Aiken
Program Coordinator
Airframe & Power Plant Technician
FAA A&P Certificate
U.S. Army

- Areas of Instruction -
Aviation Maintenance/
Maintenance Technician

Harold R. Cheek
Instructor
FAA A&P Certificate
Rice Aviation

Alexander Costa
Instructor
FAA A&P Certificate
George T. Baker Aviation School
Avionics Certificate
Broward College

Ryan Davidovich
Instructor
FAA A&P Certificate
Aviation Institute of Maintenance

Harry Dumas
Instructor
A.A.S. Aviation Management
San Jacinto College,
FAA A&P Certificate
Spartan School of Aeronautics

Donovan Duncan
Instructor
M.S. Administration
Central Michigan University
B.S. Aeronautics
Parks College of St. Louis University
A.A.S. Applied Science
Academy of Aeronautics, NY
FAA A&P Certificate
Aviation High School, NY

Burton Kelkenberg
Instructor
FAA A&P Certificate
AAS Aviation Maintenance
International Aviation Academy

Spenser Larsen
Instructor
FAA A&P Certificate
Aviation Institute of Maintenance

Mark Light
Instructor
FAA A&P Certificate
Rice Aviation

Derek Mayfield (AMT only)
Instructor
FAA A&P Certificate
U.S. Air Force Aviation

Matthew McCraw
Instructor
FAA A&P Certificate
Northrop Rice Houston

Cedric Moore
Instructor
FAA A&P Certificate
Westwood Aviation Institute

Alfredo Morris Ramos
Instructor
FAA A&P Certificate
U.S. Navy Aviation

Michael Riccardelli
Instructor
FAA A&P Certificate
International Aviation Academy

Irwin Stewart
Instructor
B.S. International Economics
Texas Tech University
FAA A&P Certificate
Rice Aviation

Troy Thompson
Instructor
FAA A&P Certificate
Rice Aviation

Charles Ursin
Instructor
B.S. Airway Science Management
Texas Southern University
FAA A&P Certificate
Spartan School of Aeronautics

Donald Vincent
Instructor
FAA A&P Certificate
Northrop Rice Houston

Vance Watson
Instructor
FAA A&P Certificate
U.S. Air Force Aviation

Frederic Thomas Whitaker
Instructor
FAA A&P Certificate
AAS Aviation Maintenance
Cochise College

Robert Williams
Instructor
FAA A&P Certificate
Rice Aviation

Kenneth Wisnoski
Instructor
FAA A&P Certificate
Rice Aviation

Virginia Addendum

Virginia

Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

Memberships, Approvals, and Affiliations – Manassas

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Certified by the U.S. Department of Education to participate in Federal Title IV programs**
- **Aviation Technical Education Council (ATEC)**
- **Military Tuition Assistance**
- **State Approving Agency for Veterans Education and Training**
- **Vocational Rehabilitation**
- **Northrop Rice Foundation**
- **Student Exchange Visitor Program (SEVP)**
- **Northern Virginia Workforce Investment Board – Workforce Investment Opportunity Act (WIOA)**
- **Aircraft Electronics Association (AEA)**
- **University Aviation Association (UAA)**
- **Prince William County Chamber of Commerce**

Memberships, Approvals, and Affiliations – Norfolk

- **Federal Aviation Administration (FAA) certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147**
- **Aviation Technical Education Council (ATEC)**
- **Military Tuition Assistance**
- **State Approving Agency for Veterans Education and Training**
- **Virginia Department of Rehabilitative Services an eligible institution for Vocational Rehabilitation training**
- **Peninsula Council of Workforce Development**
- **Northrop Rice Foundation**
- **Student Exchange Visitor Program (SEVP)**
- **Approved by the U.S. Department of Immigration**
- **Virginia Career Works Hampton Roads Region – Workforce Investment Opportunity Act training provider**

Licensure

Certified to Operate by the State Council of Higher Education for Virginia (SCHEV):

State Council of Higher Education for Virginia
101 North 14th Street, Richmond, VA 23219

Class Schedule

VIRGINIA CLASS SCHEDULE	
DAY SHIFT MONDAY - THURSDAY	7:30 a.m. – 2:00 p.m. - Class in session 30 minute lunch break
EVENING SHIFT MONDAY - THURSDAY	5:00 p.m. – 11:30 p.m. - Class in session 30 minute lunch break
WEEKEND SHIFT FRIDAY - SUNDAY	8:00 a.m. – 4:30 p.m. - Class in session 30 minute lunch break

*Not all shifts offered at all campuses.

Virginia Addendum

Manassas - Administration and Faculty

Marion J. Cohen
Campus Executive Director
Master of Arts – American History
George Mason University
Bachelor of Arts in Humanities, with Highest Distinction
University of Virginia
Northern Virginia Community College
General Studies

Jim Haver
Director of Education
FAA A&P Certification
UAS Drone Operator Certification

Larry Crim
Program Coordinator
FAA A&P Certificate

Scott Kenney
Program Coordinator
FAA A&P Certificate
AET Certificate
FCC GROL + Radar
Avionics/Aviation Maintenance
US Air Force

Richard Bobinger
Instructor
FAA A&P Certificate
FCC GROL
US Air Force

Christopher Budenich
Instructor
FAA A&P Certificate

Steven Clarke
Instructor
FAA A&P Certificate
Associate of Science
Aviation Maintenance
Mohegan Community College
Veteran - US Navy

Archie Cleveland
Instructor
FAA A&P Certificate
Aviation Maintenance

Imeh Ekasi-Out
Instructor
FAA A&P Certificate
Bachelor of Science
Aviation Maintenance
Rivers State University of Science and Technology

Bernard Fowler
Instructor
FAA A&P Certificate

Greg Hart
Instructor
FAA A&P Certificate

Nate Johnson
Instructor
FAA A&P Certificate

Kenneth Marthell
Instructor
FAA A&P Certificate
Bachelor of Arts
Methodist University Fayetteville, NC

Shawn Reed
Instructor
FAA A&P Certificate
Bachelor of Science
Aviation Maintenance Management
Richard Daley City College

Samuel Stewart
Instructor
FAA A&P Certificate
Aviation Maintenance
Bachelor of Science
Aviation Maintenance & Technology
Pacific Western University

William Schillinger
Instructor
FAA A&P Certificate
FAA Inspection Authorization
Bachelor of Science
Bachelor of Arts
National Lewis University

Terrence Thompson
Instructor
FAA A&P Certificate

Marvin Urbina
Instructor
FAA A&P Certificate
FAA Certified Commercial Pilot

Mathew Woo
Instructor
FAA A&P Certificate

Virginia Addendum

Norfolk - Administration and Faculty

Ashley Oden
Campus Executive Director
MBA
Averett University

Brad Groom
Assistant Director
Bachelor of Science
Eastern New Mexico University

Tim Murray
Director of Education
FAA A&P Certification
Bachelor of Science
Embry-Riddle University

Michael Barnes
Instructor
FAA A&P Certification

Daniel Burke
Instructor
FAA A&P Certification

Carl Craig
Instructor
FAA A&P Certification

Brooks Hodge
Instructor
FAA A&P Certification

Nancy Jones
Instructor
FAA A&P Certification

David Karnuth
Instructor
FAA A&P Certification

Jeremiah Lee
Instructor
FAA A&P Certification
Bachelor of Science
Eastern New Mexico University

Joey Leininger
Instructor
FAA A&P Certification

Roger Martin
Instructor
FAA A&P Certification

Doug McCoskey
Instructor
FAA A&P Certification

Allison Means
Instructor
FAA A&P Certification

Jerry Overton
Instructor
FAA A&P Certification

Richard Ryburn
Instructor
FAA A&P Certification

Thomas Stevens
Instructor
FAA A&P Certification

Benjamin Thompson
Instructor
FAA A&P Certification

Johnny Trinidad
Instructor
FAA A&P Certification

Ken Wiley
Instructor
FAA A&P Certification

Course Descriptions

ADBLK 01
Federal Aviation Regulations
This course is the study of the U.S. Federal Aviation Regulations, which relate to the operation of CFR Part 135 and CFR Part 121 Air Carrier Flight Operations. The student will learn definitions and abbreviations, airworthiness standards of transport aircraft, certification requirements of pilots, instructors, and airmen other than flight crewmembers, as well as the designation of airspace, air carrier operations, certification of airports, accident investigation and aircraft operator safety. At the end of this course, the student will have gained a thorough understanding and mastery of the related US Code of Federal Regulations.
1.0 Credits

ADBLK 02
Navigation and Aircraft Navigation Systems
This course is a comprehensive study of the National Airspace System. The student will learn the role of the U.S. Department of Transportation, the FAA, airports, airport and obstruction lighting, runway lighting, navigational systems, airborne navigation systems, the U.S. Air Traffic Control System, airspace classifications, VFR weather minimums, available types of precision and non-precision approaches, and applied meteorology to IFR approach minimums and FAA Regulations. At the end of this course, the student will gain a thorough understanding of how these systems are integrated into the safest, most complex airspace system in the world.
2.5 Credits

ADBLK 03
Airline Communications – Procedures and Requirements
This course is a comprehensive study of aviation and airline communication procedures and requirements. Students will learn elements of both U.S. Domestic and International Enroute Communications including Voice and Data Link requirements, company and air traffic control communications, protocol and regulations; aircraft communications addressing and reporting system (ACARS), selective calling system (SELCAL), high frequency communications (HF), very high frequency communications (VHF), satellite communications (SATCOM), controller pilot data link communications (CPDLC), Notice to Airmen (NOTAMS), aeronautical publications and abnormal procedures. At the end of this course, students will have the knowledge of the FAA communications and its requirements.
0.5 Credits

ADBLK 04
Air Traffic Control Systems and Procedures; Emergency and Abnormal Procedures
This course is a comprehensive study of the U.S. Air Traffic Control System, including airspace classifications, air traffic control facilities (ATC Towers, TRACONS, ARTCC, and FSS/AFSS), and their responsibilities. The student will review airspace classifications and special use airspace, domestic and international flight plans, and how to file, amend, and cancel IFR flight plans with ARTCC flight data. At the end of this class the student will have gained a thorough understanding of ATC procedures, ATC flow Control and traffic management, IFR separation minimums, IFR takeoff minimums, holding, priority handling, voice and data link communications, abnormal and emergency protocols, departure, enroute, and arrival, and be able to apply it to DP (departure procedures), SIDS (standard instrument departures), STARS (standard terminal arrivals), and airline emergency and abnormal procedures, including.
1.5 Credits

ADBLK 05
Meteorology and Aviation Weather Services
This course is a comprehensive study of meteorology theory, including the Earth's motion and its effects on weather (Atmospheric Circulation and Coriolis Force), vertical structure, composition of the atmosphere, temperature and standard pressure, analysis of regional weather, local weather types, characteristics and structure. The student will gain knowledge of weather analysis and forecasts, including METAR, TAF, PIREPS, RAREPS, AWOS, ASOS, Upper Air Observations, AIRMETS, SIGMETS, and CWA – Center Weather Advisories, weather imagery and its aviation application. At the end of this class, the student will be able to apply this knowledge by using radar meteorology, radar summary charts, weather depiction charts, surface analysis charts, surface weather prognostic charts, winds and temperatures aloft chart, composite moisture stability chart, satellite visible and infrared photos to analyze weather related aircraft hazards.
2.5 Credits

ADBLK 06
B737NG Aircraft Systems, Performance, and Limitations
This course is a comprehensive study of the B737 Next Generation Aircraft. The student will learn a general overview of the B737NG aircraft and its advanced systems, aircraft performance, and its limitations. At the end of this course, the student will be knowledgeable of this aircraft and be able to apply this to dispatching aircraft.
1.5 Credits

ADBLK 07
Practical Dispatch Applications
This course is a comprehensive study of airline flight operations, airline operational control centers, safety of flight, and the planning, execution, and termination of a CFR Part 121 domestic scheduled flight. The student will learn the operational duties, regulatory and safety responsibilities legally shared jointly by the airline Captain and the Flight Dispatcher in the detailed process of airline flight planning and execution, learning about human factors, decision-making, risk assessment, human error, teamwork, dispatch resource management and applied dispatching advanced flight planning techniques. This course is the capstone of the Aircraft Dispatcher program, in that it ties together all prior learned aviation knowledge, and allows the student to apply the elements of meteorology and aviation weather services, air traffic control procedures, navigational charts, standard terminal arrival procedures, B737NG aircraft performance, minimum equipment list, and weight and balance.
2.5 Credits

AMHBLK 01
Rotary Wing Familiarization
This course will introduce the student to rotary wing theories unique to rotary aircraft and teach the student proper documentation in publications pertaining to rotary aircraft. The student will learn flight theories, angle of attack, airfoils, lift, gyroscopic precession, and flight controls and historical records for rotary-wing aircraft. At the end of this course, the student will be able to apply this knowledge on rotary wind aircraft.
5.0 Credits

AMHBLK 02
Preventative Maintenance
This course will introduce the student to theories of helicopter flight and the different types of maintenance programs typical to helicopters per 14 CRF Part 43 – Appendix A. Students will learn the electrical systems, communication and navigation systems used on helicopters. At the end of this course, the student will have the basic knowledge and aptitude for helicopter preventative maintenance.
5.0 Credits

AMHBLK 03
Helicopter Propulsion Systems
This course will introduce the student to the general engine maintenance procedures on different types of engines and the associated systems that are applicable on a rotary-wing aircraft. The student will learn turbine and reciprocating engines, inspection, removal and installation of engines and main transmissions systems. At the end of this course, the student will be able to apply this knowledge by maintaining helicopter engines and control systems.
5.0 Credits

AMHBLK 04
Helicopter Main Rotor Systems
This course will introduce the student to rotary-wing aircraft flight controls, flight control maintenance, and rigging techniques of flight control systems that are unique to helicopters. The student will learn static and dynamic balance of the rotor systems and usage of the basic tools required to perform such tasks. At the end of the class, the student will have the basic knowledge and aptitude necessary apply these techniques on helicopters or related equipment.
5.0 Credits

AMTA 201
Math, Physics, and Basic Electronics for Aircraft Technicians
In this course, students will review mathematic properties and physics, addressing linear equations and measurements, ratio and proportion, and geometric analysis as applicable to aircraft design and aeronautical physics. Basic principles of series circuits, parallel theory, basic DC Circuits, oscilloscope use and RC and RL series circuits will be studied. Upon completing this course, the student will be able to apply this theory and knowledge to troubleshooting resonance, transformers, relay and switches, and function generators.
5.0 Credits

AMTA 202
Electronic Fundamentals
In this course, students will be introduced to safety practices of electrostatic sensitive devices. The student will study high pass and low pass filter circuits and diodes, and will be able to identify and describe multivibrators and multivibrator circuits, operational amplifiers and AM receivers. At the end of this course, the student will be able to apply this knowledge to troubleshoot amplifiers, AM receivers, closed loop systems, and synchro systems using the principles of static control.
4.5 Credits

Course Descriptions

AMTA 203
Digital Techniques and Electronic Instrument Systems
In this course, students will be able to identify the uses of digital electronics by learning computer math, Boolean algebra and Gate networks, microprocessors, multiplexing, signal processing, and simple programming. Students will learn digital test equipment and integrated circuits and be able to discuss the theory of digital and analog switch operation and analyze the digital and analog switch configurations. At the end of this class, students will be able to identify and describe fiber optic applications, connections, and troubleshooting and apply it to RS-2332-C line interfacing and RS-485 tristate devices, as well as basic data communications.
4.5 Credits

AMTA 204
Electronic Cables and Connectors, Communications/ Navigation
This class will introduce students to electronic cables and connectors, aircraft communications, antenna systems, navigation, and basic radar operation, in addition to human factors fundamentals and aviation legislation. Students will learn about the materials and hardware used in single wire assemblies and how to complete wire stripping, tinning, splicing and troubleshooting, as well as waveguide theory, troubleshooting hydraulic and pneumatic systems, and aircraft ignition systems. At the end of this class, students will be able to identify terminal types and connections and describe circuit board types and manufacturing methods and they will apply this knowledge to troubleshooting aircraft systems, aircraft wire repair, aircraft communications, and antenna systems.
4.5 Credits

AMTA 205
Aviation Maintenance Technology: Avionics Capstone
This course is designed to provide an intensive study of the range of technologies, aircraft functions, avionics, and avionics maintenance responsibilities of the civilian aviation maintenance field. This course consists of lectures, online instruction modules, hands-on experiments, and sample test questions designed to help candidates pass the avionic certification exams. At the end of this course, students will be prepared to successfully pass the NCATT/ASTM standards Aircraft Electronics Technician (AET) written exam and the CertTEC avionics certification exam.
4.0 Credits

AMTI 201*
Advanced Occupational Theory
This course will expand on the knowledge and skills acquired during the student's chosen maintenance program, while focusing on industry-specific training in a didactic learning environment. Real-world application and learning will employ specific industry equipment, with emphasis on proper company maintenance procedures, safety inspections, repairs, and servicing.
3.5 Credits

**Attendance and grading for AMTI 201 and AMTI 202 remain consistent with those of the FAA approved AMT program. Post-secondary coursework assumes that the student will spend adequate time outside of class preparing for classroom instruction, quizzes, exams, and appropriate projects. Students should read textbook chapters prior to being discussed in class, and they should come to class with all assignments complete and ready for discussion.*

AMTI 202*
Occupational Externship
This hands-on practical training allows students the ability to apply the skills and competencies learned in the classroom and laboratory, to an authentic maintenance environment. Through school controlled activities and working under the supervision of a site supervisor and/or campus coordinator, students will practice and sharpen the maintenance techniques they have studied throughout their chosen course of study on-site at an occupational location.
1.5 Credits

AVTBLK 01
Direct Current and Circuits
This course introduces the student to the history of electronics and avionics theory. Students will learn composition and construction of matter and be able to recognize sources of DC power. At the end of this course, students will be able to measure for direct current, magnetic and electromagnetic generation of DC current and DC generator distribution, and be familiar with installation and aircraft wiring practices.
5.0 Credits

AVTBLK 02
Alternating Current and Electronic Control Devices
This course introduces the student to the concepts associated with alternating current, including waveforms, phase, frequency, power factors, apparent power, and real power. Students will learn to recognize capacitors, inductors, reactance, and impedance. At the end of this course, students will be able to master maintenance procedures and apply their skills to recognizing categories of vacuum tubes, control devices, solid-state semi-conductor devices and solid state switching and logic circuits.
5.0 Credits

AVTBLK 03
Aircraft Communications and Navigation
This course introduces the student with operations of electronic communication circuits/systems and the student will become familiar with instrumentation/ navigation systems. The student will learn maintenance, troubleshooting procedures, and processes. At the end of this course, the student will be able to apply this knowledge, troubleshoot, and maintain aircraft communications and navigation systems.
5.0 Credits

AVTBLK 04
Autopilot and Flight Director Systems
This course introduces students to the systems that provide the axis of an aircraft and autopilot/flight director system requirements. Students will learn input and output feedback methods and modes of operation of automatic landing systems. At the end of this class, students will be prepared to take the FCC General examination.
5.0 Credits

BLK 01/BLK 101
General Science I: Math and General Physics
In this course students will demonstrate the skills necessary to perform algebraic operations utilizing fractions, exponents, roots, and geometric analysis as applicable to common aircraft designs and proven laws of physics relating to flight. In addition, in this course students will develop and demonstrate the skills necessary to inspect, check, and service aircraft during actual weight and balance operations. Students will apply acquired math skills while calculating weight and center of gravity changes following aircraft repairs and alterations while documenting work accomplished to acceptable industry standards.
5.0 Credits

BLK 02/BLK 102
General Science II: Tools, Surfaces, and Corrosion Control
In this course students will demonstrate the ability to troubleshoot, check and inspect aircraft utilizing charts, diagrams, and text which show the dimensions, stations, access doors, zoning and physical locations of the major structural components of an aircraft. Students will demonstrate proper usage of to the tools, hardware, materials, and processes used in aircraft maintenance and repair. At the end of this course, students will demonstrate proper handling and inspection of aircraft and be able to recognize various types of corrosion causes and troubleshoot corrective measures to control corrosion of different types of metals used in aircraft construction.
4.5 Credits

BLK 03/BLK 103
General Science III: Maintenance Operations and Records
In this course students will demonstrate proficiency with the use of maintenance publications and Federal Regulations used to inspect, check, troubleshoot, and repair aircraft. In addition, students will prepare records relative to aircraft maintenance forms to include documentation of major repairs and alterations. Students will fabricate, test, and install flexible and rigid lines and fittings used to convey fluids in aircraft systems. Students accomplish aircraft services, ground handling of aircraft and demonstrate safety procedures relative to turbine and reciprocating powerplants used in aircraft. By the end of this class, students will document aircraft maintenance records utilizing FAA regulations accounting for the limitations and requirements for inspection, maintenance, and aviation mechanic privileges.
5.0 Credits

BLK 04/BLK 104
General Science IV: Basic Electricity
In this course students will use test equipment while demonstrating a working knowledge of electrical theory and operation. Students calculate and measure voltage, current, and resistance, fabricate and analyze simple circuits, and use electrical schematics. At the end of this course, students will be able to troubleshoot and repair direct and alternating current electrical systems and their components. In addition, students will inspect, service and troubleshoot aircraft batteries and solid-state devices.
4.5 Credits

Course Descriptions

BLK 05/BLK 105
Metallic Structures
In this course students utilize basic fabrication and repair techniques for sheet metal Structures. Students will demonstrate metal selection, layout, material forming, and rivet selection while completing repairs and fabricating metallic structures. The student will in addition perform weld inspection and demonstrate proper safety techniques while utilizing gas and arc welding equipment.
4.5 Credits

BLK 06/BLK 106
Electrical, Navigational, and Communication Systems
In this course students will demonstrate proficiency relative to electronics systems (avionics), theory of operation, use, installation, testing, and services. Students apply theory and applications to motors, generators, alternators, and voltage regulators. At the end of this course, students will demonstrate understanding of the electrical supply and production systems found on an aircraft and apply their knowledge by testing, wire splicing, routing, installing, and servicing aircraft electrical systems.
4.5 Credits

BLK 07/BLK 107
Non-Metallic Structures
In this course students will inspect and repair wood structures, fabric and fiberglass coverings, and apply protective or decorative finishes. Students will utilize basic structural techniques to inspect, check, repair, and fabricate fiberglass laminates, plastics, and honeycomb materials, as well as some interior refinishing. At the end of class, students will have inspected, checked, repaired, and fabricated both structure and non-structural non-metallics.
4.5 Credits

BLK 08/BLK 108
Aircraft Systems I
In this course students will demonstrate proficiency at inspecting, checking, troubleshooting, and repairing hydraulic and pneumatic power systems. Students operate and maintain air conditioning, heating, oxygen and cabin pressurization systems. By the end of the class students will demonstrate proficiency inspecting, checking, troubleshooting, repairing, and servicing aircraft hydraulic and pneumatic system components to include filtration systems.
4.5 Credits

BLK 09/BLK 109
Aircraft Systems II
This course provides theory, operation, and repair information of landing gear, retraction systems, wheels, tires, brakes, struts, antiskid systems, and shocks. Students learn about the atmospheric conditions that lead to precipitation icing in flight and about aircraft installed systems designed to prevent icing on frames and engines. At the end of this course, students will be able to complete maintenance and servicing of these specific aircraft systems.
5.0 Credits

BLK 10/BLK 110
Airframe Assembly and Inspection
This course provides instruction on how to assemble, rig, and verify proper alignment of fixed and movable portions of the aircraft structure. Students learn to conduct conformity inspections of aircraft and powerplants, including required research and maintenance record entries. At the end of the class, students will be able to apply this knowledge, complete assembly, and rigging on the aircraft structure, control cable construction and maintenance, flight controls, aircraft stability and control surface balances and then log the maintenance record entry.
4.5 Credits

BLK 11/BLK 111
Aircraft Systems III
In this course students demonstrate proficiency inspecting, checking, troubleshooting, and installing aircraft instruments systems. In addition, students show understanding of aircraft and engine fire protection system by performing inspections, functional checking and repairing. At the end of this course, students will be able to complete maintenance and servicing of these specific aircraft systems while demonstrating industry accepted maintenance documentation.
5.0 Credits

BLK 12/BLK 112
Reciprocating Engines
This course provides students the opportunity to overhaul, operate, and install aircraft reciprocating (piston) engines. Students demonstrate proficiency of engine theory and maintenance operations during overhaul and installation. At the end of class, students will be able perform all tasks required to overhaul of reciprocating engines and maintain proper records of the overhaul.
4.5 Credits

BLK 13/BLK 113
Turbine Engines
This course provides students an opportunity to demonstrate the understanding of various types of turbine engine constructions and overhaul as they perform disassembly, inspection, checking, reassembly, testing, and repair of turbine engines. At the end of the course, students will be able to apply these skills and troubleshoot remove, repair, and install turbine engines.
4.5 Credits

BLK 14/BLK 114
Powerplant Systems I
This course introduces the student to Ignition and starting systems, engine cooling systems, and engine exhaust and reversal systems. Students learn reciprocating engine baffles, carburetor heat, heat exchangers, superchargers, turbo charges, intake, turbine engine exhaust, thrust reverser systems, and engine cooling systems. At the end of the course, students will be able to apply their skills by troubleshooting and repairing powerplant systems.
4.5 Credits

BLK 15/BLK 115
Powerplant Systems II
This course provides students an opportunity to demonstrate the understanding of theory of operation, construction, overhaul, maintenance, and adjustment of fuel metering devices such as float type carburetors, pressure carburetors, and fuel injection systems used with reciprocating engines. In addition, students will demonstrate the ability to troubleshoot, inspect, check, service, and repair turbine engine fuel control units used in turbine engines. Students learn lubrication characteristics while servicing, inspecting, and repairing engine lubrication, external units, filters, dilution, and oil temperature controls. At the end of the course, students will be able to apply this knowledge by inspecting, checking, servicing, and repairing engine fuel system components and troubleshooting reciprocating and turbine engine operations.
4.5 Credits

BLK 16/BLK 116
Aircraft Propellers and Inspections
This course introduces the student to the construction, inspection, checking, servicing, and repairing of fixed pitch, constant speed, feathering controls, and governing systems. Students learn conformity inspections of aircraft and powerplants, including required research and maintenance record entries. At the end of this course, students will be able to take the theory and operation of propellers and be able to measure blade angle and repair, and lubricate and install on aircraft.
4.5 Credits

BLK 17/BLK 117
AMT Capstone
This interactive course will review the General, Airframe, and Powerplant subjects with classroom and online video lessons. Students will review the testing material and learn how to study for the FAA written exams, followed by periods of instructor/ student Q and A sessions. At the end of this course, students will have taken the FAA written exams and prepared for the FAA Oral and Practical exam.
4.0 Credits

CMT 10
Industrial Pneumatic and Hydraulic Systems
Student explore pneumatics and hydraulics as applied in modern industrial settings. Students review the basic laws and principles as they relate to day-to-day applications, and study components and their operational functions. The course introduces common maintenance activities that are necessary for industrial and mobile systems controlled by hydraulics, and principles of circuit evaluation and component operation, construction, maintenance, and testing. Students will complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification.
4.0 Credits

Course Descriptions

CMT 12
Related Structural and Pipe Welding
Students will become skilled in various welding processes, including oxyacetylene cutting, Shielded Metal Arc Welding (SMAW) and Gas Tungsten Arc Welding (GTAW) in the 2G (flat) and 3G (vertical) welding positions. This course provides the skills needed to become proficient in Shielded Metal Arc Welding in both flat and vertical positions. Students will be able to strike an arc and produce stringer and weaving beads, demonstrate the five basic welds in the flat and horizontal positions, identify basic welding defects that occur during welding and differentiate between acceptable and unacceptable welds. Students will complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification.
4.0 Credits

CMT 13
Programmable Logic Controls
In this course students demonstrate acceptable industry practices while maintaining commercial and industrial systems controlled by pneumatic, hydraulic, electrical and electronic means to include principles of circuit evaluation and component operation, construction, servicing, and testing. At the end of this course, students will determine operational sequencing and conduct basic programing and test software using input/output controllers. Students will complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification.
4.0 Credits

CMT 14
Air Conditioning Systems
The student explores thermodynamic principles, pressures, and mechanical applications in residential and light commercial applications. Students also perform heat content calculations for liquids and gasses for air conditioning and refrigeration systems.
4.0 Credits

CMT 15
Electrical Motors and Controls
In this course students will demonstrate proficiency in utilizing measuring instruments for electrical quantities to include magnetism, voltage, resistance, and current flow, as they relate to Ohm's Law. Applications will include both single-phase and three-phase AC motors used in the operation of electrical and electronic components of machinery and equipment. By the end of this class, students will be able to successfully install electrical controls and safety devices, practice service procedures for communicating controls, and troubleshoot and repair control systems using equipment wiring schematics. Students will complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification.
4.0 Credits

CMT 16
3D Printing for Innovators
This course explores 3D design and printing as a method of artistic and industrial creation. Students learn contemporary software associated with 3D printing, study a range of application within industry, and engage in numerous projects employing the technology.
4.0 Credits

CMT 17
Communication Systems
In this course students will demonstrate the skills necessary to perform crimping of connectors, and terminations for various low-voltage and medium-voltage cable systems. Students will install and troubleshoot life safety systems, voice-data-video (VDV) cabling systems, and complete general maintenance of contactors, mechanical relays, and solid-state relays utilized in various heating, cooling, and lighting systems using the National Electric Code (NEC) requirements. At the end of this course, students will acquire the knowledge and skills necessary to complete level I National Center for Construction Education and Research (NCCER) qualification and also complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification.
4.0 Credits

CMT 18
Introduction to Sustainability
This course is designed to prepare students for entry-level roles in the field of renewable energy, with focus on solar energy theory, solar panel construction, and applications.
4.0 Credits

CMT 19
Wind Energy Fundamentals
This course prepares students for entry-level careers in the field of renewable energy, with focus on wind energy, theory, and applications.
4.0 Credits

CMT 20
Powerplant Systems II
This course provides students an opportunity to demonstrate the understanding of theory of operation, construction, overhaul, maintenance, and adjustment of fuel metering devices such as float type carburetors, pressure carburetors, and fuel injection systems used with reciprocating engines. In addition, students will demonstrate the ability to troubleshoot, inspect, check, service, and repair turbine engine fuel control units used in turbine engines. Students learn lubrication characteristics while servicing, inspecting, and repairing engine lubrication, external units, filters, dilution, and oil temperature controls. At the end of the course, students will be able to apply this knowledge by inspecting, checking, servicing, and repairing engine fuel system components and troubleshooting reciprocating and turbine engine operations.
4.0 Credits

CMT 21
Aircraft Systems II
This course provides theory, operation, and repair information of tsystems, wheels, tires, brakes, struts, antiskid systems, and shocks. Students learn about the atmospheric conditions that lead to precipitation icing and about installed systems designed to prevent icing on frames and engines. At the end of this course, students will be able to complete maintenance and servicing of these specific systems.
4.0 Credits

GE1010
Basic Mathematics and Physics
Students will develop a strong foundation in mathematics that is essential to the success as a Fabrication Technician. Topics of discussion include whole number operations, fraction, decimal notation, ratio, proportion, percentages, exponents, scientific notation, basic algebra, measurement, area and volume, and fundamental right triangle trigonometry. Following foundational mathematic skills, students are introduced to introductory physics. Students will leave the course with knowledge in weight, mass, gravity, energy, force, work, power, machines, stress, motion, heat, pressure, gas laws, and fluid mechanics.
4.0 Credits

GE1030
Professional Communication and Career Development
In this course, students begin the course by carefully examining their motivation and individual learning styles while learning strategies for a successful collegiate and employment experience including critical thinking, time management, study skills, and test taking strategies. Students will be introduced to procedural and professional writing skills. A variety of composition skills and the principles and conventions of procedural writing will be emphasized. Students will leave the course with a thorough understanding of the essential elements necessary for clear, concise professional communication.
4.0 Credits

GE 1312
Communications
In this course, students will be introduced to procedural and professional writing skills. A variety of composition skills and the principles and conventions of procedural writing will be emphasized. The student will leave the course with a thorough understanding of the essential elements necessary for clear, concise professional communication.
3.0 Credits

GE 2302
Human Factors in Behavior and Performance
This course introduces students to the study of human factors, performance, and limitations. Topics include the importance of communication, human error, error models, and factors affecting personal performance. The student will leave the course understanding how human behavior and stress affect daily performance and interactions with others.
3.0 Credits

GE 2325
College Algebra
This course develops students' advanced mathematical skills and problem-solving abilities in the area of algebra. Topics of study include algebraic equations and inequalities, absolute value, polynomial, rational, exponential and logarithmic functions, conic sections, systems of equations and inequalities, matrices and determinants, sequences and series, combinatorics, and probability. Students will leave the course with the ability to solve mathematical problems using appropriate algebraic equations and mathematic principles.
3.0 Credits

Course Descriptions

GE 2330
Physical Science
This course is designed to introduce students to fundamental concepts of physical sciences. The course includes concepts for general physics and chemistry such as: laws of motion, forces, gravity, conservation of matter and energy, the behavior of waves, and atomic structure. Students will leave this course with an understanding of the basic principles and natural laws by which our physical world operates.
3.0 Credits

GE 2340
Logic and Ethics
This course will provide students with an understanding of philosophical discipline of morality and the fundamental theories of ethics. Topics include the differences between reason and opinion, divine command and natural law, subjectivism and egoism; skills necessary to analyze and evaluate different moral theories and lines of reasoning; and the ability to distinguish the importance of moral, legal, and social duty in conjunction with legal and moral rights. Upon course completion, students will develop critical thinking skills to improve students' ability to make better moral judgments.
3.0 Credits

IEL 101
English Listening and Speaking
In this course, students will explore basic social transactions such as greetings, introductions, asking and answering simple questions, learning to confidently request and provide basic information (address, phone number, personal background, likes and dislikes, etc.), and building skills in conversational English. Students will learn to listen and take notes on instruction, learn pronunciation of basic vocabulary words, describe people, places and things within the American environment, and understand the basics of verbal conversations. By the end of the course, students will understand stress patterns of words and sentences, separation of linguistic sounds, identification of words and inflection, and will perfect conversations both in person and over the telephone.
5.0 Credits

IEL 102
American Culture and Diversity
In American Culture and Diversity, students will understand basic cultural norms within American culture, while practicing conversational English in an immersive context within a variety of social contexts. Students will learn to read a map of the local area, understand the history and social significance of landmarks and destinations within the campus community, practice using the local transit system, discuss driving and other transportation options, understand a range of resources offered within the city and state in which the campus is located, learn basic personal financial literacy (including counting American currency, using a cash machine in English, paying bills and utilities, budgeting for trips and leisure activities) and learn how to succeed as a student in America. The student will leave the course understanding expectations within the city, state, and country, while mastering English language skills within the context of being a successful American student.
5.0 Credits

IEL 103
Grammar and Punctuation
Within this course, students begin to understand the rules and guidelines of written English, focusing on parts of speech, expression of thoughts and ideas, and punctuation, which are then applied to the construction of grammatically correct sentences. Students learn to accurately identify nouns, verbs, adjectives, adverbs, tenses, possessives, numbers, apostrophes, mathematical characters, and simple scientific notation properly. In addition to practicing and discussing the different expectations of correctness within formal and informal writing situations, students also will explore and practice grammar and punctuation within social media.
5.0 Credits

IEL 104
Reading and Vocabulary
In this course, students will learn to read magazine articles, websites, technical articles, newspapers, road signs, billboards and posters, to understand main concepts, read for new vocabulary words, and investigate unknown words within other resources. Students begin with simple texts and discuss with the class the main concepts and ideas, and learn to identify words, phrases, and concepts they do not understand in order to conduct further research. By building a weekly bank of new English words and phrases, students will exit this class being able to apply a growing vocabulary to daily life and social situations.
5.0 Credits

IEL 105
Basic Writing
In Basic Writing, students use the fundamental building blocks of language learned within Block A of the curriculum to begin to formulate written paragraphs, sets of instructions, and a final course essay. Students learn to connect sentences within comparison-contrast paragraphs, cause-effect paragraphs, chronological narration, as well as learn the basic parts of an essay and business letter, including an introduction, body, and conclusion. Students learn to apply their understanding of grammar and punctuation as they use description, supporting detail, and arguments within their writing, and they conclude the course by constructing an argumentative essay.
5.0 Credits

IEL 106
Technical Vocabulary and Language
In this course, students will apply their reading, comprehension, speaking, and learning skills to the technical environment, identifying tools, equipment, parts, and processes of the aviation environment and attaining an intermediate level of technical understanding. Within both a classroom and laboratory environment, students learn basic parts of aircraft, and learn a range of tools and techniques related to hands-on maintenance. Students will build a vocabulary specifically designed to prepare them for further studies in the aviation maintenance technology environment.
5.0 Credits

IEL 107
Public Speaking
This course guides students in formulating a message, preparing detail and supporting information, and presenting a message to a public audience with clarity, precision, and confidence. The course addresses how to seek opposing opinions, how to professionally refute counter-arguments, how to avoid interruptions, and how to provide meaningful instruction, opinions, and arguments within public presentations. Students are taught how to field questions from an audience, and are guided in using presentation software such as PowerPoint or other visual aids to support a public presentation to an audience within more formal contexts.
5.0 Credits

IEL 108
Technical Research and Writing
In the Technical Research and Writing course, students learn to read technical documents efficiently, and learn to use the physical attributes of English text to quickly skim, notate, learn, and summarize information while understanding the physical cues of text, including headings, tables, charts, graphs, summaries, and conclusions. Students also learn to write simple technical documents, including creating lists of instructions, writing directions, and incorporating formatting such as bold, headings, images, and other graphical components of a technical document. Students complete the course by composing a technical document related to aviation maintenance or other fields in which they will be pursuing an education, and present that technical document to a novice audience.
5.0 Credits

IMT 1020
Introduction to Mechanical Drawing and CAD/CAM
This course will explore drafting fundamentals and advancing to the evolution of machining applications and how it applies in today industry. Students will be instructed to understand and practice safety in the workplace including fire safety, identify typical equipment involved in mechanical drawing concepts, understand manual and Computer Numerically Controlled (CNC) machining operations. Use acquired math skills in this course to calculate and utilize typical measuring tools including other gaging tools to measure precision components prior to machine operations. Students will also learn to understand and practice Occupational Safety and Health Administration (OSHA) safety standards, complete the OSHA 10-hour online safety certification.
4.0 Credits

IMT 1040
Precision Tooling and Processes
Students will understand and practice safe operations for milling configuration and set-up including climb milling, column and knee milling, and conventional milling. The students will learn to practice milling operations on a horizontal and vertical milling machine, calculate proper cutting feeds and speeds for ferrous and nonferrous metals, and practice manufacturing components using blueprints and verifying correct measurements.
4.0 Credits

Course Descriptions

IMT 1050
Electrical Fundamentals for Manufacturing
This course will instruct the students to understand the theories and laws of the flow of electricity, magnetism, inductance, capacitance, and the fundamentals of direct and alternating currents in addition to providing practical application using test and measuring equipment, circuitry, and electrical apparatus, and introduction to the National Electric Code (NEC).
4.0 Credits

IMT 1060
Electrical Wire and Harness Fabrication
Students will understand and practice running pathways with various types of electrical conduit using appropriate fasteners and anchors in various structures. This course will instruct on learning to identify and install low-voltage cabling, determine cable color coding, install and test mechanical and solid-state relays including commonly utilized switches, test and troubleshoot basic electric/electronic circuits. The students will practice soldering techniques for various electrical applications including components used for grounding and bonding transmission lines, determine proper cable shielding and grounding requirements.
4.0 Credits

IMT 2010
Basic Sheetmetal for Manufacturing
Students will understand and practice metal fabrication safety, use their acquired math skills to calculate area of a square/circle, circumference and segments of a circle. This course will provide instruction for inspection of different types of metal in preparation of fabricating parts/components, determine common mechanical testing methods used to measure the response of metals, and setup and operate Precision Sheet Metal (PSM) using basic maintenance practices.
4.0 Credits

IMT 2020
Basic Composites Technology
This course introduces the knowledge and skills necessary to understand the components of composites, demonstrate fundamental knowledge of mechanical advantages of composites, learn an introductory level of composites vocabulary, and learn types of composite manufacturing techniques. Students will be introduced to and learn about entry-level career opportunities involving composites.
4.0 Credits

IMT 2030
ntroduction to Industrial Welding
This course will provide the student with welding fundamentals, proper welding safety procedures and fire prevention. Students will practice the procedures for Shielded Metal Arc Welding (SMAW), Flux Core Arc Welding (FCAW), metal grinding practices, set up, changing cylinders, cutting tips, hoses and operation of portable and stationary oxyacetylene and propane. This course will provide instruction for set up and operation of welding equipment and electrical fundamentals of various welders.
4.0 Credits

IMT 2040
Basic and CNC Machining Practices
Students will understand and practice safe operations for broaching operations, milling configuration and set-up including climb milling, column and knee milling, and conventional milling. Practice milling operations on a fixed bed, horizontal and vertical milling machine. Students will learn to calculate proper cutting feeds and speeds for ferrous and nonferrous metals and practice manufacturing components using blueprints and verifying correct measurements.
4.0 Credits

IMT 2050
Machining Operations Lab
In this course, students will safely prepare metal stock for cutting tapers and internal and external screw threads for metric and standard sizes including taper turning, taper threading using the offset tailstock and taper attachment. Students will measure tapers by direct and comparison methods. The student will understand and practice CNC function codes for planning, preparing, and programming for machine operation on various parts using blueprint schematics. Practice basic CAD/CAM development of basic milling components. Identify and understand the nomenclature of a thread and properly create using thread gages for final product comparison.
4.0 Credits

IMT 2060
Introduction to Injection Molding
Students will understand the theory and application of Injection Molding, including an overview of the process and types of polymers and composite materials used by today's manufacturers. The course covers the techniques and procedures used in the set-up, operation, and processing of molded parts including injection mold machine set-up, injection pressures, press temperatures, clamping pressures and secondary machining operations of completed parts.
4.0 Credits

MTX 12
Related Structural and Pipe Welding
Students will become skilled in various welding processes, including oxyacetylene cutting, Shielded Metal Arc Welding (SMAW) and Gas Tungsten Arc Welding (GTAW) in the 2G (flat) and 3G (vertical) welding positions. This course provides the skills needed to become proficient in Shielded Metal Arc Welding in both flat and vertical positions. Students will be able to strike an arc and produce stringer and weaving beads, demonstrate the five basic welds in the flat and horizontal positions, identify basic welding defects that occur during welding and differentiate between acceptable and unacceptable welds. Students will complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification.
5.0 Credits Total /40 Lecture Hours, 80 Laboratory Hours

MTX 13
Programmable Logic Controllers
In this course students demonstrate acceptable industry practices while maintaining commercial and industrial systems controlled by pneumatic, hydraulic, electrical and electronic means to include principles of circuit evaluation and component operation, construction, servicing, and testing. At the end of this course, students will determine operational sequencing and conduct basic programing and test software using input/output controllers. Students will complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification.
5.0 Credits Total /40 Lecture Hours, 80 Laboratory Hours

MTX 15
Electrical Motors and Controls
In this course students will demonstrate proficiency in utilizing measuring instruments for electrical quantities to include magnetism, voltage, resistance, and current flow, as they relate to Ohm's Law. Applications will include both single-phase and three-phase AC motors used in the operation of electrical and electronic components of machinery and equipment. By the end of this class, students will be able to successfully install electrical controls and safety devices, practice service procedures for communicating controls, and troubleshoot and repair control systems using equipment wiring schematics. Students will complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification.
5.0 Credits Total /40 Lecture Hours, 80 Laboratory Hours

MTX 17
Communication Systems
In this course students will demonstrate the skills necessary to perform crimping of connectors, and terminations for various low-voltage and medium-voltage cable systems. Students will install and troubleshoot life safety systems, voice-data-video (VDV) cabling systems, and complete general maintenance of contactors, mechanical relays, and solid-state relays utilized in various heating, cooling, and lighting systems using the National Electric Code (NEC) requirements. At the end of this course, students will acquire the knowledge and skills necessary to complete level I National Center for Construction Education and Research (NCCER) qualification and also complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification.
5.0 Credits Total /40 Lecture Hours, 80 Laboratory Hours

Course Descriptions

MTX 20
Powerplant Systems II
This course provides students an opportunity to demonstrate the understanding of theory of operation, construction, overhaul, maintenance, and adjustment of fuel metering devices such as float type carburetors, pressure carburetors, and fuel injection systems used with reciprocating engines. In addition, students will demonstrate the ability to troubleshoot, inspect, check, service, and repair turbine engine fuel control units used in turbine engines. Students learn lubrication characteristics while servicing, inspecting, and repairing engine lubrication, external units, filters, dilution, and oil temperature controls. At the end of the course, students will be able to apply this knowledge by inspecting, checking, servicing, and repairing engine fuel system components and troubleshooting reciprocating and turbine engine operations.
5.0 Credits Total /40 Lecture Hours, 80 Laboratory Hours

PAMC 1501
Professional Aviation Maintenance Certification
The course is designed to provide an intensive investigation of the range of technologies, aircraft functions, and maintenance responsibilities of the civilian aviation maintenance field. The course was developed for students who have familiarity and experience with aviation maintenance through military or civilian experience and who seek to transition to professional civilian certification in the field. At the completion of this course, the student will be prepared to successfully pass the FAA General, Airframe, and the Powerplant written exams and the Oral and Practical portions in order to obtain the FAA Airframe and Powerplant Certification.
4.0 Credits

RHVS 100
Air Conditioning and Refrigeration I
This course explores thermodynamic principles, pressures, and mechanical applications in residential and light commercial applications. Students will perform heat content calculations for liquids and gasses for air conditioning and refrigeration systems, and practice copper tube bending, soldering, and brazing.
4.0 Credits

RHVS 115
Air Conditioning and Refrigeration Controls I
This course is the foundation for electric and electronic components. Students will explore electron theory, magnetism, Ohm's Law, resistance, current flow, measuring instruments for electrical measurement, power distribution controls, and their applications for HVAC systems. Course content incorporates the operation and applications of various safety controls used in the HVAC industry and how to troubleshoot them.
4.0 Credits

RHVS 117
Air Conditioning and Refrigeration Controls II
Students will safely operate various measuring instruments for electrical components of single and three phase motors used in the HVAC industry. Students will test and adjust various types of controls, including power distribution controls, control wiring, and electronic circuits using wiring schematics and diagrams.
4.0 Credits

RHVS 124
Heating Systems
This course covers the types of fuels and their combustion characteristics, types of heating fuels used, components, and characteristics of burners, burner efficiency, flue testing analyzers, and electric heating systems. Students will operate, test, and adjust fuel-heating systems to manufacture specifications.
4.0 Credits

RHVS 132
Commercial Air Conditioning and Refrigeration
In this course, students learn about air conditioning and refrigeration applications as applied to commercial systems. This course provides the student with refrigerant recovery, evacuation, and charging practices in compliance with current Environmental Protection Agency (EPA) laws and regulations. Students will practice refrigerant recovery procedures prior to taking the EPA certification.
4.0 Credits

RHVS 141
Comfort and Psychometrics
This course will examine air and its properties, characteristics, and measurements as they apply to human comfort. Students conduct heat load calculations using Right-J software, determine residential comfort system requirements, and adjust temperature controls, humidity, and distribution of air and air mixtures.
4.0 Credits

RHVS 156
Heat Pumps
In this course, students learn the theory of a reverse-cycle heat pump including the components and operation of four-way valves, identify the various heat sources for heat pumps including geothermal applications, and perform preventive and corrective maintenance procedures on a residential heat pump.
4.0 Credits

RHVS 186
Advanced Troubleshooting and Service
In this course, students practice the proper techniques and tools required to properly troubleshoot mechanical, electrical, and refrigeration components on residential air-conditioning and commercial refrigeration units.
4.0 Credits

RHVS 192
Air Conditioning and Refrigeration II
This course focuses on the operation of commercial refrigeration systems, ice machines (including installation and servicing of commercial air conditioning), Direct Digital Controls (DDC), and restaurant refrigeration systems. Students will perform mechanical and electrical diagnostics and repairs for commercial equipment.
4.0 Credits

TMT 01
General Science I: Math and General Physics
In this course students will demonstrate the skills necessary to perform algebraic operations utilizing fractions, exponents, roots, and geometric analysis as applicable to common aircraft designs and proven laws of physics relating to flight. In addition, in this course students will develop and demonstrate the skills necessary to inspect, check, and service aircraft during actual weight and balance operations. Students will apply acquired math skills while calculating weight and center of gravity changes following aircraft repairs and alterations while documenting work accomplished to acceptable industry standards.
6.0 Credits Total /72 Lecture Hours, 48 Laboratory Hours

TMT 02
General Science II: Tools, Surfaces, and Corrosion Control
In this course students will demonstrate the ability to troubleshoot, check and inspect aircraft utilizing charts, diagrams, and text which show the dimensions, stations, access doors, zoning and physical locations of the major structural components of an aircraft. Students will demonstrate proper usage of to the tools, hardware, materials, and processes used in aircraft maintenance and repair. At the end of this course, students will demonstrate proper handling and inspection of aircraft and be able to recognize various types of corrosion causes and troubleshoot corrective measures to control corrosion of different types of metals used in aircraft construction.
5.5 Credits Total /54 Lecture Hours, 66 Laboratory Hours

TMT 03
General Science III: Maintenance Forms and Records
In this course students will demonstrate proficiency with the use of maintenance publications and Federal Regulations used to inspect, check, troubleshoot, and repair aircraft. In addition, students will prepare records relative to aircraft maintenance forms to include documentation of major repairs and alterations. Students will fabricate, test, and install flexible and rigid lines and fittings used to convey fluids in aircraft systems. Students accomplish aircraft services, ground handling of aircraft and demonstrate safety procedures relative to turbine and reciprocating powerplants used in aircraft. By the end of this class, students will document aircraft maintenance records utilizing FAA regulations accounting for the limitations and requirements for inspection, maintenance, and aviation mechanic privileges.
5.5 Credits Total /66 Lecture Hours, 54 Laboratory Hours

TMT 04
General Science IV: Basic Electricity
In this course students will use test equipment while demonstrating a working knowledge of electrical theory and operation. Students calculate and measure voltage, current, and resistance, fabricate and analyze simple circuits, and use electrical schematics. At the end of this course, students will be able to troubleshoot and repair direct and alternating current electrical systems and their components. In addition, students will inspect, service and troubleshoot aircraft batteries and solid-state devices.
5.0 Credits Total /40 Lecture Hours, 80 Laboratory Hours

Course Descriptions

TMT 05
Metallic Structures
In this course students utilize basic fabrication and repair techniques for sheet metal Structures. Students will demonstrate metal selection, layout, material forming, and rivet selection while completing repairs and fabricating metallic structures. The student will in addition perform weld inspection and demonstrate proper safety techniques while utilizing gas and arc welding equipment.
5.0 Credits Total /40 Lecture Hours, 80 Laboratory Hours

TMT 06
Electrical, Navigational, and Communication Systems
In this course students will demonstrate proficiency relative to electronics systems (avionics), theory of operation, use, installation, testing, and services. Students apply theory and applications to motors, generators, alternators, and voltage regulators. At the end of this course, students will demonstrate understanding of the electrical supply and production systems found on an aircraft and apply their knowledge by testing, wire splicing, routing, installing, and servicing aircraft electrical systems.
5.5 Credits Total /55 Lecture Hours, 65 Laboratory Hours

TMT 07
Non-Metallic Structures
In this course students will inspect and repair wood structures, fabric and fiberglass coverings, and apply protective or decorative finishes. Students will utilize basic structural techniques to inspect, check, repair, and fabricate fiberglass laminates, plastics, and honeycomb materials, as well as some interior refinishing. At the end of class, students will have inspected, checked, repaired, and fabricated both structure and non-structural non-metallics.
5.0 Credits Total /50 Lecture Hours, 70 Laboratory Hours

TMT 08
Aircraft Systems I
In this course students will demonstrate proficiency at inspecting, checking, troubleshooting, and repairing hydraulic and pneumatic power systems. Students operate and maintain air conditioning, heating, oxygen and cabin pressurization systems. By the end of the class students will demonstrate proficiency inspecting, checking, troubleshooting, repairing, and servicing aircraft hydraulic and pneumatic system components to include filtration systems.
6.0 Credits Total /60 Lecture Hours, 60 Laboratory Hours

TMT 11
Aircraft Systems III
In this course students demonstrate proficiency inspecting, checking, troubleshooting, and installing aircraft instruments systems. In addition, students show understanding of aircraft and engine fire protection system by performing inspections, functional checking and repairing. At the end of this course, students will be able to complete maintenance and servicing of these specific aircraft systems while demonstrating industry accepted maintenance documentation.
5.0 Credits Total /50 Lecture Hours, 70 Laboratory Hours

TMT 12
Reciprocating Engines
This course provides students the opportunity to overhaul, operate, and install aircraft reciprocating (piston) engines. Students demonstrate proficiency of engine theory and maintenance operations during overhaul and installation. At the end of class, students will be able perform all tasks required to overhaul of reciprocating engines and maintain proper records of the overhaul.
6.0 Credits Total /60 Lecture Hours, 60 Laboratory Hours

TMT 13
Turbine Engines
This course provides students an opportunity to demonstrate the understanding of various types of turbine engine constructions and overhaul as they perform disassembly, inspection, checking, reassembly, testing, and repair of turbine engines. At the end of the course, students will be able to apply these skills and troubleshoot remove, repair, and install turbine engines.
5.0 Credits Total /40 Lecture Hours, 80 Laboratory Hours

WES 164
Fundamentals of Modern Welding
This course provides the student with welding fundamentals, proper welding safety procedures, and fire prevention techniques. Students read shop prints, blueprints, and welding symbols. They calculate dimensions for manufacturing work orders, practice the procedures for metal grinding practices, setup, changing cylinders, cutting tips, and hoses, and operate portable and stationary oxyacetylene and propane. Students set up and operate oxyfuel gas cutting equipment and electrical fundamentals of welding equipment. Students discuss attitude, motivation, planning and memory, and how these items relate to their profession.
4.0 Credits

WES 184
Shielded Metal Arc Welding (Flat and Horizontal)
Students will understand and practice shielded metal arc welding (SMAW) in the flat and horizontal positions. The course includes selection of correct electrodes for material thickness, current and polarity. Students strike an arc and produce stringer and weaving beads, demonstrate the five basic welds in the flat and horizontal positions, and identify basic welding defects that occur during welding, differentiating between acceptable and unacceptable welds.
4.0 Credits

WES 204
Shielded Metal Arc Welding (Vertical)
In this course, students learn the shielded metal arc welding (SMAW) process in the vertical position and practice tie in beads using 7018 1/8 inch and 3/32 inch electrodes. The student practices tack welding vertical test plates for the American Welding Society (AWS) qualification welding competencies.
4.0 Credits

WES 224
Shielded Metal Arc Welding (Overhead)
Students learn the shielded metal arc welding (SMAW) process in the overhead position and learn to tie-in beads using 7018 1/8 inch and 3/32 inch electrodes. Students practice vertical tack welding vertical and test plates for vertical welding competencies, conduct a bend test on completed test plate for visual and dye penetrant inspection, and practice for the American Welding Society (AWS) qualification.
4.0 Credits

WES 244
Gas Metal Arc Welding and Flux Core Arc Welding
Students practice welding tee-joints and vee-joints in the vertical and overhead positions for gas metal arc welding (GMAW) and flux core arc welding (FCAW) in the flat and horizontal positions. Students setup and operate various wire feeding welders, to include determining specific electrode wire material for welding processes.
4.0 Credits

WES 264
Special Cutting and Gas Tungsten Arc Welding Processes
Students practice gas tungsten arc welding (GTAW) and complete tie-in beads using 70S-3 wire in various positions. Students set up and practice the GTAW process to weld a corner joint and edge joint in various positions. Students cut and gouge on mild steel using the carbon arc cutting (gouging or CAC), plasma arc cutting (PAC), and/or shielded metal arc cutting (SMAC).
4.0 Credits

WES 284
Advanced Shielded Metal Arc Welding
The student will utilize the Shielded Metal Arc Welding process to perform weldments in accordance with American Welding Society (AWS) B2.1-1-016:2018, B2.1:2014 specific welding procedure and performance qualification.
4.0 Credits

WES 314
Advanced Structural Gas Metal Arc Welding
The student will utilize the Gas Metal Arc Welding process to perform GMAW Pulse weldments on various thickness of carbon steel and aluminum material.
4.0 Credits

WES 324
Advanced Gas Tungsten Arc Welding
The student will utilize the Gas Tungsten Arc Welding process to perform weldments using aluminum plate and carbon steel pipe to pipe, pipe to plate, and heavy plate.
4.0 Credits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