



School Catalog
2011 – 2012

Volume XI

Security Square Mall
6901 Security Blvd, Suite 16
Baltimore, MD 21244

800-638-5490 410-298-4844
www.natradeschools.com

March 1, 2011

TABLE OF CONTENTS

General Information

Message from the President & Mission Statement	1
History, Accreditations, Affiliations	2
Facilities & Location	3

Admissions Policies & Procedures

Statement of Non-Discrimination	4
Admissions Procedures	4
Credit for Previous Training	5
Comparable & Program Performance Information	6
Uniform Arbitration Act	6

Student Services

Graduate Career Services	7
Student Activities	8
Transcript Requests	8

Administrative Policies & Procedures

Harassment Policy	9
Examination of Student Records	9
Cancellation of Classes	11
Curriculum/Policy Revisions	11
Tobacco & Drug Free Policy	11
Health/Medical	11
Voluntary Repayment Plan	12
Financial Obligations	12
Leave of Absence	12
Dress Code	13
Campus Crime Statistics	13
Student Rights	14
Grievance Procedure	14

Financial Services

General Information	15
Duration of Awards	15
Grant Programs	15
Federal Loan Programs	16
Alternative Loan Program	16
Sponsoring Agencies	17
Withdrawal, Refund & Repayment Policy	17
Return to Title IV Funding Policy	19

Academic Policies

Class Scheduling	21
Class Sizes	22
Grading	22
Academics	22
Attendance, Tardiness & Early Departure	23
Program Completion Length	24
Satisfactory Progress	24
Appeals to Satisfactory Progress	25
Graduation Requirements	25
Clock/Credit Hour	26
Section Change	26
Repeats	26
Mitigating Circumstances	26
Suspension	27
Make Up Work	27
Withdrawal & Termination	27
Student Conduct & Discipline	28

Overview of Programs

General Information	30
Program Awards	30
School Equipment	30
Diesel Technician Program	33
Commercial Truck Driving Program	34
Building Construction Tech Program	35
Electrical Technology	36
HRVAC Technology	37
Combination Welding	38
Industrial Maintenance	39
Course Descriptions	41
Program Calendars	52
Schedule of Holidays and Breaks	53
Program Tuition/Costs	54
Ownership, Administration, Faculty & Staff	56

GENERAL INFORMATION

A MESSAGE FROM THE PRESIDENT

There are very few decisions you will make in your lifetime that will have more impact on your lifestyle than the decision to enhance your skills.

The North American Trade Schools offers persons seeking a secure future the opportunity to earn lifestyle of which you can be proud.

Since 1971, North American Trade Schools has graduated job ready trades people and truck drivers.

North American Trade Schools is dedicated to the principle that skilled training should be directed to the needs of the individual and employer. Emphasis is placed on quality workmanship, proper attitude, and good attendance in order to prepare graduates for employment and advancement.

We at the North American Trade Schools realize the importance of your goals and commit ourselves in the assisting their realization.

Sincerely,

Rex Spaulding
President

SCHOOL MISSION STATEMENT

It is our philosophy to service with excellence the needs of our community and the needs of our graduates by matching skills. Our training programs are kept practical, intense and results oriented in the attainment of viable, measurable skills. Skills you can use.

HISTORY

1970 – The Diesel Institute of America (NATS) was conceived in 1970 by Sheldon Monsein, then President of Central GMC/Kenworth, Inc. in Landover, Maryland. His idea was fostered out of a need for additional qualified diesel mechanics to repair the hundreds of vehicles at his facility.

1971 – DIA (NATS) offered its first classes in a 500 square foot garage in Landover, Maryland. As word spread in the industry concerning the availability of school trained diesel mechanics, the Diesel Institute of America (NATS) began to grow. In September 1983 the Diesel Institute of America (NATS) opened in Grantsville, Maryland.

1986 – In September DIA (NATS) began offering commercial truck driver training.

2002 – Diesel Institute of America (NATS) was purchased and is presently owned by Educational Enterprises Incorporated.

2004 – In May the Diesel Institute of America (NATS) relocated from Grantsville, Maryland to its present location in Baltimore and changed the school name to North American Trade School (NATS).

The North American Trade School's program offerings and facilities have grown rapidly to keep pace with ever increasing industry demands.

APPROVAL, ACCREDITATION AND AFFILIATION

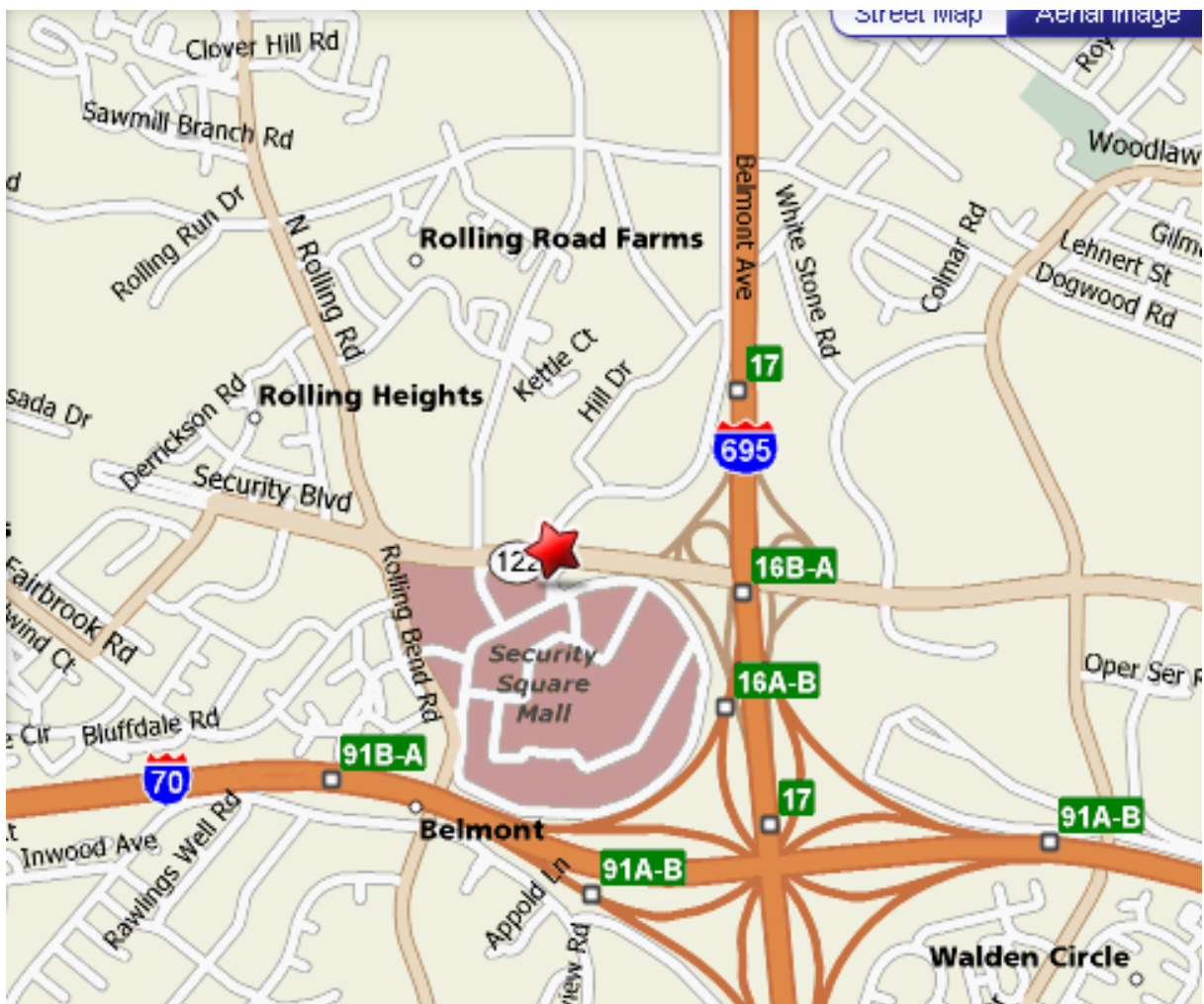
North American Trade School is accredited by ACCSC (Accrediting Commission of Career schools and Colleges). The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Office of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code, and subsequent legislation.

NATS is approved and licensed by the Maryland Higher Education Commission, and Maryland State Division of Vocational Rehabilitation. NATS is approved for the education of veterans and other eligible dependents.

NATS is a member of Career College Association, Maryland Association of Private Career Schools, Better Business Bureau, and American Trucking Association.

FACILITIES

The North American Trade Schools is located at the Security Mall Woodlawn, Maryland, just minutes from both I 695 and I 70. The school's 40,000 square feet is divided into handicap accessible lab areas, eleven classrooms and a computer lab. All training areas are equipped with the necessary tools and equipment. In addition, there are placement and administrative offices, a reference library and a food court located in the mall. Parking is available adjacent to the school. An expanded facility for commercial truck driving is located at 261 South Haven Street Baltimore, MD 21224



ADMISSIONS POLICIES & PROCEDURES

STATEMENT OF NON-DISCRIMINATION

North American Trade Schools does not discriminate on the basis of sex, age, disability, race, creed, religion or sexual orientation in its admissions to or treatment in its programs and activities, including advertising, training, placement and employment. The School Director is the coordinator of Title IX – the Educational Amendment Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the School Director. The School Director must act equitably and promptly to resolve complaints and should provide a response within seven working days.

AFFIRMATIVE ACTION

It is the policy of North American Trade Schools to interview and enroll students without regard to race, color, creed, age, gender or national origin. Furthermore, NATS has provided accessibility and utilization of public facilities for physically limited persons. All matters relating to training and educational opportunities will be free from any and all discriminatory practices. All persons with a sincere interest in career opportunities are encouraged to make application to the school.

ADMISSION PROCEDURES & REQUIREMENTS

Applicants considering program enrollment at North American Trade Schools should contact the Admissions Office. The Admissions Representative will explain the entire program, answer all questions and attempt to determine the student's qualifications for attending and completing his/her course of study. Each applicant to NATS must demonstrate a sincere desire to improve himself. All applicants are required to pass an entrance test prior to acceptance by the school. Minimum score requirements for each program are available from the admissions department upon request.

All applicants must possess a high school diploma or GED. Non H.S. (or GED) grads and foreign applicants who have the ability to benefit from the training offered by the school and are beyond the compulsory age of attendance may be admitted into the Commercial Truck Driving program offered by the school. The Commercial Truck Driving program candidate must take and pass a nationally recognized ability to benefit test will determine whether or not the applicant has

the ability to benefit from our training and can read and comprehend the material that will be presented in the program. A passing score on this test will be acceptable in lieu of a high school diploma or GED. However, NATS encourages each student to pursue a GED or a high school diploma. NATS may accept a copy of a DD214 with clear indication that the high school diploma was obtained on a case by case basis.

Students for the Commercial Truck Driving program must hold a current drivers license, be at least 21 years of age, and have an acceptable driving record on file with the Motor Vehicle Administration. Department of Transportation (DOT) regulations require a physical examination and drug screen by all CDL students, documentation of which must be submitted to NATS prior to the start of classes.

After completing application to the School, each student may make an appointment to speak with the Financial Aid Department. Students will be advised of various federal and state financial aid programs that they may be eligible to apply for to help meet the cost of enrollment. Due to limited space in each class and the time involved in processing financial aid, students are encouraged to apply as early as possible to the particular class they desire to attend. No student, however, will be allowed to start class until all financial aid papers have been completed.

A student, who has applied to and is accepted by the North American Trade Schools, may not postpone a class starting date without prior approval from the school Director.

RE-ADMISSION

Students who have been forced to interrupt their education for any reason may request reinstatement by contacting the Director of Education. Students are required to sit out approximately 60 days in order to allow appropriate refunds to be issued. Re-entry meetings are scheduled for the first Wednesday of the month following the 60 day sit out period. During the Re-entry meetings students are told what steps must be taken in order to be granted Re-entry. Re-entry will be determined after a review of the students educational transcript, eligibility for financial aid and any balance owed to the school. All reinstating students must have met satisfactory progress requirements in prior terms, or repeat the necessary courses to become in satisfactory progress to progress along in their training. . A maximum of one reinstatement past the original start is allowed, without mitigating circumstances approved by the school director.

CREDIT FOR PREVIOUS TRAINING

An applicant will be given credit for previous experience or training on an individual basis after an evaluation of the applicant's actual work experience in the field and/or his previous training. The applicant must submit a certificate of completion and a course outline along with his application for admission.

Students who receive credit for a portion of the program will have their tuition adjusted accordingly. If the student elects to attend the course for the period of time for which the credit is given, the student will be responsible for the tuition during this time. For students using their Veteran Education benefits, the school will obtain written records on a VA beneficiary's previous education and experience, complete an evaluation, and grant credit where appropriate. The student and the Department of Veteran Affairs will be notified.

PROGRAM PERFORMANCE INFORMATION

Any student or prospective student may obtain from the Maryland Higher Education Commission information regarding each program's enrollment, completion rate, placement rate and pass rate of graduates on any licensing examination. Maryland Higher Education Commission, 839 Bestgate Road, Suite 400, Annapolis, MD 21404-1781, phone (410) 260-4500.

COMPARABLE PROGRAM INFORMATION

Comparable program information relating to tuition and program length is available. It may be obtained by contacting ACCSC, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201. Telephone (703) 247-4212.

UNIFORM ARBITRATION ACT

By signing an Enrollment Agreement, prospective students agree to the following:

Acknowledge Waiver of Jury Trial and Availability of AAA Rules.

I acknowledge that I understand that both the School and I are irrevocably waiving rights to trial by jury; and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. I understand that the award of the arbitrator will be binding, and not merely advisory. I also acknowledge that I may at any time, before and after my admission, obtain a

copy of the rules of the American Arbitration Association, at no cost, from the School Director.

I understand that any questions or concerns regarding the School's satisfying the terms of the Enrollment Agreement may be directed toward the School Director. I further understand that any questions or concerns that are not satisfactorily resolved by the School Director may be brought to the attention of the Maryland Higher Education Commission, 839 Bestgate Road, Suite 400, Annapolis, MD 21401-3013, telephone (410) 260 – 4500.

STUDENT SERVICES

GRADUATE CAREER SERVICES

From the time a student enrolls at North American Trade Schools, the primary emphasis is on employability and success in the professional work world. The success of the graduates in the work place is the primary reason most students select a specialized career school.

While no ethical school can guarantee employment, North American Trade Schools continues to maintain a high percentage of graduates employed in their field of training. Employment success is greatly influenced by the student's attendance record, academic performance, previous employment history/record and overall attitude.

The North American Trade Schools qualified staff offer students the following career services: Professional development advising, assistance with employment applications and resumes, cover letters, extending invitations to prospective employers and contacting potential employers.

Student Responsibilities - While the Career Services staff works diligently to assure that every graduate has employment opportunities, it is the belief of the institute that securing employment is ultimately the responsibility of the student.

The goal of the School is to train the student in job search and interview techniques that will be of assistance to the student throughout his/her lifetime.

HOUSING ASSISTANCE

North American Trade Schools will provide housing assistance for its students. There are apartment complexes and private homes located within a reasonable distance from the school. Cost of rental depends on the type of housing that you choose, the number of roommates, and whether or not furniture is provided.

Contact your Admissions Representative for more information.

TRANSPORTATION ASSISTANCE

North American Trade Schools maintains information on students interested in carpooling. The school also maintains current bussing information. Transportation to and from school is the student's responsibility.

FIELD TRIPS

North American Trades Schools believes that training is enhanced by real life applications. When appropriate, visits may be arranged to industrial or professional locations

SPECIAL LECTURES

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

TUTORING

A student who feels he/she is having difficulty with a course is urged to request assistance from the instructor or department head. Additionally, an instructor or tutor can be available for consultation on weekdays, after or before class hours.

DRUG ABUSE PREVENTION

Referral to an offsite drug abuse prevention program is available to any officer, employee or student of North American Trade Schools. Referral to the appropriate program will be made by the School Director or their designee.

TRANSCRIPT REQUESTS

Upon request, NATS will forward a student's official transcript to another school or an employer after graduation. One free copy will be provided upon completion of the program. There is a \$5.00 fee for any subsequent request of transcripts and a \$5.00 fee for copies of the diploma.

ADMINISTRATIVE POLICIES & PROCEDURES

HARRASSMENT POLICY

Harassment is any annoying, persistent act or actions that singles out a student or any employee to their objection or detriment because of race, sex, age, religion, ancestry, national origin, physical handicap, mental condition, marital status or veteran status. Harassment may include any of the following:

1. Verbal abuse or ridicule. This includes abusive or derogatory comments, slurs or unwanted sexual advances, invitations or comments.
2. Interference with a student or employees work. This includes physical contact such as assault, blocking normal movement or interference with work directed at an individual because of his/her sex or other protected status.
3. Displaying or distributing sexually offensive, racist or derogatory materials. This includes derogatory posters, cartoons, drawings, gestures or intimate physical contact.
4. Demanding favors (sexual or otherwise).
5. Retaliation for having reported harassment.

Harassment is grounds for disciplinary action up to and including termination and those who feel they have been harassed must report it immediately to their instructor or to the Institute's School Director. The school will change the victim's academic situation, if changes are requested by the victim, and are reasonably available. The school Director will act in accordance with the school crime awareness and campus security policy.

EXAMINATION OF STUDENT RECORDS

1. Under the authority of the Family Educational Rights and Privacy Act of 1974, students have the right to examine certain files, academic records, and documents maintained by the institute which pertain to them. (parental information excepted.)

2. Records are supervised by the Education Department. Students may request a review of their records at the education office. Such review will be allowed during regular business hours under appropriate supervision. A copy of the records may be obtained for a fee of \$1.00 per page. When grades are included, the transcript fee applies.
3. Students may request that the institute amend their educational records on the grounds that they are inaccurate, misleading, or in violation of their right to privacy.
4. Challenging the records for the purpose of correcting or deleting any of the contents must be done in writing with the reason fully stated. However, grades and course evaluations can only be challenged on the grounds that they are improperly recorded. Challenge must be made no later than ninety days after the last day of attendance. The procedure is as follows:
 - A. The department manager involved will review the written challenge and meet with the student. A decision will then be made to retain, change or delete the disputed information.
 - B. Should further review be requested, a grievance hearing will be held with the school director at which time the student is afforded a full and fair opportunity to present evidence relevant to the disputed issues. The School Director will then make a final recommendation.
 - C. A copy of the challenge and/or written explanation of the contents will then be included as part of the students permanent record.
5. The following items are exempt from the privacy act:
 - A. Parents' financial information and other financial need data.
 - B. Records about students made by teachers or administrators, which are maintained by, and accessible to the teachers or administrators.
 - C. Campus security records.
 - D. Employment records for school employees who are not also current students.
 - E. Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals and paraprofessionals acting or assisting in such capacities for

treatment purposes and which are available only to persons providing the treatment.

CANCELLATION OF CLASSES

In the event of inclement weather, school may be canceled or delayed. Tune into WBAL Television (Baltimore) or call the school for a recording regarding any delays or cancellations.

CURRICULUM, POLICIES & PROCEDURES REVISIONS

Since North American Trade Schools periodically reviews, updates and offers new and additional courses, changes in some programs are inevitable. The school reserves the right to vary the sequence of program courses, revise program and course curriculum content, textbooks, toolkits along with policies and procedures contained in this Catalog.

TOBACCO USAGE POLICY

Any and all tobacco usage is prohibited throughout all classrooms, offices, restrooms, break rooms and faculty offices. Failure to comply with the NATS tobacco usage policy can result in discipline measures including suspension and ultimately termination of training. Smoking or congregating outside the facility is allowed in designated areas only.

DRUG FREE POLICY

North American Trade Schools maintains a drug-free workplace and school for its employees and students. Specific policy information is available upon request.

HEALTH/MEDICAL CARE

Students must take proper care of their health so they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay at home and recover, but remember to notify the school immediately. All medical and dental appointments should be made before or after school hours when appropriate.

The institute will not be responsible for rendering any medical assistance; but, will refer students to the proper medical facility upon request.

VOLUNTARY PREPAYMENT PLAN

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Accounting office.

FINANCIAL OBLIGATIONS

Students who fail to make required payments promptly, issue personal checks which are returned by banks (student will be subject to a \$25.00 Non-sufficient Funds Fee), or fail to make good faith efforts to process their financial aid paperwork in a timely manner, are subject to the following restrictions: No academic records, including diploma, transcripts or financial aid records, with the exception of financial aid transcripts, will be released to any institution or individual until all financial obligations are satisfied.

LEAVE OF ABSENCE

NATS has a leave of absence policy for military or medical reasons only or if a course needed is not being offered by the school (commonly called a wait out). The student must sign a Leave of Absence Form or submit the request in writing. A student may not take more than one leave of absence in a 12 month period and a leave may not exceed 180 calendar days in extremely rare circumstances with mitigating circumstances the school director may approve exceptions to this rule with a written explanation in the file. Any refunds due a student who fails to return after their scheduled leave, will be made within 45 days of their scheduled date of return. There will be no additional charges.

EFFECTS OF LEAVE OF ABSENCE

Students who contemplate requesting a Leave of Absence should be cautioned that one or more of the following factors may effect their eligibility to graduate within the maximum program completion time:

- Students returning from a Leave of Absence are not guaranteed that the module required to maintain the normal progression in their training program will be available at the time of reentry.
- Students have to wait for a module or course to be offered

- Students will be required to repeat all courses from which they elect to withdrawal prior to receiving a final grade
- Financial aid and/or tuition costs may be effected

DRESS CODE

NATS maintains a dress code that encourages both safety and professionalism. Faddish attire is not acceptable. Anytime a student is in uniform whether on the school grounds or off the code of conduct is applicable to them.

All students are to wear NATS uniform shirts neatly tucked in. Shirts are issued during the first academic module and are also available for order through the school. If a student chooses to wear a hat, the hat must be a school issued NATS hat and worn with the bill facing forward. Each student will receive one hat. Additional hats may be purchased from the school.

Trousers/pants should be clean and presentable and should not be worn in a manner that would prevent freedom of movement. Shorts and sweat pants are not acceptable. Pant leg length must be, at the minimum, to the ankles. Excessively long pant legs which drag on the floor are a safety hazard and not acceptable.

All students must wear properly laced and tied safety leather boots. Some programs may require steel toe safety boots. Safety glasses must be properly utilized in designated areas.

Length of hair is not only a professional issue, but a safety concern. Hair worn long must be tucked inside the shirt collar, tied up or put under a NATS ball cap when around tools/equipment. Hats other than NATS issued hats are not permitted in the building. Students bringing hats other than NATS issued hats are subject to having that property taken by the school.

Only ear studs less than ¼” are permitted. Earrings that dangle are not allowed. Absolutely no jewelry is permitted in the electrical lab due to shock hazard.

CAMPUS CRIME STATISTICS

Campus crime statistics are available upon request and are posted on the schools website.

<http://www.natradeschools.com/student-services/financial-aid/>

STUDENT RIGHTS

Statement of student's rights, privileges and responsibilities: It is a student's right to receive the training for which he was enrolled. It is the student's privilege to be trained at the time and site that he expected. It is the student's responsibility to attend classes regularly, study so as to complete the course, and to respect the school's rules and regulations.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact their instructor and then their department head. Unresolved complaints should be made to the Director of Education. Students who feel that the complaint has not been adequately addressed should contact the school Director. Written responses will be available to the student within seven working days.

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology 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 considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission. Please direct all inquiries to:

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

A copy of the Commission's Complaint form is available at the school and may be obtained by contacting the School Director.

Questions or concerns that are not resolved satisfactorily may also be brought to the attention of the Maryland Higher Education Commission, 839 Bestgate Road, Annapolis, MD 21401. Telephone 410-260-4500.

FINANCIAL SERVICES

GENERAL INFORMATION

Today, more than ever, students and their families are faced with ever increasing educational expenses. Before any student decides that he can't afford to further his education he should contact the Financial Aid Office at the North American Trade Schools.

The School's philosophy is that no student should be prohibited from obtaining a good education due to a lack of funds and will take every step possible to assist its students.

DURATION OF AWARDS

All financial aid awards are made for one academic year or less. To continue receiving an award, a student must:

1. Be in good standing with the institute,
2. Continue to demonstrate financial need,
3. Maintain satisfactory academic progress,
4. Complete all required financial aid applications each academic year, and
5. Remain drug-free as required by the Institution's drug-free policy.

Continuation of awards is contingent upon adequate funding of financial aid programs. The following is a description of the financial aid programs available at this school. Additional information can be obtained through the Financial Services Department. Information regarding benefits available from agencies can be obtained through those agencies.

GRANT PROGRAMS (COMMERCIAL TRUCK DRIVING NOT ELIGIBLE)

Federal Pell Grant

The Federal Pell Grant provides a foundation of financial assistance that may be supplemented by other resources. Eligibility for the Federal Pell Grant Program

is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

Federal Supplemental Education Opportunity Grant (FSEOG)

Students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on the funds available and do not have to be repaid. Need is determined by the financial resources of the student and/or parents, and the cost of attending the School.

Jack Tolbert Grants

Funds received through this program are grants and do not need to be repaid and are provided by the Maryland Higher Education Commission. Funds are very limited and normally awarded to very needy students. Students may apply on a form provided by the financial aid office. The financial aid office will submit the applications of students who meet the criteria. These grants are limited to Maryland residents attending eligible private career schools on a full time basis.

FEDERAL LOAN PROGRAMS

Federal PLUS Loan (PLUS)

This low-interest loan is available to qualified parents of dependent, undergraduate students. This loan program will assist parents in financing the cost of their son or daughter's postsecondary education. Funds are disbursed through the school by lending institutions of agencies participating in the program. Repayment begins sixty days after loan is fully disbursed.

Subsidized Federal Stafford Loan (FSL)

This low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment starts six months after the student drops below half-time status, suspends training, or graduates.

Unsubsidized Federal Stafford Loan (UFSL)

This low-interest loan is available to those who qualify through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment starts six months after the student drops below half-time status, terminates training, or graduates.

ALTERNATIVE LOAN PROGRAM

TUITION FINANCING

The North American Trade Schools may be able to offer alternative loan programs to those who qualify. Contact the Financial Aid Office for additional information.

SPONSORING AGENCIES

Department of Vocational Rehabilitation
Bureau of Services for the Visually Impaired (BSV)
Bureau of Indian Affairs (BIA)
Railroad Retirement Benefits
Job Training Partnership Act (JTPA)
Health & Rehabilitation Services
MAPCS Scholarships
Private Industry Council (PIC)
Local Kiwanis, Rotary and Lions Clubs
Training Rehabilitation Act (TRA)
Training Assistance Act (TAA)

Students requiring assistance with any program described in this catalog should direct inquiries to the Financial Aid Office of the North American Trade Schools. The staff will be happy to help with the financial aid process.

So before you decide you can't afford to further your education, you should think, can you afford not to? You must prepare for the intense competition of the future and the increased earnings paid to well educated and well trained technicians. An education is an investment in which will be returned many times over in the years to come.

WITHDRAWAL REFUND AND REPAYMENT POLICY

The school realizes that conditions arise that cause changes in plans and attitudes of prospective enrollees and students. Under such circumstances, provisions for cancellation should be made. Therefore, please consider the following methods of cancellation and the school's refund policy:

Full Refund: A full refund of all funds paid to the School will be made if:

1. An applicant is not accepted by the School.
2. A refund is requested within the seven (7) days after the applicant signed the enrollment agreement. Signing occurs only after the applicant visits and tours the school.
3. Prior to entrance into the course, the enrollee presents evidence of a medical problem which prevents the enrollee's participation in the program in which the student is enrolled.
4. The School closes, cancels, or discontinues a course or program in which the student is enrolled.

Refunds will be made within forty-five (45) days of the occurrence of the above.

Refund of Fees:

Registration Fee: This fee will be retained by the School unless one of the events, noted “1” through “4”, under Full Refund occurs.

Enrollment Fee: If the student fails to enter school for any reason, this fee will be refunded. If a student enters training, and withdraws or is terminated after the seven-day cancellation period, this fee will be retained by the school.

Refund of Tuition:

- 1) Tuition is charged by the Semester.
- 2) If the student withdraws or is terminated during any Semester after entering School refunds are as follows.

<u>Proportion of total semester taught by date of withdrawal</u>	<u>Semester Tuition Refund</u>
Less than 10%	90% Refund
10% up to but not including 20%	80% Refund
20% up to but not including 30%	60% Refund
30% up to but not including 40%	40% Refund
40% up to 50%	20% Refund
More than 50%	No refund

If the student is a recipient of Title IV Financial Aid, applicable return of those funds will be made in accordance with Federal Regulation.

Any refund due a student shall be paid within 45 days of the last day of attendance.

If a student fails to return from an official leave of absence, a refund due a student shall be based on the last date of attendance prior to beginning the official leave of absence.

Official withdrawal for refund purposes is the date of termination and is defined as:

- A. The last day of attendance if the student is terminated by the school; or
- B. The last day of attendance as reflected by student record card if the student withdraws.
- C. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 45 days of the scheduled last day of the leave of absence.
- D. If a school closes or discontinues a course or program the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
- E. Refunds are based on tuition. Books, supplies and registration fee are excluded.

SPECIAL CASES. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement in which is reasonable and fair to both parties.

Percentage of program completion shall be computed on the basis of the amount of time in the program, in clock hours and as listed in the School Catalogue for which the student has registered. Any refund will be made within 45 days after termination or withdrawal.

Return to Title IV Funding Policy

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed=the number of days completed up to the withdrawal date divided by the total days in the payment period or term (Any break of five days or more is not counted as part of the days in the term.) The percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned=(100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of the Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Parent (PLUS) Loans
- Direct Plus Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required
(e.g..)

However, if a student is in the Diesel Technician, Building Construction, Heating, Refrigeration, Ventilation & Air Conditioning Technology or Electrical Technology Program; once a student has completed one module of the payment period and has started the second module of the same payment period, the Federal Return to Title IV Policy no longer applies. If a student is receiving a federal Pell Grant and has started the second module, the student's Federal Pell Grant will be prorated based on the numbers of credits the student has attempted during the payment period.

As for the 320 clock hour Commercial Truck Driving program, a Return of Title IV calculation is performed if the student withdraws before completing 60% of the payment period. There are 2 payment periods for this program each payment period is 160 hrs. Therefore once the student has completed 97 hrs of a payment period, a Return to Title IV calculation would not be required. If a student withdraws before reaching the 97 hour mark, the calculation would be based the number of hours completed over the scheduled hours in the payment period.

ACADEMIC POLICIES

CLASS SCHEDULING

Electrical Technology, Building Construction Technology and Heating, Refrigeration, Ventilation & Air Conditioning Technology are offered on the following schedules:

Mornings: 8:30 a.m. to 2:30 p.m., Monday through Friday
(30 hours per week/ 39 total weeks/1152 total hours)

Evenings: 6:00 p.m. to 11:00 p.m., Monday through Thursday
(20 hours per week/58 total weeks/1152 total hours)

The Diesel Technician Program is offered on the following schedules:

Mornings: 8:30 a.m. to 2:30 p.m., Monday through Friday
(30 hours per week/34 total weeks/1008 total hours)

Evenings: 6:00 p.m. to 11:00 p.m., Monday through Thursday
(20 hours per week/51 total weeks/1008 total hours)

The Combination Welding Program is offered on the following schedules:

Mornings: 8:30 a.m. to 2:30 p.m., Monday through Thursday
(24 hours per week/36 total weeks/864 total hours)

Evenings: 6:00 p.m. to 11:00 p.m., Monday through Thursday
(20 hours per week/44 total weeks/864 total hours)

The Industrial Maintenance Program is offered on the following schedule:

Afternoons: 1:00 p.m. to 6:00 p.m., Monday through Friday
(25 hours per week/46 total weeks/1152 total hours)

Evenings: 6:00 p.m. to 11:00 p.m., Monday through Thursday
(20 hours per week/58 total weeks/1152 total hours)

Commercial Truck Driving only is offered on the following schedules:

Weekdays: 8:00 a.m. to 4:00 p.m., Monday through Thursday
(32 hours per week/10 total weeks/320 total hours)

Weekends: 8:00 a.m. to 4:00 p.m., Saturday & Sunday
(16 hours per week/20 total weeks/320 total hours)

CLASS SIZES

The number of students assigned to each class is based on a student teacher ratio that provides adequate time allocation to each individual, in classroom lecture, lab, and on the truck driving range. The maximum student to instructor ratio for lab/shop is 25:1. The maximum student to instructor ratio for classroom lecture is 40:1. For Commercial Truck Driving the maximum student to instructor ratio is 10:1 on the range and 4:1 on the road.

GRADING

Instructor progress reports are given to each student at the end of each segment so that they are aware of their progress. Academic report cards are issued every semester. Upon completion of training, grades are verified and a final transcript is furnished to the student, based on a numerical system. Students attending the programs are graded by written exams and quizzes (theory based), lab projects (practical) and professionalism. For purposes of comparison, the relationship between numerical and letter grades is shown below.

				<u>GPA Conversion</u>
A	=	90 - 100%		4.0
B	=	80 – 89%		3.0 – 3.9
C	=	70 – 79%		2.0 – 2.9
D	=	60 – 69%		1.0 – 1.9
F	=	Below 60%		Failure (F)

ACADEMICS

At each checkpoint (end of class #3, #6, and graduation) the overall student's grade point average is calculated. Students are required to achieve at least a 2.0 (70% grade point average) at each checkpoint.

Students who do not achieve the required academic minimum are placed on academic probation (except at the graduation point) and will be allowed to remain in school for one additional semester (defined as 3, 6, 9 etc...). Students who remain in school during a probationary period will be considered to be making satisfactory progress and will still qualify for federal financial aid assistance.

Students must meet the school's published minimum standards of satisfactory progress by the end of the probationary period. Students on probation that do not meet the minimum standards for satisfactory progress at the end of the probationary period will be withdrawn from their training program.

ATTENDANCE

The technical nature of the training and graduate employability goals of the programs offered; require that students attend classes on a regular basis. Therefore, the following attendance policy will be strictly enforced: Field trips and documented employment interviews are not counted as absences for attendance purposes.

Students are expected to complete several homework assignments and will have projects that require study time away from the classroom and labs. At a minimum at the end of each module there is an in service day. This day has 6 hours of scheduled out of classroom work and projects must be completed and returned to the instructor for a grade.

All time missed from class including full session absences, tardiness and leaving early will be included in the cumulative total regardless of the reason for absence.

Individual modules- Students must achieve a minimum of 70% attendance in an individual module in order to successfully complete it. Students not achieving a minimum of 70% attendance in a module will result in the student being withdrawn from their training program. A student may appeal the schools decision to withdraw the student for failing to achieve 70% attendance in an individual module. Appeals must be submitted in writing and can only be granted for mitigating circumstances by the School Director.

Semester/Graduation- Students must maintain an overall attendance of 80% for each semester. A semester consists of three modules. On occasion the school may round up attendance percentages above .5 to the nearest whole number only for semester checkpoints. In addition a student must achieve an overall 80% attendance in order to graduate.

A student may appeal the schools decision to withdraw the student for failing to achieve 80% following the first semester (a students first three modules). Appeals must be submitted in writing and can only be granted for mitigating circumstances by the School Director.

ATTENDANCE-CDL Program

Students must achieve a minimum of 90% attendance at the scheduled point that is one-half the length of the program. Accordingly, students must have attended a minimum of 144 hours at the scheduled point of 160 hours in the program. Students failing to achieve the 144 hours at that point are subject to dismissal. Students may appeal the decision for dismissal by submitting in writing a detailed explanation to the School Director. Students must also maintain an overall attendance of at least 90% in order to graduate.

VETERAN'S ATTENDANCE POLICY

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in student's files. Early departures, class cuts, tardiness, etc., for any portion of an hour will be counted as a half hour of absence.

Students exceeding three (3) days unexcused absences in a calendar month will have their VA payments terminated for unsatisfactory attendance. The school is required to notify the Department of Veterans Administration when a student fails to make satisfactory progress by either poor academics or poor attendance and that benefit payments may be affected. Payment of VA benefits is made at the discretion and jurisdiction of the Department of Veteran Affairs.

TARDINESS/EARLY DEPARTURE

The school discourages lateness and early departure. All students are expected to be in class at the time instruction is scheduled to begin. Students who are tardy or leave early must fill out a late/early dismissal slip for each incidence. Excessive tardiness may be grounds for disciplinary action.

PROGRAM COMPLETION LENGTH

The maximum time frame in which a student may complete a program is 1.5 times the program length.

SATISFACTORY PROGRESS

Students are considered to be making satisfactory progress towards a diploma by maintaining a specified grade point average as well as proceeding through the Program at a pace leading to completion in a specified time frame. Students who do not meet the school's standards of satisfactory progress are subject to

dismissal and will lose eligibility for Federal Financial Aid. For purposes of determining and monitoring satisfactory progress, courses/modules are grouped and then divided into segments/semesters. NATS maintains student records permanently and records of academic progress are furnished to the students at the end of each segment/semester. A student who receives an incomplete for a module will have until the completion of his program to resolve the incomplete. Unresolved incompletes will otherwise revert to failures (F).

Standards of Satisfactory Progress

Standards of Satisfactory Progress Credit Hour Program				
Programs	Checkpoints (end of module #)	GPA	Attendance	Credits Earned
Diesel Tech	3 rd , 6 th , 7 th , 10 th	2.0	80%	18 at end of each checkpoint
Welding	3 rd , 6 th , 9 th	2.0	80%	21 at end of each checkpoint
HRVAC	3 rd , 6 th , 8 th , 12 th	2.0	80%	21 at end of each checkpoint
Industrial	3 rd , 6 th , 8 th , 12 th	2.0	80%	21 at end of each checkpoint
Electrical	3 rd , 6 th , 8 th , 12 th	2.0	80%	21 at end of each checkpoint
Building	3 rd , 6 th , 8 th , 12 th	2.0	80%	21 at end of each checkpoint

Standards of Satisfactory Progress Clock Hour Program				
Programs	Checkpoints	GPA	Attendance	Hour Completed
Commercial Truck Driving	160 Hour	2.0	90%	144

APPEALS OF SATISFACTORY PROGRESS

A student who wishes to appeal the determination that he/she is not maintaining satisfactory progress due to mitigating circumstances, may submit a letter to the School Director. The letter should describe any mitigating circumstances that the student feels deserve further consideration. The decision of the School Director is final.

GRADUATION REQUIREMENTS

1. Achieve a minimum of a 2.0 (70%) Grade Point Average.
2. The student has completed all required courses with a passing grade.
3. Attend no less than 80% of the scheduled hours of the program.
4. All tuition, fees and charges are paid in full.
5. Accumulated number of credits required for graduation.

6. Attend an exit interview.

GRADUATION REQUIREMENTS COMMERCIAL TRUCK DRIVING

1. Achieve a minimum of a 2.0 (70%) Grade Point Average.
2. Student has completed all required courses with a passing grade.
3. Attend no less than 90% of scheduled hours of the program.
4. All tuition, fees, and charges are paid in full.
5. Attend an exit interview
6. Pass the Department of Transportation Drivers Examination

CLOCK HOUR/CREDIT HOUR

A clock hour is defined as 50 minutes of instruction per hour. One semester credit is awarded for each 15 hours of classroom lecture, or 30 hours of lab. Credits earned are for determining progress towards program completion only; and the credits are not necessarily transferable to another private career school or collegiate institution.

SECTION CHANGE

From time to time situations may occur that prohibit a student from completing training in his original class. Students who fall into this category may request a transfer to another class in writing. Forms are available in the office. Transfers will be considered on an individual basis and will be judged on the student's current school standing and any mitigating circumstances. A transfer fee of up to \$50.00 may be imposed.

REPEAT TRAINING

A student must repeat any failed class in order to graduate. A student wishing to repeat a class, for any other reason, must obtain permission from the Director of Education. When a class is repeated, the most recent grade will be calculated into the grade point average. A class may be repeated only one time.

MITIGATING CIRCUMSTANCES

The School Director may waive interim satisfactory standards for mitigating circumstances outside of the control of the student. Mitigating circumstances are defined as: Death of a relative, injury or illness of students, or other special circumstances. The School Director must approve all mitigating circumstances.

It must be demonstrated by the student and documented by a physician (if medical conditions are implicated) that the circumstance had an adverse impact on the student's satisfactory progress in his/her academic program. No waivers will be permitted for graduation requirements.

SUSPENSION

A student may be suspended for failure to adhere to the school's student conduct policy or failure to make acceptable academic or attendance progress, as well as not submitting required paperwork to process Financial Aid.

MAKE UP WORK

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional make up work to be completed for each absence. Arrangements to take any tests missed because of absence must be made with the instructor. The instructor reserves the right to not allow make up tests and /or quizzes in accordance with his/her class syllabus.

WITHDRAWAL AND TERMINATION

Failure to withdraw properly may result in the assignment of failing grades, which then become part of the student's permanent record.

Students wishing to withdraw must personally notify the Director of Education and complete an exit process in which includes finalization of the student's records with the Education Office, Business Office, Financial Services Office and the Career Services Office. This process assures the student that all records are correct and that he/she has, or will, receive all services available from North American Trade Schools.

BREAKS

NATS defines a clock hour as 50 minutes of instruction. The school has set a period schedule that defines the times of instruction for both day and evening classes. If a student is sent on break and does not return by the scheduled end of the break they will be docked time and marked as absent. To see the current period schedule please see the education department.

STUDENT CONDUCT AND DISCIPLINE

The following statements define some behaviors that are not in harmony with the educational goals of North American Trade Schools:

- Academic dishonesty such as cheating, plagiarism or knowingly furnishing false information to the school.
- Forgery, alteration, misuse or mutilation of institute documents, records, identification, educational materials and institute property.
- Obstruction or disruption of teaching, administration, disciplinary procedures or other school activities including public service functions or other authorized activities on or off premises.
- Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of another.
- Theft or damage to property of North American Trade Schools; using or attempting to use school property in a manner inconsistent with its designed purpose. This includes any surveillance equipment.
- Unauthorized entry to; or use of; or occupation of school facilities.
- Intentional or unauthorized interference with a right of access to school facilities or freedom of movement or speech of any person on the premises.
- Use or possession of firearms, ammunition or other dangerous weapons, substances or materials or bombs, explosives or incendiary devices prohibited by law.
- Disorderly or lewd conduct, indecent or obscene conduct or expression.
- Violation of federal, state and local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses or

arson, of which a violation occurs on school property or at a school function (Please refer to the Drug Free Policy established by the school)

- Rioting, aiding, abetting, encouraging or participating in a riot
- Allowing access to the school to unauthorized persons, Children are not permitted in the building at any time.
- Failure to comply with verbal or written directions of any school official acting in the performance of his/her duty and in the scope of his/her authority or resisting a security officer while acting in the performance of his/her duties.
- Aiding and abetting or inciting others to commit any act of misconduct set forth in the above listed.
- Conviction of a crime in which is of a serious nature. Upon filing of charges in court involving an offense of a serious nature; and it is administratively determined that the continued presence of the student would constitute a threat or danger to the school community, such student may be temporarily suspended pending disposition of the charges in court.
- Refusal to abide by the student dress code policy
- Speaking negatively about a fellow classmate or employee of the school, encouraging rumors about the school or other students.

Violation of the fore-listed areas of conduct may subject the student to any of the following:

- A. Reprimand
- B. Specific restrictions imposed
- C. Disciplinary probation
- D. Temporary suspension
- E. Permanent suspension

After being suspended, a student may be readmitted only after a written request is approved by the School Director. Readmission will be on a probationary basis. Students returning must follow the reinstate procedure outlined in this catalog. Any other infractions will result in permanent suspension.

The school understands that every student has certain rights, which must be respected, just as they themselves must respect their obligation to the school.

Rights however are not absolute. Along with every right is a corresponding obligation and duty to respect the rights of others, to adhere to all reasonable rules and regulations established for the government of the school, the damaging of the property, rights and possessions of others.

It becomes incumbent on the part of all students to follow the School's Code of Student Conduct prescribed for the operations of North American Trade Schools, Baltimore, MD.

Any other offenses in which may be detrimental to the students, faculty, administration, staff or graduates of North American Trades Schools may result in the aforementioned penalties at the determination of the school Director.

OVERVIEW OF PROGRAMS

GENERAL INFORMATION

North American Trade Schools offers programs designed to prepare students in the shortest time possible for entry-level positions in business and industry. The approved programs and awards are as follows:

<u>Program</u>	<u>Award</u>
Diesel Technician	Diploma
Commercial Truck Driving	Diploma
Building Construction Technology	Diploma
Electrical Technology	Diploma
Heating, Refrigeration, Ventilation & Air Conditioning Technology	Diploma
Combination Welding	Diploma
Industrial Maintenance	Diploma

EQUIPMENT BY PROGRAM

The following is a list of the major equipment in which training is provided by each program:

Commercial Truck Driving

6 Road Tractors	3 45' Trailers
6 Yard Tractors	3 48' Trailers

Diesel Technician

- | | |
|---|--------------------------------|
| 1 Electronic DDEC II | 5 Fuller/Eaton Transmissions |
| 1 60 Series Detroit Engine | 5 Fuller/Eaton Differentials |
| 2 Cummins 855 Big Cam | 3 Air Brake Trainers |
| 7 Cummins 855 Small Cam | 5 Hydraulic Brake Trainers |
| 1 Cummins L-10 Series Engine | 1 Trailer Axle Trainer |
| 1 Mack Engine V Series | 1 A/C Trainer Robinair |
| 1 International DT 466 Series Engine | 1 A/C Trainer Unit |
| 2 Truck, Tractor International Model 2375 | 4 CCP 205 Electrical Trainers |
| 1 Truck, Tractor Model COF9670 | 2 Power Steering Gear Trainers |
| 2 8V-71 Series Engines | |
| 2 6V-71 Series Engines | |

Building Construction Technology

- | | |
|-----------------------|---------------------|
| 2 compound miter saws | 1 orbital sander |
| 1 router | 1 cement mixer |
| 2 hammer drills | 1 8' metal break |
| 3 circular saws | 1 radial arm saw |
| 1 electric drill | 1 electric planer |
| 1 jig saw | 2 table saw |
| 1 reciprocating saw | 1 drill press |
| 1 belt sander | 1 band saw |
| 4 finishing guns | 2 framing guns |
| 2 air compressors | 1 right angle drill |
| 1 tile cutter | 1 tele-tower lift |
| 1 Paslode cordless | 1 power nailer |
| 1 brick saw | |

Electrical Technology

- | | |
|---------------------------|------------------|
| 12 100 amp service panels | 4 service meters |
| 25 Allen Bradley PLC's | 2 handheld PLC's |
| 9 motor control boards | 6 Oscilloscopes |
| 30 electric motors | |
| 6 conduit benders | |

Heating, Refrigeration & Air Conditioning Technology

- | | |
|-----------------------------|------------------------------------|
| 1 Oxyacetylene torch | 2 Commercial Type Air Conditioners |
| 4 Propane bottle torches | 2 Heat pumps |
| 5 Ratchet threaders | 1 Arbor Press |
| 2 Pipe Cutters | 6 Various types motors |
| 12 Gauge Manifold sets | 1 Walk in cooler |
| 4 Gas Furnaces | 1 Grocery store display case |
| 2 Oil Furnaces | 2 Ice machines |
| 1 Boiler | 1 Pittsburgh Lock Machine |
| 2 Electric Furnaces | 1 Sheet metal sheer |
| 2 Humidifiers | 2 Reach in coolers |
| 4 Electrical trainer boards | 1 Slip roll forming machine |

Combination Welding

- | | | | |
|---|------------------------|---|----------------------|
| 6 | Stick welding machines | 3 | MIG welders |
| 3 | Flux core machines | 1 | metal sheer |
| 1 | Aluminum TIG welder | 1 | Carbon Arc welder |
| 1 | CAC torch | 1 | Band saw |
| 1 | Drill press | 1 | Track burner & torch |
| 1 | Pipe beveller & torch | 1 | Port oxy fuel outfit |
| 1 | Plasma cutter | 1 | Aluminum spool gun |
| 1 | Compressor | 2 | Pedestal grinders |

Industrial Maintenance

- | | |
|----|---|
| 12 | STICK TO MIG WELDERS |
| 2 | OXY FUEL SET UPS |
| 1 | FORKLIFT |
| 5 | GAS FURNACES (80% - 90% EFFICENCY) |
| 2 | OIL FURNACES |
| 1 | BOILER |
| 6 | COMMERCIAL TYPE AIR CONDITIONERS |
| 2 | REACH IN COOLER |
| 1 | ICE MACHINE |
| 1 | COMMERCIAL REFRIGERATOR |
| 2 | PEDESTAL GRINDERS |
| 3 | HEAT PUMP |
| 2 | ELECTRIC FURNACE |
| 24 | PROPANE BOTTLE TORCHES |
| 12 | 100 AMP SERVICE PANELS |
| 4 | SERVICE METERS |
| 20 | COMPUTERS LOADED WITH MICROLOGIC PLC SOFTWARE |
| 30 | ALLEN BRADLEY PLCS |
| 6 | CONDUIT BENDERS |
| 4 | MILWAUKEE/DEWALT CIRCULAR SAWS |
| 6 | ELECTRIC DRILLS |
| 15 | CORDLESS DRILLS |
| 1 | MILWAUKEE SAWZ ALL |

DIESEL TECHNICIAN
Diploma Program
50 Credits, 1152 Hours

OBJECTIVES

The objective of this program is to graduate an entry level diesel technician trained in all areas of diesel repair, maintenance, failure analysis and diagnosis. The Diesel Technician Program is structured to provide the student with entry level job skills and knowledge to enter the work market as a diesel technician. Graduates are prepared in operations, maintenance, rebuilding and troubleshooting.

The term “Diesel Technician” or “Diesel Mechanic” is used to designate a worker that performs repairs to not only diesel engines, but also other diesel-powered equipment in the field.

PROGRAM OUTLINE

Course:	Total	Lab	Theory
D101 Introduction to Servicing Heavy-Duty Trucks	144	99	45 6
D102 Truck Electrical System And Components	144	99	45 6
D103 Power Train Theory and Troubleshooting	144	99	45 6
D104 Truck Chassis, Suspensions	144	99	45 6
D105 Braking Systems	144	81	63 6.5
D106 Diesel Engines Theory And Repair I	144	99	45 6
D107 Diesel Engines Theory And Repair II	144	99	45 6
D108 Truck Preventive Maintenance Heavy Duty Heating and Air Conditioning Systems, Computer Concepts, Job Search	144	84	60 7.5

Totals: 1152 759 393 50

COMMERCIAL TRUCK DRIVING
Diploma Program
12 Credits, 320 Hours

OBJECTIVES

The objective of the Commercial Truck Driving Program is to qualify students for entry level positions as drivers in over-the-road or local driving vehicles. The focus of the course is on basic information about trucks, truck driving and the trucking industry and the fundamentals of operating trucks and tractor trailers. No prior education or experience with trucks is required. The student, however, must meet the driver qualifications set forth by the Bureau of Motor Carrier Safety and pass the physical examination requirements established by the Department of Transportation (D.O.T.).

Graduates of the Commercial Truck Driving program will be able to assume entry-level positions as local and over the road tractor trailer drivers, delivery truck drivers, van drivers, dump truck drivers, and drivers of other vehicles relating to the transport industry.

PROGRAM OUTLINE

Course #	Course	Total Hours	Lab Hours	Theory Hours	Credits
T101	Truck Driving Academics	40	0	40	2.67
T102	Truck Driving Skills	280	280	0	9.33
Total		320	280	40	12.00

BUILDING CONSTRUCTION TECHNOLOGY PROGRAM
Diploma Program
52 Credits, 1152 Hours

OBJECTIVES

The curriculum is designed to provide classroom and “hands-on” training in the residential construction and remodeling field. Graduates of the program will develop skills in estimating, print reading, drywall, exterior finishes, framing, masonry, plumbing, finish carpentry, door and window installation, math and computers.

Graduates of the program will be qualified, but not limited to, entry level positions as construction workers, rough carpenters, finish carpenters, cement masons, drywall applicators, roofers, siders and plumbers.

PROGRAM OUTLINE

Course #	Course	Total Hours	Lab Hours	Theory Hours	Credits
P101	Strategies for Success	24	0	24	1.60
M101	Basic Math	24	0	24	1.60
R101	Universal Print Methods	24	0	24	1.60
B101	Drywall & Finishing	58	50	8	1.90
B102	Basic Estimating Principles	24	0	24	1.60
B103	Building Layout	14	14	0	0.50
S101	Basic Safety	10	0	10	0.70
M204	Math for Trades	34	0	34	2.30
B201	Exterior Finishes	110	90	20	4.30
B104	Basic Building Skills	72	58	14	2.80
B202	Door & Window Installation	38	33	5	1.40
B203	Computers in Construction	24	20	4	0.90
B204	Masonry	75	60	15	2.80
B205	Basic Plumbing	45	40	5	1.70
B301	Roof Framing	144	120	24	6.30
B302`	Carpentry	120	78	42	5.60
R102	Job Search	24	0	24	1.60
B303	Construction Printreading	72	17	55	4.80
B206	Material Cost Analysis	24	5	19	1.60
B304	Finish Carpentry	48	40	8	1.60
B305	Building Projects	144	144	0	4.80

Totals: 1152 769 383 2

ELECTRICAL TECHNOLOGY
Diploma Program
62.5 Credits, 1152 Hours

COURSE OBJECTIVES

The Electrical Technology Program is specifically designed to meet the needs of companies requiring individuals with entry-level skills to install and service electrical applications within residential/commercial and industrial fields. The program covers the practice and theory of residential/commercial wiring, machine control, programmable controllers, telecommunications, solid state and electronic control.

Graduates of Electrical Technology will be qualified for, but not limited to, the following entry-level positions; electrical technician, instrument repairer, electrician apprentice, cable-splicer, electrical maintenance, machine repair technician, service installer, electric motor analyst, electric motor repairer, electronic equipment repairer, and electronics technician.

PROGRAM OUTLINE

Course #	Course	Hours	Lab Hours	Theory Hours	Credits
E101	Residential Wiring & Circuitry	96	50	46	4.50
E102	Basic Electricity	24	0	24	1.60
E201	Commercial Circuitry	48	40	8	1.60
E202	Intermediate Electricity	48	0	48	3.20
E203	NEC I	48	0	48	3.20
E204	NEC II	24	0	24	1.60
E205	Electrical Instrumentation	24	7	7	1.20
E301	Services and Conduit	48	41	7	1.60
E302	Advanced Electricity	48	0	48	3.20
E303	Telecommunications	72	28	44	3.60
E304	Electronics	144	64	80	7.20
E305	Electric Motors	96	16	80	5.90
E306	Machine Control	144	60	84	7.20
E307	Programmable Controllers	144	54	90	7.70
E401	Electrical Math	24	0	24	1.60
M101	Basic Math	24	0	24	1.60
M204	Math for the Trades	34	0	34	2.26
P101	Strategies for Success	24	0	24	1.60
R101	Universal Print Methods	24	0	24	1.60
R102	Job Search	24	0	24	1.60

Totals: 1152 360 792 62.5

HEATING, RERIGERATION, VENTILATION & AIR CONDITIONING TECHNOLOGY

Diploma Program

60.00 Credits, 1152 Hours

OBJECTIVES

This program is designed to provide graduates with the entry-level skills to install and repair as needed: Heating, air conditioning and commercial/residential refrigeration equipment. The program covers in practice and theory the RHVAC electrical requirements, diagnosing, repairing and installing RHVAC equipment systems, ductwork, metal fabricating and installation. Understanding of RHVAC parts and accessories.

Graduates should be able to assume entry level positions as air conditioning service and installation technicians., parts and counter persons, building maintenance, refrigeration technicians, furnace installers, including sheet metal fabricating.

PROGRAM OUTLINE

Course #	Course	Total Hours	Lab Hours	Theory Hours	Credits
C101	Basic Safety	10	0	10	0.70
C102A	Trades Skills	42	0	42	2.80
H101	Sheet Metal I	110	55	55	5.50
H102	Electricity for HVAC	110	55	55	5.50
H103	Piping Practices	20	15	5	0.80
H104B	Basic Cooling	100	45	55	5.10
H201	Heating	120	60	60	6.00
H202	A/C & Heat Pumps	144	70	74	7.30
H204	Commercial & Industrial Refrigeration	144	74	70	7.10
H205	Air Systems & Quality	72	36	36	3.60
H206	Planned Maintenance	30	15	15	1.50
H207A	Sheet Metal II	144	76	68	7.00
M101	Basic Math	24	0	24	1.60
M204A	Math for the Trades	34	0	34	2.30
P101A	Strategies for Success	24	0	24	1.60
R102A	Job Search	24	0	24	1.60
Totals:		1152	511	641	60.00

COMBINATION WELDING TECHNOLOGY PROGRAM OUTLINE

32.5 CREDITS, 864 HOURS – 36 WEEKS

OBJECTIVES

The Combination Welding program is a series of comprehensive courses to provide individuals with a well-rounded background in various welding applications and techniques based on ASME and AWS specifications. Students will be prepared to participate in a variety of certification tests with a reasonable chance at receiving one or more welding certifications.

Graduates of the Combination Welding program can expect opportunities for employment in entry level positions such as: Pipe welders, fitters, repair welders, fabricated metal products welders, burners, and construction welders

PROGRAM OUTLINE

Course #	Course Title	Total Hours	Lab Hours	Theory Hours	Credits
P101	Strategies for Success	24	0	24	1.50
W100	Welding Math	24	0	24	1.50
W101	Oxy-fuel Cutting	18	18	0	0.50
W102	Stick Welding	168	147	21	6.00
W103	TIG Plate Welding	54	49	5	2.00
W200	Flux Core Plate & Pipe	60	50	10	2.00
W201	Nonferrous Welding	120	110	10	4.00
W202	Aluminum Pipe Welding	60	60	0	2.00
W203	Plasma Carbon Arc Cut	24	24	0	0.50
R102	Job Search	24	0	24	1.50
W204	MIG Plate Welding	48	43	5	1.50
W205	Pipe Welding	192	182	10	6.50
W206	Print Reading	48	0	48	3.00
TOTALS		864	683	181	32.5

INDUSTRIAL MAINTENANCE PROGRAM OUTLINE

Diploma Program

49 Credits, 1152 Hours- 46 Weeks

OBJECTIVES

Students will acquire skills in the areas of commercial and industrial electricity, welding, HVAC, pneumatics, hydraulics, gaskets/seals, pumps, plumbing, building maintenance and forklift operation. Students will also be trained in safety procedures and be familiar with tools used in a commercial and industrial setting.

The skills acquired in the program will be applicable to entry-level positions as Maintenance Mechanics, Maintenance Repairers, Maintenance Engineers and Building Superintendents. These job titles are in demand at manufacturing companies, mills, industrial plants, hotels, apartment complexes and real estate management companies.

PROGRAM OUTLINE

Course #	Course	Total Hours	Lab Hours	Theory Hours	Credits
S101	Basic Safety	10	4	6	0.5
C102	Trade Skills	42	0	42	2.5
M101	Basic Math	24	0	24	1.5
I200	Essentials of Electrical	168	84	84	8
W101	Oxy Fuel Cutting	20	20	0	0.5
P101	Strategies for Success	24	0	24	1.5
I201	Motor Theory & Apps	48	33	15	2
I202	Intro to PLC's	54	48	6	2
H103	Piping Practices	20	15	5	0.5
H206	Planned Maintenance	30	15	15	1.5
I203	Intro to HVAC	136	68	68	6.5
I204	Basic Welding	132	105	27	5
I205	Building Maintenance	110	78	32	4.5
I206	Forklift Operation	12	6	6	0.5
M204	Math for the Trades	34	0	34	2.0
I207	Pumps	24	24	0	0.5
I208	Lubrication	18	18	0	0.5
I209	Pneumatics/Hydraulic	48	48	0	1.5
I210	Valves	30	30	0	1
R102	Job Search	24	0	24	1.5
I211	Basic Plumbing	48	40	8	1.5
I212	Industrial Mechanics	96	78	18	3.5
TOTALS		1152	728	424	49

COURSE DESCRIPTIONS

Diesel Technician Courses

D101A Introduction to Servicing Heavy Duty Trucks

This course will provide an introduction to servicing heavy duty trucks. Shop and safety operations, tools and fasteners, fundamentals of electricity, and fundamentals of electronics and computers used to service heavy duty trucks will be covered.

D102A Truck Electrical Systems and Components

The general overview to heavy duty trucks electrical systems will be covered in this course, along with batteries, charging systems, cranking systems, chassis electrical circuits, and diagnosis and repair of electrical circuits.

D103A Power Train

This hands on and partial theory course focuses on hydraulics, clutches, transmissions, transmission servicing, drive shaft assemblies, heavy duty truck axles and axle service and repair.

D104A Truck Chassis, Suspensions and Brakes

A theory and lab course covering the basic principles of steering and alignment, Suspension systems, wheels and tires, truck brake systems, hydraulic brakes and air over hydraulic brake systems, ABS and EBS systems, Air brake servicing heavy duty truck trailers, fifth wheel and coupling systems.

D105A Diesel Engine Theory and Repair I

This course covers the history, engine basics, engine power train components, engine feedback assembly, engine housing components, lubrication systems, cooling systems, engine breathing, engine retarders, engine removal, disassembly, cleaning, inspection and reassembly.

D106A Diesel Engine Theory and Repair II

This course uses a classroom and hands on approach to cover chemistry and combustion, diesel fuel, fuel subsystems, injection principals, injector nozzles, governors, alternate fuels, failure analysis, troubleshooting and diagnoses strategies, electronic service tools, wiring, connectors and terminal repair, emissions.

D107A Truck Preventive Maintenance, Heavy Duty heating and Air Conditioning Systems, Computer Concepts

The majority of this course is spent on failure analysis of diesel components. Prevention and diagnosis are stressed. Basic cutting and burning, basic stick welding and job search.

Commercial Truck Driving Courses

T101 Truck Driving Academics

Students will be introduced to components on tractor trailers and basic maneuvers through classroom and actual vehicle operation. During this phase the student will learn functions, controls, instruments, and become familiar with DOT rules and regulations, Cargo Documentation, Hours of Service Requirements, Accident Procedures, Personal Health and Safety.

T102 Truck Driving Skills

This hands-on portion of truck driving includes the following: Clutches and Transmission Shifting, Pre-Trip Inspection, Post-Trip Inspections, Primary Driving, Straight Backing, Coupling and Uncoupling, Sight Side Backing, Special Rigs, Use of Fire Extinguishers, Proficiency Development, Blind Side Backing, Accident Causes, Handling of Cargo, Preventative Maintenance and Servicing, Diagnosing and Reporting Malfunctions, Parallel Parking, Trip Planning, Visual Search, Communications, Proficiency Development, Speed and Space Management, Night Operation, Extreme Driving Conditions, Hazard Perception, Emergency Maneuvers, including Personal Financial Management, Skid Control and Recovery and Safe Operating Procedures.

Building Construction Technology Courses

B101 Drywall and Finishing

A predominately “hands-on” class, students will install drywall and practice finishing techniques. Smooth and textured finishes will be explored. Painting and drywall patchwork will also be included.

B102 Basic Estimating Principles

This classroom study will look at basic area and volume formulas and apply them to material estimating. Using lineal, square and cubic feet such materials as drywall, plywood, framing studs, trim members and concrete are only a handful of what can be estimated in this class

B103 Building Layout

This is a lab class that teaches layout for the wall framing of buildings. Basic prints will be used to transfer the location of plates, studs, headers, jacks and other members of wall framing.

B104 Basic Building Skills

A majority lab class, in which various projects will develop framing and carpentry skills. The classroom portion will cover the aspects of building residential house in the order that they occur. The predominate types of residential construction will be discussed with an emphasis on platform framing.

B201 Exterior Finishes

This mainly “hands-on” course gives students experience installing different types of siding, trim, accessories, roofing materials, guttering, flashing and weatherproofing. The classroom portion covers types of materials and installation methods.

B202 Door & Window Installation

This predominately lab course provides students experience in door and window installation in rough openings. The installation of mortice lock sets is also included.

B203 Computers in Construction

This course introduces basic computer usage in the field of construction. Construction and Design software is used to explore creating homes and estimating.

B204 Masonry

The use of masonry and concrete, their properties, products, types of aggregates, brick work, mixes, brick – block fundamentals and the processes necessary for layout and are covered in classroom and lab. In lab the students exhibit skills necessary to construct various masonry projects.

B205 Basic Plumbing

This classes utilizes the lab to provide “hands-on” experience in joining pipes. Soldering, chemical welding, and threading will be practiced. The classroom portion is a brief overview of types of plumbing materials, joining and supporting supply, waste, and vent pipes.

B206 Material Cost Analysis

The practical aspects of job costs with materials will be covered. Students will design and estimate the costs for a building.

B301 Roof Framing

This course introduces the different types of roof styles and framing methods. The lab portion places emphasis on common rafters, hip rafters, valley rafters and jack rafters for constructing roofs. The theory portion introduces the math associated with rafter lengths and ridge heights.

B302 Carpentry

This course provides the students with experience in stairs and cabinets. Most of the lab time is dedicated to constructing cleated, open and closed stairways. A smaller portion of the lab time is reserved for cabinet installation. The theory for

calculating riser height, tread length and stringer length is covered in the classroom portion.

B303 Construction Printreading

In this classroom course the students work with orthographic prints used for constructing residential houses. Experience will be gained with plot plans, foundation plans, elevation drawings, floor plans, specifications and detail drawings.

B304 Finish Carpentry

This “hands-on” course will expose students to the application of trim members and moldings. The students will measure, cut and fasten base mold, door/window trim, ceiling mold and chair rail.

B305 Building Projects

This course closely simulates work environment. Students will apply their learned skills to various projects, repairs and remodels.

Electrical Technology Courses

E101 Residential Wiring and Circuitry

This course studies the fundamentals of switching circuits, preventing overloads, single and multi-pole switches, receptacles, wiring, and controlling devices. The concepts are used to do various projects in lab.

E102 Basic Electricity

This is a study of the fundamental principles of electricity, the history of electricity, structure of matter and their elements. The theory of basic electricity relative to atoms, electric charges, electron theory, the production of electricity, alternating and direct current, magnetism, Ohm’s Law, series circuits and parallel circuits are studied.

E201 Commercial Circuitry

This course continues to expand on the lab class dealing with circuit applications and the usage of various devices including the application of the National Electric Code.

E202 Intermediate Electricity

This is a continuation from Basic Electricity. This is a classroom course in electrical theory.

E203 NEC I

In this course the students will study the installation practices acceptable by the National Electric Code for single family dwellings.

E204 NEC II

This course is a continuation of NEC I and studies code for multi-family dwellings, commercial lighting, industrial codes and calculations to meet today's electrical field.

E205 Electrical Instrumentation

Various instruments used in the electrical field will be explained, demonstrated and used in this course.

E301 Services and Conduit

This lab class studies the calculation and installation of residential services, the types of bends, angles and lengths of conduit, determining size of electrical services and the parts of a service from drop down through the watt/hour meter.

E302 Advanced Electricity

This is a continuation from Intermediate Electricity. This is a classroom course in electrical theory.

E303 Telecommunications

Telecommunications is a basic introduction to the different ways that information is transmitted in the electrical field. In this course the students will study the various materials used in the installation of copper communication equipment to include CAT 5, CAT 3, and coaxial cables. The students will also install and test the various equipment lab class.

E304 Electronics

This class applies electronic theory and components to the building of discrete electronic circuits, power supplies, a robot and other basic electronic components. Students will also use oscilloscopes, breadboards, multi-meters, and signal generators as testing equipment.

E305 Electric Motors

A fundamental study involving definitions, NEMA standards and the construction of various types of single phase motors. The study of operations, characteristics of split phase motors, three phase motors and troubleshooting various motors.

E306 Machine Control

This course includes theory and the application of the various types of controls, design methods, control transformers, fuses, disconnect circuit breakers, relay timers, solenoids and motor starters. Extensive applications are focused on limit switches, temperature controls, timers, counters and starters.

E307 Programmable Controllers

This course will focus on the underlying principles of how PLC's operate and also provide practical information about installing, programming and maintaining a PLC system.

E401 Electrical Math

Electrical math uses formulas specific to the electrical field. Calculating resistance, bends for conduit, voltage drops, etc. are examples of math specific to the electrical field.

Heating, Refrigeration, Ventilation & A/C Technology Courses

H101 Sheet Metal I

A study of the basic sheet metal layout, construction, fabrication and sizing of commonly used duct work components and transitions needed to conform to project design criteria.

H102 Electricity for HVAC

This is the study of the principles of electricity, ohms law, series, and parallel circuits. HVAC controls including relays, thermostats, contactors and motor starters. The use of volt, ohm, amp meters is covered in this course.

H103 Piping Practices

Covers the selection, preparation, joining and support of copper and plastic piping and fittings. Covers tools, materials, and safety precautions and depicts step-by-step procedures for soldering and brazing piping. Discusses various types of iron and steel pipe and fittings, and provides step-by-step instructions for cutting, threading, and joining ferrous piping

H104 Basic Cooling

Covers the basic principles of refrigeration and cooling, common tools used and basic refrigeration handling. Leak detection, evacuation, recovery and charging are practiced in this course.

H201 Heating

This course is designed to expose students to the equipment and practices involved in the installation and servicing of heating systems. Troubleshooting is an integral part of this course. Boilers and water systems will also be covered in this course.

H202 A/C and Heat Pumps

In this course students will learn the skills needed to perform service and installation procedures for A/C and heat pump applications. Troubleshooting and diagnosis are the major focus of this course.

H204 Commercial & Industrial Refrigeration

A course designed to familiarize the students with the basic criteria used in commercial refrigeration systems. Subjects to be covered include: heat load/gains calculations, equipment selection and location, pipe sizing, installation practices and troubleshooting practices, refrigerant recycling/reclamation.

H205 Air Systems & Quality

Explains air properties, gas laws and psychrometric charts in conjunction with methods used to balance air systems. Indoor air quality is discussed and tested.

H206 Planned Maintenance

Describes the purpose of planned maintenance and outlines the procedures for servicing gas and oil furnaces, electric heating equipment, cooling equipment, and heat pumps

H207 Sheet Metal II

A continuation of Sheet Metal I, this course introduces the principles of triangulation and presents a comprehensive review of sheet metal skills.

Combination Welding Courses

W100 Welding Math

The material covered in this math course is representative of the mathematics needed in the welding industry. Topics included are: direct measure, English-Metric systems, perimeters, angular measures, areas, volumes and mass (weight) measure.

W101 Oxy-fuel Cutting

An introduction to the oxy-fuel practice of cutting mild steel. Cutting consists of practice at straight cuts made with hand torches in flat, horizontal and vertical positions, as well as shape cutting in these positions, straight and bevel cuts made with track burner.

W102 Stick Welding

This course consists of a study of welding equipment, their uses and safe operation. Students are given practical and theoretical instruction in the use of electric arc welders. Personal safety is a foremost study in this course, including clothing, eye, hearing and body protection, as well as protecting others.

W103 TIG Plate Welding

In this course students will study, both theoretical and practical, the equipment necessary to make welds on plate using the Gas Tungsten Arc Welding process. A variety of joints will be done in all positions on both mild and stainless steel.

W201 Flux Core Plate & Pipe Welding

In this course students will study Flux Cored Arc Welding, both gas shielded and self shielded on plate then pipe. A variety of joints will be done in all positions with a combination of inert and reactive gasses.

W202 MIG/TIG Nonferrous Welding

In this course students will study both the practical and theoretical aspects of Gas Metal Arc and Gas Tungsten Arc Welding of aluminum on both plate and pipe. This course focuses on Gas Tungsten Arc Welding of both plate and pipe on stainless steel. The hands on portion is complimented by the theory behind the identification of the different types and how to weld them without losing their beneficial qualities.

W203 Plasma Carbon Arc Cutting

An introduction to plasma arc cutting, and air carbon arc cutting and gouging on ferrous and non-ferrous metals. Plasma cutting of shapes and straight cuts as well as beveling in various positions. Air Carbon Arc Gouging & Beveling of plate is practiced as well as weld metal removal.

W204 MIG Plate Welding

In this course the student will be required to complete a variety of joints including filling gaps with the Gas Metal Arc Welding process in all positions. The theory includes the type of equipment necessary, wire types, and diameters along with the vast combinations of shielding gasses and mixes required for the various metal transfer methods.

W205 MIG/TIG Pipe Welding

In this course the student will learn to weld pipe using the MIG, Flux core, self-shielded and TIG welding processes. Students will practice at the fillet welding and groove welding of pipe and tubing on carbon steel, aluminum and stainless steel.

W206 Welding Print reading

In this course the students will learn all the essentials to be able to read and work off of Blueprints. Students will learn all 17 main weld symbols, all variations and the dimensioning associated with the Blueprint Symbols.

W207 Welding Fabrication

In this course, the student will learn to Fabricate off of prints, taught in conjunction with W206- Welding Print reading, the student will become proficient in working from print to work and work to print, emphasis is on accuracy of the work.

Industrial Maintenance Courses

I200 Essentials of Electrical

This theory and lab course covers the basics of electricity. Topics included are safety, conduit bending, anchors/fasteners, electrical theory, testing equipment, National Electric Code and conductors. The installation of service panels and proper grounding, circuit breakers, fuses, contactors and relays will be discussed and installed.

I201 Motor Theory & Applications

Covers both AC and DC motors including the main parts, circuits and connections.

I202 Intro to Programmable Logic Controllers

This course will focus on the underlying principles of how PLC's operate and also provide practical information about installing, programming, and maintain a PLC system.

I203 Intro to HVAC

Covers the basic principles, components and operation of refrigeration, air conditioning and heating. NEC requirement, HVAC control wiring and troubleshooting are also covered in both theory and practice.

I204 Basic Welding

Describes shielded metal arc welding (SMAW) and welding safety. Explains how to connect welding current and set up arc welding equipment. Identifies and explains using tools for cleaning welds. SMAW and Mig Welding are practice extensively in the lab.

I205 Building Maintenance

This predominately lab course covers interior finish work including drywall installations, finishing, painting, texturing and installing trim. The installation of doors and windows is also practiced.

I206 Forklift Operation

Covers the basic operation of forklifts with an emphasis on safety.

I207 Pumps

Explains centrifugal, rotary, reciprocating, metering, and vacuum pump operation and installation methods. Also covers net positive suction head and cavitation.

I208 Lubrication

Explains lubrication safety, storage, and classifications. Also explains selecting lubricants, additives, lubrication equipment, and lubricating charts.

I209 Pneumatics/Hydraulics

A theory and lab course covering the basic principles of hydraulic and pneumatic systems as well as how to troubleshoot and make repairs on both systems.

I210 Valves

Explains how to remove and install threaded and flanged valves, replace stems, gaskets and O-rings, repacking, identifying and installing valves.

I211 Basic Plumbing

A predominately lab course covering the joining and installing of copper, plastic and steel pipe. Installation of various plumbing fixtures is also practiced.

I212 Industrial Mechanics

This theory and lab course covers many of the basic operations performed in an industrial setting. Couplings, seals, bearings, gasket, packing, measuring flow, pressure. Level, temperature and tools used for measuring are covered.

General Courses**S101 Basic Safety**

This course covers basic safety as defined by OSHA and also introduces the student how to safely use tools and equipment specific to their field.

C102 Trade Skills

Trades Skills is the completion of the Core Curriculum provided by the National Center for Construction Education and Research. Tools used in the construction field, Basic Rigging procedures, printreading and communication skills are covered.

M101 Basic Math

This class studies the mathematics covering addition, subtraction, multiplication and division of whole numbers, fractions and decimals. The course also demonstrates how this math applies to the trades.

M204 Trades Math

Trades math is an introductory course for working with formulas and various geometric shapes. Fractions and decimals are reviewed, operations with signed numbers and substituting values are introduced. The content of this course is related to its functions in the trades.

P101 Strategies for Success

This course is designed to give students life skills geared toward success. The course consists of a lot of group discussion and sharing ideas. The concepts introduced in Strategies for Success are sought out by many Fortune 500

Companies and North American Trade Schools employees also attend related seminars.

R102 Job Search

This course provides effective job search techniques with emphasis placed on written and verbal aspects of securing a job. Topics include resume writing, cover letters, applications, interviewing techniques, proper dress and non-verbal communication.

R101 Universal Print Methods

This course covers print reading aspects that are common to all of the trades. Universal symbols, types of lines, measurements and drawing representation methods are covered.

Program Start and End Dates - 2011

Diesel Technician Day

Start Date	End Course
2/3/2011	10/21/2011
4/15/2011	1/12/2011
7/11/2011	3/26/2012
9/20/2011	6/13/2012
12/01/2011	8/29/2012

Diesel Technician Night

Start Date	End Course
2/07/2011	3/12/2012
6/1/2011	7/10/2012
9/22/2011	10/24/2012

Building Trades, and Electrical Technology Programs

<i>Day</i>		<i>Night</i>	
Start Date	End Course	Start Date	End Course
3/11/2011	1/12/2012	3/31/2011	7/10/2012
5/31/2011	3/26/2012	8/1/2011	10/24/2012
8/15/2011	6/13/2012	11/15/2011	2/14/2013
10/25/2011	8/29/2012		

HRVAC Technician Program

<i>Day</i>		<i>Night</i>	
Start Date	End Course	Start Date	End Course
2/3/2011	11/29/2011	2/07/2011	5/9/2012
4/15/2011	2/1/2011	6/1/2011	8/30/2012
7/11/2011	5/8/2012	9/22/2011	12/18/2012
9/20/2011	7/25/2012		
12/01/2011	10/04/2012		

Commercial Truck Driving

<i>Day</i>	
Start Date	End Course
1/25/2011	4/5/2011
3/14/2011	5/26/2011
5/4/2011	7/20/2011
6/21/2011	9/6/2011
8/11/2011	10/20/2011
9/28/2011	12/7/2011
11/14/2011	2/1/2012

Combination Welding

<i>Day</i>	
Start Date	End Course
3/8/2011	12/12/2011
6/13/2011	3/20/2012
9/15/2011	6/25/2012
12/14/2011	9/27/2012

Night

Start Date	End Course
3/31/2011	3/8/2012
8/1/2011	7/09/2012
11/15/2011	10/23/2012

WEEKEND

1/29/2011	6/26/2011
5/7/2011	10/29/2011
8/20/2011	1/22/2012
11/26/2011	4/29/2012

SCHOOL HOLIDAYS 2011

MARTIN LUTHER KING DAY	1/17/2011
PRESIDENT'S DAY	2/21/2011
SPRING BREAK	4/22/2010-4/29/2011
MEMORIAL DAY	5/28/2011-5/30/2011
SUMMER BREAK	7/2/2011-7/8/2011
LABOR DAY	9/3/2011-9/5/2011
THANKSGIVING	11/24/2011-11/25/2011
WINTER BREAK	12/23/2011-1/2/2012

2011 IN SERVICE DAYS

In service days are the days between the end of one module and the beginning of the next module. Students do not have classes on these days. ***NOTE*** In service days do not apply to CDL students.****

DAYTIME TRADE CLASSES	WELDING DAY IN SERVICE DAYS
2/2/2011	1/19/2011
3/10/2011	3/7/2011
4/14/2011	4/19/2011
5/27/2011	6/9/2011
7/2/2011	8/11/2011
8/12/2011	9/14/2011
9/19/2011	10/27/2011
10/24/2011	12/13/2011
11/30/2011	

EVENING TRADE CLASSES

2/3/2011
3/30/2011
5/30/2011
7/28/2011
9/21/2011
11/14/2011

Program Tuition Cost

Diesel Technician

Tuition	\$14516.00
Application Fee	25.00
Enrollment Fee	125.00
Books and Supplies	2323.89
Total	\$16989.89

Building Construction Technology

Tuition	\$15865.00
Application Fee	25.00
Enrollment Fee	125.00
Books and Supplies	1615.65
Total	\$17630.65

Electrical Technology

Tuition	\$15333.00
Application Fee	25.00
Enrollment Fee	125.00
Books and Supplies	2212.96
Total	\$17695.96

Commercial Truck Driving

Tuition	\$4800.00
Application Fee	25.00
Enrollment Fee	75.00
Books and Supplies	100.70
Total	\$5000.70

HRVAC

Tuition	\$15950.00
Application Fee	25.00
Enrollment Fee	\$125.00
Books and Supplies	\$1591.48
Total	\$17691.48

Combination Welding

Tuition	\$12504.00
Application Fee	25.00
Enrollment Fee	\$125.00
Books and Supplies	\$1278.15
Total	\$13932.15

Industrial Maintenance

Tuition	\$15250.00
Application Fee	25.00
Enrollment Fee	\$125.00
Books and Supplies	\$2491.00
Total	\$17891.00

DIRECTORY OF SCHOOL PERSONNEL

Campus Director

Director of Business Affairs

Matt Daly

Director of Financial Aid

Joanne Debole

Business Office Asst.

Chris Katz

Director of Education

Richard Ripley

Assistant Director of Education

Ronald DeMent

Education Assistants

Justin McClain, Ashley Burke

Office Manager

Crystal Williams

Diesel Supervisor

Charles Gladding

Commercial Truck Driving Supervisor

Michael Bourne

Building & Construction Supervisor

Larry Little

Electrical Technology Supervisor

MacDaniel Moore

HVAC/R Supervisor

Bernard Coleman

Combination Welding Supervisor

Pete Burgett

TPI/Job Search Supervisor

Amy Williams

Instructor's Aide

Don Lindner

Maintenance Department Supervisor

Ernie Henson Jr.

Karen McAlpin

Director of Placement and Career Services

Jeff Antonious

Placement and Career Services Assistant

Tammy Sutton

Director of Admissions

John Meissner

Admissions Representative

Chris Dorsey, William Epps, Felicia Forester
Mark Kottraba, Jason Lichstrahl

Financial Aid Advisors

Lee Harrison, Cheryl Harris

Receptionist

Shareese Newsome

Diesel Instructors

Allen Authenreath, Roy Gray, Robert Hale,
Julius Owolabi, Fritz Pontzer, James Walker

Commercial Truck Driving Instructors

Anthony Bills, Milton Dickens, Pete Kozakiewicz,
Robert Mack, Norris Thomas, Michael Gaither

Building & Construction Instructors

Richard Campbell, Melvin Easley, Daniel Nunnally,
David Reid

Electrical Technology Instructors

Daniel Branham, Cooper, James Kirby,
Edward Vahedi, Vincent Staab

HVAC/R Instructors

Joseph Arrington, Donald Dickerson, Jeff Greene,
Bryant Harris, Stanley Rouse, Michael Steese

Combination Welding Instructors

Angelo DeLaCruz, Jeff Robinson, Corey Rosier

TPI/ Job Search Instructor

Tyrone Vines

Maintenance Department

Rosalind Riddick, Montez Smith, Ricky Williams

North American Trade Schools Owned By Educational Enterprises, Inc.

President

Rex Spaulding

Vice President

Crystal Henry

Secretary

Wes Henry

Treasurer

Joy Henry

