



***American  
Trade  
School***



***"America's Trade Secret"***

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\*\*Associate of Occupational Studies (AOS)

# AMERICAN TRADE SCHOOL

## CATALOG

Published – November 2018

### Administrative Office

3925 Industrial Drive, St. Ann, Missouri 63074  
(314) 423-1900  
(314) 423-1911 fax

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### Statement of Ownership

American Trade School is a co-educational, non-denominational school.  
John C. Vatterott Jr. is president and owner of 100% of the stock.

### Administrative Staff

John C. Vatterott Jr., Co-Director  
Turner Brooks, Co-Director  
Satheesh Kumar, Director of Education  
Steve Miles, Admissions  
Reed Blackman & Carolyn Dubuque, Financial Aid Administrators  
Jean Andrews, Registrar

## CERTIFICATION & ACCREDITATION

Certified to operate by the **Coordinating Board for Higher Education, State of Missouri**

Accredited by the **Accrediting Commission of Career Schools and Colleges (ACCSC)**, in Arlington, Virginia (The commission is recognized by the U.S. Department of Education as a nationally accrediting agency.)

## PHILOSOPHY

At American Trade School the employer is our customer and the student is our product. Our obligation to industry is to produce a quality product. We are employer-centered and fully committed to giving full attention and effort to the development of our students' skills. We continually seek educational partnerships with industry and we believe that communication between schools and employers is essential for success.

Admissions, training, and placement assistance procedures are designed to develop a student's interests, attitude, and abilities, so that he/she becomes a skilled and successful employee.

Our training goal is to provide the basic skills, techniques and procedures required by industry. Higher-level technical skills are also offered to qualified students.

Our programs are dedicated to achieving maximum development of each student's skills and personal potential so that he/she is qualified to begin employment in a trade or vocation. The skills and work attitudes taught at American Trade School are of practical use to the student in his/her chosen career and ensure successful adjustment to the work environment. Our requirements for graduation are demanding.

## MISSION

The mission of American Trade School is to prepare students with the knowledge and skills required for entry-level employment in their prospective field of training.

## History

American Trade School was founded to give industry a stronger voice in curriculum and to make education more affordable.

- In November 2003, work began on customizing the facility at 9510 Page Avenue in Overland, Missouri to meet curricula requirements.
- American Trade School received its original approval to operate from the Missouri Department of Higher Education on January 9, 2004 and opened its doors for the first class on January 10, 2005.
- On January 28, 2005, the Missouri Department of Elementary and Secondary Education approved American Trade School as an eligible Workforce Investment Act Training provider as listed on the "Missouri Education and Career Hotlink" website.
- On February 3, 2005, American Trade School was approved by the Missouri Department of Elementary and Secondary Education Employment Training/Vocational Rehabilitation for Vocational Rehabilitation funded training under the provisions of Title 5, Missouri Code of State Regulations 60-900.050.
- On March 25, 2005, American Trade School hosted a St. Louis County code class for licensed mechanical contractors through the Air Conditioning Contractors of America, St. Louis Chapter, which was attended by 80 tradesmen.
- On May 17, 2005, American Trade School was approved through the State of Illinois for funds for adults and dislocated workers under the Workforce Investment Act.
- On June 23, 2008, American Trade School moved to a larger facility at 3925 Industrial Dr. St. Ann, Missouri 63074.
- On March 24, 2010 American Trade School received its accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC).
- In October 2010 American Trade School received approval to participate in the Federal Student Aid Programs.

## EDUCATIONAL OBJECTIVES

The chief educational objective of American Trade School is to train students for entrance or advancement in the occupation for which they are trained. The educational offerings are designed to qualify the graduate to secure entry-level employment.

## COLLABORATIVE NATURE OF EDUCATION

The efforts of the student ultimately determine the quality of education. Responsibility of attending class and studying are undertaken solely by the student. A good student can learn from a poor teacher; a poor student can close his mind to a good teacher. Without effort by a student, he/she cannot be educated.

### **Student Recruitment:**

Student recruitment involves a realistic and honest presentation of ATS's programs. All potential students will understand the scope and nature of the programs before being admitted as well as any and all employment possibilities that may be available upon their graduation. Before enrolling all students are encouraged to ask questions and visit classrooms and laboratories in order to make a fully informed decision.

### **Admission:**

No student will be admitted until it is determined that he or she is capable of benefiting from the training.

### **Instructional Methods:**

Students will be informed at the beginning of each instructional week what they will learn. Students will be taught in lecture and in the laboratory during each instructional week. At the end of the instructional week students will review what they learned and be tested.

### **Training:**

All instructional decisions, i.e., discipline, hands on training, testing, equipment, etc., are designed to enhance the student's performance and employability.

### **Placement Assistance:**

The reputation of American Trade School depends on the quality of our graduates. Students who have met the school's rigorous standards for graduation will be given the assistance needed for securing employment. Only qualified students will be allowed to graduate.

## ADMISSION REQUIREMENTS

American Trade School seeks students who have the ambition and drive to not only complete their training but to achieve success in their chosen field.

American Trade School does not discriminate on the basis of race, creed, age, sex, handicap, national or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, or other school administered programs.

Students enrolling at American Trade School for regular programs must be 17 ½ years old and have either a valid high school diploma or a high school equivalency.

Academic qualifications are important, but student motivation and personal interest for success in a chosen career field are also considered. The educational methods at American Trade School are designed to ensure that students qualifying for admission can succeed in the training program of their choice.

## HOW TO APPLY

Because we endorse all established admission standards, academic progress standards, and graduation requirements, the application procedure is comprised of the following steps:

1. Personal visit to the school.
2. Completion of all application forms.
3. Personal interview with an Admissions Representative.
4. Tour of school.
5. Completion of placement tests. (if applicable)
6. Completion of all enrollment forms.
7. Financial clearance.

The procedures listed above ensure the acceptance of uniformly qualified students. These procedures are designed to provide applicants with the facts before making the decision to enroll. The *ATS* catalog is an important enrollment document. It contains the information upon which the student must make the enrollment decision. We want fully informed, satisfied students; students who fully understand their contractual responsibilities and the demands of the school.

## ACADEMIC INFORMATION

### **School Calendar:**

New classes begin frequently. Please contact American Trade School for the exact start dates or refer to the enclosed Start Date Calendar on page 39.

Classes will not be held on the following holidays:

New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving, Christmas Eve, Christmas Day.

**Entrance Dates and Class Schedules – Changes:**

American Trade School will make every effort to assign our students to a class schedule that best fits their individual needs. However, ATS reserves the right to coordinate entrance dates and class schedules within the limitations of facilities and overall enrollment scheduling. Classes must be self-supporting. Therefore, the school reserves the right to cancel or postpone any new start for any program due to insufficient enrollment. Prior notification will be made to students regarding cancellation and rescheduling of the start date and all monies paid will be refunded. ATS also reserves the right to make changes in course content, faculty, structure of the curriculum, methods of delivery and class schedule as needed.

**Clock Hour/Credit Hour Conversion Ratio/Credit Hour Transfer:**

One quarter credit hour will be awarded for: at least 15 clock hours of lecture, at least 20 clock hours of laboratory experience, at least 60 clock hours of documented independent study activities or at least 30 clock hours of externship. Thirty-six (36) quarter credit hours equal one academic year.

**Definition of Clock Hours:**

One clock hour is 50 minutes within a 60 minutes period.

**Class Hours:**

DAY CLASSES:

Monday – Thursday from 8:30am to 1:00pm

Evening classes:

Monday – Thursday from 6:00pm to 10:30pm

**TUITION/ FEES POLICIES**

1. Tuition may either be paid in full upon enrollment or complete payment must be accounted for on the Information Sheet for Student Tuition Financing (Tuition Proposal).
2. All tuition payments are to be made in accordance with the terms of the Enrollment Agreement. Special circumstances that may warrant other payment terms are granted only at the discretion of the school director.
3. Any student delinquent in the payment of any sum owed to the school may be suspended from school, at the school's sole discretion, until the school receives payment of all such delinquent sums, or the student makes arrangements to pay such delinquent sums. Arrangements to pay must be accepted by the school.
4. If a student withdraws, tuition refunds will be made according to the terms of the refund policy as outlined on the Enrollment Agreement.
5. If a student repeats any portion of the program, the student must pay the current tuition and fees applicable to such portion of the program and execute a written addendum to the Enrollment Agreement with the school, specifying the terms of the repeat.

SEE PAGE 38 FOR CURRENT TUITION AND FEES.

## FINANCIAL ASSISTANCE

Choosing to further your education is an important step in achieving your future career goals. Once you have made the decision to pursue a career focused course of study, your next step is to decide how you will pay for your education.

Some potential resources you should consider for financing your education are; scholarship aid that may be available from high school organizations, church groups, and social, civic, and fraternal organizations with which you or your parents may be affiliated. Companies may provide scholarship aid for children of employees, while others may provide tuition assistance to students who work for them part-time or full-time. Students may also seek financial assistance through local banks, savings and loan associations, and unions.

American Trade School participates in the Federal Pell Grant and the Federal Student Loan programs.

To be considered for federal student aid, a student must complete and submit a Free Application for Federal Student Aid (FAFSA). It collects financial and other information used to calculate the expected family contribution (EFC) and to determine a student's eligibility through computer matches with other agencies. A FAFSA can be completed at American Trade School with a financial aid administrator or online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### Eligibility

Eligibility for federal student aid is based on financial need and on several other factors. The financial aid administrator at American Trade School will determine your eligibility based on the results of your FAFSA.

### To receive aid from the federal student aid programs, a student must:

- \*Qualify for financial need.
- \*Have a high school diploma or a high school equivalency.
- \*Be working toward a degree or certificate in an eligible program.
- \*Be a U.S. citizen or eligible noncitizen.
- \*Have a valid Social Security Number.
- \*Register with the Selective Service if required.
- \*Maintain satisfactory academic progress once in school.
- \*Students must certify they are not in default on a federal student loan and do not owe money on a federal student grant.
- \*Certify that federal student aid is used only for educational purposes.

### FEDERAL PELL GRANT

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded usually only to undergraduate students who have not earned a bachelor's or a professional degree. Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added.



## FEDERAL STUDENT LOANS

Will you need a loan to attend American Trade School? If so, you may consider federal student loans. Federal loans are borrowed funds that you must repay with interest. A federal student loan allows students and their parents to borrow money to help pay for college through loan programs supported by the federal government. They have low interest rates and offer flexible repayment terms, benefits, and options.

Beginning July 1, 2010, all new Stafford and PLUS loans will be made under the William D. Ford Program Federal Direct Loan Program (Direct Loan programs). In the Direct Loan, the U.S. government is the lender, and loan funds are provided to students through the school.

American Trade School participates in the following federal student loans:

<b>FEDERAL LOAN PROGRAM</b>	<b>PROGRAM DETAIL</b>	<b>ANNUAL AWARD LIMITS (subject to change)</b>
Direct Subsidized Stafford Loan	<ul style="list-style-type: none"> <li>*Must be a least a half-time student</li> <li>*Must have financial need</li> <li>* For undergraduate and graduate students</li> <li>*Borrower is not charged interest while in college and during grace and deferment periods</li> <li>*The U.S. government is the lender; payment is owed to the U.S. government</li> </ul>	Between \$3,500 and \$8,500 depending on grade level
Direct Unsubsidized Stafford Loan	<ul style="list-style-type: none"> <li>*Must be a least a half-time student</li> <li>*For undergraduate and graduate students</li> <li>*Borrower is responsible for all interest on the loan including while in college and during grace and deferment periods</li> <li>*The U.S. government is the lender; payment is owed to the U.S. government</li> </ul>	Between \$5,500 to \$20,500 (less any subsidized amount received for the same period) depending on grade level and dependency status
Direct Plus Loans for Parents	<ul style="list-style-type: none"> <li>*For parents of dependent students</li> <li>*Borrower is responsible for all the interest</li> <li>*Must not have negative credit history</li> <li>*The U.S. government is the lender; payment is owed to the U.S. government</li> </ul>	Maximum amount is cost of attendance minus any other financial aid the student receives

### Other financial assistance

American Trade School is also an approved training provider for:

Vocational Rehabilitation (VR)  
 Workforce Innovation and Opportunity Act (WIOA)  
 Veteran Administration (VA)

## CREDIT FOR PREVIOUS TRAINING

A student may request credit for courses in the student's program of study based on the student's previous post-secondary education or work experience by submitting a written request to the school director during the enrollment process and **prior** to the first scheduled class. American Trade School will give credit for previous work or school experience provided the following requirements are met:

1. The student can provide documentary proof of previous training or previous work experience in the field he/she wishes to enter, and
2. The student shows competency by satisfactorily passing the school-developed competency test with a grade of 70% or better. The non-refundable testing fee is \$50.00 per test.

Students meeting the above requirements will have their programs shortened proportionately. A record will be kept in the student's file showing the amount of credit granted. A pro-rated reduction in tuition that is equal to the point at which the student entered the program will be granted. The maximum credit that will be granted for previous training is 36 Quarter Credit Hours.

Currently American Trade School has no articulation agreement for transfer of our credits to any post-secondary schools.

## CANCELLATION PROCEDURES

1. **Buyer's Right to Cancel:** You, the buyer, may cancel this transaction at any time prior to midnight of the third business day (exclusive of Saturday, Sunday and holidays) after the date of the transaction or any time prior to the first day of class, via written notice, and receive a full refund.
2. Students who have not visited the school prior to enrollment may have the opportunity to withdraw without penalty within three days following attendance at a regularly scheduled orientation, or following a tour of the school facilities and inspection of equipment.
3. All monies paid by the student applicant will be refunded if requested in writing within three days after signing an Enrollment Agreement. A full refund will also be given if the applicant is not accepted by the school.

## WITHDRAWAL PROCEDURES

Student may formally withdraw at any time and for any reason. Student must submit written notice of their decision to withdraw, addressed to the school director. If the student is less than 18 years of age, only the purchaser may give such notice, and the purchaser / student remains liable for all school tuition fees according to the terms of the enrollment contract.

1. The policy described in this catalog (and in the Enrollment Agreement) represents the minimum cancellation and settlement policy as set forth by American Trade School. The intent of this minimum cancellation and settlement policy is to assure that each applicant or student is provided a fair and equitable refund policy when eligible.

2. Refunds will be made within 30 days after the school determines that the student has withdrawn. Withdrawal date is considered as either: the date provided by the student in his/her written notification to the school as their date of intent to withdraw; or, for students who fail to give written notification, the date the school determines the student withdrew.

## REFUND POLICY

Refund Policy: It is understood that any terms extended to any STUDENT are for convenience in paying the tuition and are not in any way to be considered as payment(s) for periods of time. By accepting applications, the SCHOOL has assumed the obligation of furnishing a complete program, instructors, equipment, laboratories, classrooms, and other facilities necessary for teaching those programs at the stated offered tuition cost for the program and with the understanding that refunds will be made per academic year (36 quarter credit hours) only as follows:

- A. Refund to STUDENTs attending the SCHOOL for the first time (first academic year):

The SCHOOL shall refund unearned tuition, fees, room and board, and other charges as set forth in state or federal regulations, if applicable. In the absence of state or federal regulations, the SCHOOL shall make a pro rata refund of tuition, fees, and other charges as defined below. Return to Title IV refund policy information available from the Financial Aid Office.

A pro rata refund is a refund of not less than that portion of the tuition, fees, and other charges assessed the STUDENT by the institution equal to the portion of the period of enrollment for which the STUDENT has been charged that remains on the last day of attendance by the STUDENT. (Total number of weeks comprising the period of enrollment for which the STUDENT has been charged into the number of weeks remaining in that period as of the last recorded day of attendance by the STUDENT.) The refund will be rounded downward to the nearest 10% of that period, less any unpaid charges owed by the STUDENT for the period of enrollment for which the STUDENT has been charged, less a reasonable administrative fee not to exceed \$100.00.

For a STUDENT terminating training after completing more than 60% of the period of enrollment, the SCHOOL may retain the entire contract price of the period of enrollment, including the reasonable administrative fee not to exceed \$100.00.

- B. Refund subsequent periods or non first-time STUDENTs:

The SCHOOL shall refund unearned tuition and fees as set forth in applicable state or federal regulations to a STUDENT attending an institution for second and subsequent enrollment periods. Refunds will be calculated based upon the last day of attendance. In the absence of state or federal regulations, the SCHOOL shall make a refund of tuition and fees and other charges as set forth below:

1. During the first week of classes, the SCHOOL shall refund at least 90% of tuition; thereafter,
2. During the first 25% of the period of financial obligation, the SCHOOL shall refund at least 55% of tuition; thereafter,
3. During the second 25% of the period of financial obligation, the SCHOOL shall refund at least 30% of tuition.
4. In case of withdrawal after this period, the SCHOOL may commit the STUDENT to the entire obligation.

- C. Refunds will be made within 30 days after the SCHOOL determines the STUDENT has withdrawn.

5. **BUYER'S RIGHT TO CANCEL.** You, the buyer, may cancel this transaction at any time prior to midnight of the third business day (exclusive of Saturday, Sunday and holiday) after the date of the transaction or any time prior to the first day of class, via written notice, and receive a full refund.

## GRADING SYSTEM

1. Course grades are based upon achievement in theory and practical application that must be successfully performed before a student is allowed to graduate. Academic periods are measured in terms of weeks.
2. Grades are determined on the following basis:

4.0 = 100%	90% - 100% = A
3.5 = 92.5%	80% - 89% = B
3.0 = 85.0%	70% - 79% = C
2.5 = 77.5%	60% - 69% = D
2.0 = 70.0%	0% - 59% = F
1.5 = 65.0%	
1.0 = 60.0%	
0.0 = less than 60%	
3. There are no incompletes; a student will receive a grade for all courses attended. A student, for a fee, may repeat a course and is entitled to substitute the new course grade.

## GRADUATION REQUIREMENTS

Upon satisfactory completion of all requirements of his/her training, a student will receive a complete transcript of grades and attendance. The Diploma is awarded at the annual graduation ceremony.

In order to receive a Diploma, the student must meet the following specific conditions:

1. Successful completion of each class within each term of training with a minimum 70% grade average.
2. Obtain a final attendance average of at least 85%.
3. Full payment of all books, supplies, tuition, and other costs incurred during the tenure with the school.

## STUDENT COMPLAINT/GRIEVANCE POLICY

If you are not satisfied with any part of your training, or you have a problem/complaint with the school, the instructors, or administration, we ask that you first approach your instructor; then, if necessary, a school Director. If the problem continues, you should immediately provide the school with a written notice describing why you believe that the training is inadequate or inappropriate. A school Director will respond to the problem/complaint within ten calendar days.

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

Please direct all inquiries to: Accrediting Commission of Career School & Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, (703) 247-4212, [www.accsc.org](http://www.accsc.org). A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the school Director or online at [www.accsc.org](http://www.accsc.org).

## Student Services

A variety of student services are available to assist the students' needs. The following briefly describes the services made available.

**Financial Assistance:** The administrator of the Financial Aid Department is available to advise and assist students in completing, correcting and submitting various applications for their financial aid package.

**Placement Assistance:** Employment assistance will be offered to graduates who have completed all graduation requirements, including the complete payment of all school charges. The Placement Department contacts and visits area employers to find job openings for our graduates. The information we receive from these companies will be matched to a graduate's qualifications and abilities. If the graduate pursues the position, the graduate will be expected to follow through with his/her commitment. Failure to do so will disqualify you from further assistance.

**THE SCHOOL CANNOT AND WILL NOT GUARANTEE YOU A JOB.** We are here to assist you. We will make every effort within reason to help you locate a position. However, securing suitable employment is ultimately the responsibility of the graduate. You must be prepared to seek out employment on your own. If you want to work for a particular company that is not hiring or cannot use your particular skills, you must be prepared to look elsewhere.

Placement assistance includes tips on resume development, interviewing techniques and facts on individual employment opportunities. The American Trade School placement assistance objective is to assist the graduate in securing the first entry-level, training-related job.

**Housing:** To accommodate students with housing needs, American Trade School will assist students with referrals to various property management companies and apartment complexes in the area. Students should contact the Admissions Department for further information and assistance well in advance of the starting date.

**Library Resources:** The library contains several computers with internet access and appropriate printed resources. Students should see their instructor, or a staff member for more information on library usage.

Students will also have access to an online library called the Library and Information Resources Network (LIRN).

**Bookstore:** See the School Director.

**Parking:** Parking is available for employees and students.

**Student Advising:** All members of the administrative staff are available to any student needing assistance with personal, academic, vocational and/or financial problems at all times. It is the aim of American Trade School to assist each student to realize their full potential.

**Drug Abuse Prevention:** The Director of the school is available to any student who is in need of assistance. Such assistance will be declared confidential.

**Drug Policy:** American Trade School policy prohibits the possession, use, or sale of alcohol or drugs on school property and in the buildings. The consumption or public display of alcohol or drugs and/or paraphernalia is a violation of state and federal laws. American Trade School abides by and supports these laws, and will administer them accordingly. The possession or use (without medical or dental prescription), and sale or exchange of any narcotic or dangerous drug as controlled by state or federal law is prohibited. Any violation will result in disciplinary procedures with dismissal from the School.

**School Security Act:** The annual report is posted and the Director has the responsibility of maintaining the report.

**Student Right to Know:** The school annually publishes the Student Right to Know data, which is posted at the school.

**Part-time Job Assistance:** American Trade School encourages all students to work at least part-time while attending school. This enables the student to defray some of their living expenses. Students should contact the Placement Department for assistance.

## **RULES, REGULATIONS, AND EXPECTATIONS**

The training you will receive, if used wisely, can pay off every day for the rest of your life. Your efforts as a student will ultimately determine the quality of your education.

The school has rules and regulations that must be followed. While at American Trade School, a uniform is required for your program of study. Prospective employers visit American Trade School to recruit employees.

An attempt is made to keep regulations to a minimum. They are established only when they contribute to the welfare and safety of the student body. Cooperation of all students is expected. All instructors have the authority, in a teacher/student relationship, to enforce all school rules and regulations.

- All students are expected to attend every class in which they are enrolled.
- Promptness and preparation are expected. Students are expected to be on time for every class. A student is considered tardy if he/she is 15 minutes late for class. A student may be suspended and, if the pattern is not corrected, expelled if continued tardiness impairs the instructor's ability to teach or any student's ability to learn.
- The maximum number of consecutive days absent at which point a student will be automatically withdrawn is 8.
- Professional attitude and professional appearance are expected. All students are encouraged to reflect the proper image of their future careers by dressing appropriately (no pants hanging below the waist line) and maintaining personal hygiene.
- Students may operate equipment only during school hours, unless after-hours permission has been given by the instructor.
- Students are expected to keep lecture and lab areas neat and free of any trash.
- No firearms of any kind are permitted on school premises; violators are subject to termination.
- No fighting, horseplay, profanity, or cheating.
- No alcohol or drugs before, during, or after classes; violators are subject to suspension and termination.
- Do not tamper with other students' projects or equipment.
- No personal incoming calls.

- Cellular phones, beepers, and pagers are a distraction during class and lab time and therefore must be kept on the silent, vibrate or off position. Calls may be made during break times only.
- Personal business must be handled outside school hours.
- Carelessness in safety will not be tolerated.
- Smoking is allowed only in designated areas.
- Unacceptable behavior will not be tolerated. Unacceptable behavior is any action which hinders an instructor's ability to teach or a student's ability to learn or any action which would endanger other students or staff.

**NOTE:** Violation of rules and regulations will result in disciplinary procedures which may include warnings, suspension, and/or termination.

## **SAFETY**

All safety rules and procedures are to be followed without exception. All machinery and equipment are provided with proper safety devices. The instructor is to be notified immediately of any accident, fire, or personal injury. Failure to follow safety rules may result in suspension or termination.

## **MAKE UP WORK**

American Trade School is committed to producing qualified students. Our policy on graduation clearly defines the criteria for graduation. The school may allow the student, at the discretion of the instructor, to perform independent student projects, to make up missed days (only up to 85%), or make up missed work. The guiding principle will be the academic progress of the student.

## **LEAVE OF ABSENCE POLICY**

A student may be granted a leave of absence for circumstances beyond the control of the student. The leave of absence must be requested in writing and approved by the school director. A leave of absence may affect your financial arrangements. Failure to return from a leave of absence will result in withdrawal of the student and a refund calculation will be made.

A leave of absence may not exceed 180 days within any 12-month period.

## SATISFACTORY PROGRESS

Instructional outlines showing the scope, sequence and training objectives are provided to each student. Student progress is measured against this standard and students are informed of course objectives and expectations. Grades are measured against these objectives and are reported regularly to students. Satisfactory Academic Progress (SAP) will be reviewed at the end of each term and will be based on the student's achieving both a qualitative standard and a quantitative standard. The Qualitative Standard will be the Grade Point Average (GPA) in which the student must maintain a minimum 2.0 GPA. The Quantitative Standard is the Pace of Progression (POP) which is determined by dividing the cumulative number of credit hours successfully completed by the cumulative number of credit hours attempted excluding transfer credit hours that have been accepted. Students must achieve a POP of 66.67% for all course work attempted excluding transfer credits hours. A student will be dismissed by the school when it is clear that the student is unable to demonstrate the knowledge and skills required for graduation.

A student must achieve a specified grade point average within a one and one-half time frame of their program of choice, less any credit hours transferred in, to be making satisfactory progress towards a Diploma or Degree. The school will determine, on an individual basis, when the student is progressing at a pace (grade and attendance), which would place the student in a position of unsatisfactory progress. A student may appeal a determination that he/she is not making satisfactory progress on the basis of mitigating circumstances.

To maintain eligibility for Federal Financial Assistance, student progress will be monitored at the end of each term, normally a ten week period that coincides with their financial assistance payment period. Students must maintain a minimum GPA of 2.0 for each course work completed and achieve a POP of 66.67% for all course work attempted excluding transfer credits. Failure to meet these standards will result in probation or suspension of Federal Financial Assistance.

Terms during which student have formally requested and received a leave of absence or has officially withdrawn from the institution will not be considered in calculating this figure. If the student fails to meet the minimum GPA or fails to complete the training within the maximum time frame, the student will be dismissed, unless the student can demonstrate conditions existed that warrant placing the student on probation. The terms of the probation will be documented and maintained in the student file.

## PROBATION

The school's grading system is based upon a system of 4.0. A student must achieve at least 70% (2.0) in each class within each term of training in order to graduate. A student who achieves between 60 – 69% (1.0 – 1.9) for 2 consecutive terms will be placed on probation for the next term. A student who achieves less than 60% (1.0) for one term will be placed on probation for the next term. Probation is a specific warning procedure that continued unsatisfactory progress will result in loss of federal financial assistance and termination. If a student makes less than 70% (2.0) while on probation, the student will be considered to be making unsatisfactory academic progress. Students determined to be unable to regain SAP are subject to mandatory withdrawal from the school.

**IT SHOULD BE NOTED THAT IN ORDER TO BE CONSIDERED A GRADUATE; A FINAL ATTENDANCE AVERAGE OF 85% and 2.0 GPA PER TERM MUST BE MET.**



## **INCOMPLETE / REPEAT COURSES**

There are no incompletes; a student will receive a grade for all courses attended. For a fee, a student may repeat a course and is entitled to substitute the new course grade.

A student may receive federal financial assistance for repeat courses in which a previous grade of an "F" (below 1.0) was received. Federal financial assistance can only be used for one repeated course in which a grade of "D" (between 2.0 – 1.0) was received.

## **APPEAL PROCESS**

A student, who has been placed on Federal financial assistance suspension for failure to meet the required SAP standards, may appeal in writing the school's decision to suspend the student's financial assistance, within ten calendar days. The letter should be addressed to the Appeals Panel, 3925 Industrial Drive, St. Ann, Missouri, 63074. The school owner, school director, lead instructor, and registrar comprise the panel. The function of the Appeals Panel is to review a student request for reinstatement. A date will be set to review the student's appeal. The student will be notified of the Appeal Panel's decision in writing within ten business days.

It should be noted that appeals are only for unusual or extenuating circumstances that contributed to the student's failure to regain SAP. If the appeal is granted, the student will be placed on Probation status and will be allowed federal financial assistance for the returning term.

## **MANDATORY WITHDRAWAL**

A student may be withdrawn at the school's discretion, prior to the completion of the program enrolled, due to:

- Insufficient satisfactory academic progress (SAP).
- Excessive absence (the point at which the school determines that a student cannot be brought up to satisfactory progress).
- Non-payment of tuition.
- Failure to comply with rules and regulations.
- Unacceptable behavior (any action which hinders the instructor's ability to teach or student's ability to learn; or any action which would endanger other students or staff).

A student may appeal, in writing, the school's decision to withdraw within ten calendar days by addressing a letter to the Appeals Panel, 3925 Industrial Drive, St. Ann, Missouri, 63074. The school owner, school director, lead instructor, and registrar comprise the panel. The function of the Appeals Panel is to review a student request to be reinstated in school. A date will be set to review the decision to dismiss or terminate. The student will be notified in writing of the Panel's decision within ten business days.

## READMISSION POLICY

Students may apply to be readmitted to the institution after being dismissed after waiting a minimum of three months. Students must apply in person and/or in writing to the school director. Such students will be enrolled on a probationary status.

Re-entering students will be charged at the current tuition rates as newly entering students. If the student re-enters within twelve months of withdrawal, the registration fee will be waived. Depending upon the length of time the student has been out of school, an evaluation may be required to establish the point at which the student may re-enter the curriculum.

## PRIVACY OF EDUCATIONAL RECORDS

**GENERAL POLICY:** The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. The school must permit students to examine such records within forty-five days after submission of a written request and to obtain copies of such records upon payment of the reproduction cost.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- FERPA allows schools to disclose records without consent of the student under certain circumstances (34 CFR § 99.31): refer to "Access Without Student Consent"

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

**EDUCATION RECORDS:** Examples of education records are student files, placement files, and student financial files. Such records are maintained by school officials. Only persons having a legitimate administrative or educational interest are allowed access to student files.

The following items are exempt from the Privacy Act:

1. Records about students made by teachers or administrators maintained and accessible by the instructors or administrators.
2. School security records.
3. Employment records of school employees who are not current students.
4. Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes and are available only to professionals providing the treatment.

**REVIEW OF RECORDS:** It is the policy of the school to monitor educational records and ensure records do not contain information that is inaccurate, misleading, or otherwise inappropriate. The school may destroy records that are no longer useful or pertinent to the student's circumstances.

The permanent educational record includes the record of attendance (date of entry and departure), program of study, credit hours, and grades.

**TRANSCRIPT ISSUANCE POLICY:** Transcripts are issued to students who are enrolled in school at the end of each term. A student may request a copy of his/her transcript by submitting the request in writing to the school registrar. The registrar will issue the transcript within ten days upon receipt of the written request. A fee of \$2 may be charged for additional transcript(s).

## **ACCESS WITHOUT STUDENT CONSENT**

The school may release student information without written consent of the student to the following:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring; In this case, the student must be advised that the records are being sent, that they may receive a copy, and have an opportunity to review and challenge the records.
- Parents of student dependents for purposes of Internal Revenue Code. However the school is not required to release such records;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

## **DIRECTORY INFORMATION**

Directory Information is information that may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests for privacy be made in writing to the school within fifteen (15) days after the student begins class.

Directory Information includes: student name; address(es); telephone number(s); date and place of birth; program of study; extra-curricular activities; degrees, diplomas, and awards received; last school attended; employer(s); job title(s); dean's list or equivalent; and dates of attendance.

## **FOREIGN STUDENTS**

Foreign students applying for admission must supply, in addition to the Application for Admissions, the following information:

1. The name and address of the person with whom you will live while in the United States and a sworn statement that he/she is willing to provide you with room and board during the time you will be studying here.
2. A certified statement from your bank or from the bank of your sponsor, confirming the fact that you are financially capable of providing the entire amount of money required for tuition and transportation to and from your originating country. (If you do not have a sponsor living in the United States with whom to live, a certified statement from the bank must also include the additional amount required for living expenses while attending school.)

When American Trade School has received the above documentation, the school will be able to determine whether you qualify for admission.

## **COMPUTER SOFTWARE POLICY**

The production, duplication, acceptance, or use of unlicensed software is expressly forbidden. Any employee or student who violates this policy will be subject to immediate termination or expulsion.

## **E-MAIL AND INTERNET USE POLICY**

Students will have access to e-mail and the Internet to pursue employment opportunities. The school prohibits the following uses:

- Displaying, sending, or accessing obscene messages or photographs.
- Using profane, foul, or crude language.
- Sending threatening, harassing, insulting, or offensive messages.
- Utilizing the network for commercial or political purposes.
- Crashing or attempting to crash network systems and programs.
- Allowing others to use your password/user ID to gain access.
- Acquiring or attempting to acquire unauthorized access to other systems.
- Trespassing in another's folder, work, or files.
- Damaging computers, computer systems, network systems, or software.
- Deliberate introduction of computer "viruses" or other disruptive programs into the school's internal network or any external networks.
- Violating copyright laws.
- Using the network for any purpose prohibited by federal, state, and local laws or which violates the school's rules and regulations.

Internet use through school computers is a privilege and not a right. All such use is subject to review by authorized school personnel. Violating this policy will result in the immediate revocation of this privilege and could subject the violator to immediate termination or expulsion.

## SEXUAL HARASSMENT POLICY

All students and employees have the right to learn and work in an environment free from sexual harassment. *American Trade School* prohibits sexual harassment by employees and students, and will not tolerate such conduct in any form.

Employees and students must avoid any action or conduct which could be viewed as sexual harassment, including unwelcome sexual advances, requests for sexual favors, sexually charged comments, or other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic achievement;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- c. Such conduct has the purpose or effect of interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive working or learning environment.

Conduct which would violate this policy includes, but is not limited to:

- Unwelcome or unwanted sexual advances or requests for sexual favors;
- Any suggestion, whether overt or subtle, that a grade or other academic achievement is dependent upon the granting of sexual favors or submission to sexual requests;
- Unwelcome physical contact, including patting, pinching, hugging, kissing, etc.;
- Offensive verbal conduct, including sexually explicit jokes, comments, innuendos, or any other tasteless action that would offend a reasonably sensitive person, or;
- Displaying of sexually offensive pictures, posters, illustrations, or objects.

Violation of this policy will result in termination for employees, and suspension or termination for students.

Knowingly providing false information to a school official may result in termination for employees, and suspension or termination for students.

Any individual who believes that he or she has been the victim of unlawful sexual harassment may and should report the incident, in writing or verbally, within 10 days. Complaints will be handled in confidence, and promptly investigated as circumstances allow, and regardless of when received. However, if a complaint is not reported in a timely manner, the investigation could be hampered due to the passage of time; therefore, all complaints should be reported as soon as possible to the following:

- a. Students should report any complaints to their instructor, and/or the school director.
- b. Employees should report any complaints to the school director.

## EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY

*American Trade School* will not discriminate in employment and educational opportunity because of race, color, religion, creed, national origin, ancestry, disability, sex, or age.

It is the policy of *American Trade School* to:

- Strictly follow personnel, administrative, and academic procedures that will ensure equal opportunity for all people without regard to race, color, religion, creed, national origin, sex, age, ancestry, marital status, disability, veteran or draft status;
- Comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). *American Trade School* will not discriminate against any qualified employee, student, or applicant for employment or enrollment with respect to any terms, privileges, or conditions of enrollment or employment because of a person's disability;
- Make appropriate accommodations wherever necessary for all employees and applicants with disabilities, provided that the individual is otherwise qualified to safely perform the requirements, duties, and assignments connected with the chosen field of enrollment or employment, provided that any accommodations made do not require significant or unreasonable difficulty or expense;
- Achieve understanding and acceptance of *American Trade School's* policy on Equal Employment and Educational Opportunity by all applicants, students, employees, and by the communities in which the school operates;
- Promptly and thoroughly investigate instances of alleged discrimination and take corrective action if warranted;
- Be continually alert to identify and correct any practices by individuals that are at variance with the intent of the Equal Employment and Educational Opportunity Policy.

## Student Rights and Responsibilities

1. *American Trade School* does not discriminate on the basis of race, creed, color, handicap, national origin, sex, age, or political beliefs.
2. I give permission to *American Trade School* to use any individual or group picture for promotional activities.
3. I hereby give permission to *American Trade School* to authorize emergency medical care for me in the event of an emergency.
4. I will abide by all safety rules during my training at *American Trade School*.
5. I understand that if I secure a loan for my educational expenses, it is my obligation to repay my loan according to the promissory note.
6. I understand that any loan must be repaid, even if I am dissatisfied with the school or if I do not obtain employment.
7. I understand that I am taking this training at my own risk and will not hold *American Trade School* responsible for injuries caused to my person while in training in school facilities.
8. I understand that I have the right to appeal any adverse action taken against me. This includes suspension, dismissal, or any other action adversely affecting my status as a participant.
9. If I wish to make an appeal of any adverse action, I should contact the school director in writing within ten days and state this desire. The school director will set a date for an appeal hearing. The results of this hearing will be binding. If termination or suspension should result after this hearing, *American Trade School* will give me written notice of any adverse action taken against me, including the reason for the action taken.
10. I understand that I may withdraw or cancel my contract for training at any time and for any reason by giving written notice to the school and I will be obligated for tuition charges as dictated by the school's published refund policy, plus the cost of books, supplies and fees, as applicable.
11. I have received and I have reviewed copies of the following: policies on placement services assistance, advisement of participant rights, catalog, and enrollment agreement.

## **PROGRAM OFFERINGS**

### **Diploma:**

**Electrical**

**Heating, Air Conditioning, and Refrigeration Technician**

**Information Technology**

### **Associate of Occupational Studies (AOS):**

**AOS Heating, Air Conditioning, and Refrigeration Technician**

**AOS Information Technology**

## **Steering Committees**

American Trade School has a Steering Committee (Program Advisory Committee) for each program or each group of related programs. The majority of the committee members are employers representing the major occupation or occupations for which training is provided. At least two regularly scheduled meetings are conducted annually, one of which must be held at the school, and written minutes of each meeting must be maintained. Steering Committee member's duties shall include:

- a. Review, at least annually, the established curricula of the program and comment as to its objectives, content and length, and the adequacy of facilities and equipment.
- b. Review and comment on each new program including the appropriateness of curriculum objectives, content and length.
- c. Review and comment, at least annually, on student graduation, graduate employment, and where required, state licensing examination outcomes of each program.



## INSTRUCTIONAL STAFF

### Electrical:

#### **Ray Flacke – Instructor**

Mr. Flacke graduated with a diploma in Electronics in 1988. He spent five years working in the electrical field performing residential wiring. He has ten years of electrical instructional experience, specializing in AC/DC theory. Mr. Flacke also has eight years experience in the administrative end of education.

#### **Rodderick Jordan – Instructor**

Mr. Jordan served eight plus years in the U. S. Army as a generator mechanic. After his military services concluded, he worked for General Electric for eleven years as a production mechanic. Mr. Jordan later furthered his education and graduated with a diploma in Industrial Electronics in 2005 and later with a diploma in Electrical in 2009. Rodderick has full knowledge of and traveled to military bases training military staff on electrical safety, load balancing, grounding, bonding, generator operation, tactical power grid design and emplacement to create a power grid for remote locations.

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### Heating, Air Conditioning, and Refrigeration Technician:

#### **James D. Richardson – Lead Instructor**

Mr. Richardson enrolled in a St. Louis based technical school and graduated in 1998 with a degree in Heating, Air Conditioning, and Refrigeration Technology. James was working in the field before graduation as a Maintenance Lead Man at a prominent residential care facility in St. Louis. He worked there for three years. James was an Instructor/Program Director at a private educational institution for four years. James worked at Washington University School of Medicine as an HVAC Controls Technician for 3 years. He later worked as Senior Controls Installer for Honeywell Building Controls for approximately 2 years before returning to American Trade School as Lead Instructor.

#### **Christopher A. Cordia – Instructor**

Mr. Cordia graduated with a degree in Heating, Air Conditioning, and Refrigeration in 1993. Chris has twenty plus years of field related experience installing and troubleshooting residential and commercial HVAC/R equipment. He was the Program Director of an HVAC/R program at a private educational institution for six years before returning to the industry as a Field Representative for the Trane Dealer Sales Office. Chris is an HVAC Journeyman for St. Louis City and County.

#### **Carl E. Petee – Instructor**

Carl graduated from a HVAC/R program. While a student he was awarded the 'Retool Your Future' scholarship from the Hilmor Tool Company. Upon graduation he performed installations, service, and sales for several heating and cooling contractors in the St. Louis area. Carl previously taught in a private school where he worked with elementary, secondary, and adult education for thirteen years.

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## **Information Technology:**

### **Satheesh Kumar – Lead Instructor**

Mr. Kumar holds an MS in Electrical Engineering with an emphasis in Computer Engineering and Computer Science from SIU Edwardsville. He has worked in the IT Industry and in adult education for over twenty-five years. Over the years he has held positions at various companies in the capacity of consulting, management, training and project management.

### **Brian Myers - Instructor**

Brian Myers graduated with a degree in Network Engineering and Computer Technology in 2004. Brian has over 10 years field related experience in installing and troubleshooting computer and network systems. Brian has eight plus years of teaching computer technology related programs at a private education institution. He holds several industry certifications including: A+, Linux+, Windows 2000 Server and Windows 2003 Server.

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## SCHOOL FACILITIES

The main building which will house the administrative offices as well as labs and classrooms is located at 3925 Industrial Drive, St. Ann, Missouri 63074, with approximately 16,500 square feet. There is an adjacent building at 3939 Industrial Drive to house labs and classrooms with approximately 7,500 square feet. All lecture and laboratory classrooms contain industry related equipment necessary for demonstration and instruction. Instructors utilize overhead projectors, DVD's, training box (simulators), and physical demonstrations on industry related equipment.

There is a maximum class size of twenty-five students for each of the basic subjects, Introduction to DC Electricity and Introduction to AC Electricity, of the Electrical program. Thirty is the maximum class size for the remaining four subjects, Residential 1, Residential 2, Commercial Wiring methods and Commercial Motor Application.

There is a maximum class size of twenty-five students for each of the basic subjects, Electricity and Introduction to Refrigeration, of the Heating, Air Conditioning, and Refrigeration Technician program. Thirty is the maximum class size for the remaining four subjects, Air Conditioning, Heating, Residential Installation, and Boilers and Piping.

There is a maximum class size of twenty-five students for each of the basic subjects, Microsoft Office and Desktop Operating Systems of the Information Technology program. Thirty is the maximum class size for the remaining four subjects, PC Hardware Support, Network Essentials, Microsoft Server Operating System and Network Security.

# ELECTRICAL

## **Objective:**

This program is designed to prepare the graduate with the theory and working knowledge in Electrical Installation, Maintenance and Repair to go into the field at an entry-level position.

## **Curriculum:**

The program consists of 60 weeks, 66 Quarter Credit Hours of theory and associated lab instruction in the areas of residential electricity, commercial electricity, wiring methods and regulations.

## **DC Electricity and Low Voltage Applications:**

10 weeks - 11 Quarter Credit Hours

DC principles as applied in today's workplace. Focus on Ohm's Law as applied to DC circuits, electrical safety, smart home devices (Alexa), conductor ampacity/sizing, grounding, bonding, data and communication wiring, home security systems, power over ethernet, coaxial cable, video surveillance, fire alarm systems and batteries.

## **Introduction to AC Electricity:**

10 weeks - 11 Quarter Credit Hours

This term provides an introduction to and hands-on lab projects for the concepts of AC principles as applied to Electricians in today's workplace; residential and commercial application. Focus on Kirchhoff's voltage and current laws, inductive and capacitive series circuits, parallel circuit loads, electrical safety and troubleshooting.

## **Residential New Construction:**

10 weeks - 11 Quarter Credit Hours

This term provides an introduction to and hands-on lab projects for installation of residential electrical circuits in new construction. Focus is on blueprint reading, wiring diagrams, measuring instruments to troubleshoot electrical circuits, conductor sizing, calculation on service entrance, different types of electrical devices (receptacles, switches, fan, etc.), combination wiring devices, special purpose wiring, luminaries, low voltage concepts and National Electrical Code.

**Residential Modernization:**

10 weeks - 11 Quarter Credit Hours

This term provides an introduction to and hands-on lab projects for installation of residential electrical circuits. Focus is on special purpose branch circuits in rehabbing older residences, kitchen appliances, dishwashers, food waste disposals, laundry, water heaters, furnaces, air conditioning units, overcurrent protection, fuses and circuit breakers, low voltage devices and National Electrical Code. Emphasis will also be placed on job bidding and writing proposals.

**Commercial Wiring Methods:**

10 weeks - 11 Quarter Credit Hours

This term provides an introduction to and hands-on lab projects for the concept of three-phase circuits and feeders in commercial environments. Focus is on electrical symbols, sizing, transformers, lighting, conduits and conduit bending, electrical distribution systems, harmonics, calculation for overload protections, overload protection methods, various electrical devices, troubleshooting, and National Electrical Code.

**Commercial Motor Applications:**

10 weeks - 11 Quarter Credit Hours

This term provides an introduction to and hands-on lab projects for the concepts of three phase voltages, calculations and motors. Focus is on motor installations, motor operations, motor controls, motor corrections, rigid conduit application, using wire tables and determining conductor sizes, industrial wiring, single phase and three phase motors, motor applications, motor maintenance and National Electrical Code.

\* The school reserves the right to alter the scope and sequence of the program at any time.

# HEATING, AIR CONDITIONING, AND REFRIGERATION TECHNICIAN

## **Objective:**

This program is designed to prepare the graduate with the theory and working knowledge in HVAC/R installation, maintenance, and service to go into the field at an entry level position.

## **Curriculum:**

The program consists of 60 weeks, 66 Quarter Credit Hours of theory and associated lab instruction in the areas of HVAC/R, electrical theory, refrigeration, heat-pumps, residential and light commercial heating and air conditioning, residential and light commercial installation, boilers and piping.

### **HV101- Electricity:**

10 weeks - 11 Quarter Credit Hours

Electricity is found in every unit with which the HVAC/R servicer/installer will come in contact, and is a fundamental concept that must be understood thoroughly, even for entry-level positions. This term provides electrical theory and hands-on lab projects as applied in the HVAC/R industry. The focus is on safety, hand-tools, energy sources, meter use, circuits, Ohm's law, magnetic theory, transformers, single and three-phase electricity, wiring diagrams and troubleshooting.

### **HV102 - Introduction to Refrigeration:**

10 weeks - 11 Quarter Credit Hours

The refrigeration cycle and its components, which are the backbone of all air conditioning and refrigeration systems, are taught during this term. The theory and hands-on lab projects of refrigeration as it applies in the HVAC/R industry will be covered thoroughly. Focus is on safety, hand-tools, recovery, flaring, swaging, brazing, theory of temperature, matter and energy, refrigeration cycle, refrigerants, evacuations, charging systems, and domestic systems. The EPA Section 608 certification test is administered at the end of this term.

### **HV103 - Air Conditioning:**

10 weeks - 11 Quarter Credit Hours

Providing a comfortable environment in hot weather is another job of the HVAC/R technician. During this term, the focus will be on indoor air comfort, psychrometrics, and the refrigeration cycle. Also, installation, controls, typical operating conditions, troubleshooting, maintenance, air-to-air heat-pumps and geothermal heat-pumps will be covered.

**HV104 - Heating:**

10 weeks - 11 Quarter Credit Hours

People expect to be comfortable in cold weather and it is the job of the HVAC/R technician to install, maintain and service heating equipment. This term provides the theory and hand-on lab projects to help understand the different types of heating units, (gas, electric) and the functions, maintenance, and repair of each type of system

**HV105 – Residential Installation:**

10 weeks - 11 Quarter Credit Hours

Many contractors specialize in installation of heating and air conditioning units. This term provides theory and hands-on lab projects to give students the fundamental skills necessary to be an HVAC installer. The focus is on load calculations, flue pipe and gas line sizing, sheet metal fabrication, installation and start-up procedures of HVAC equipment, as well as the operation and installation of indoor air quality products.

**HV106 - Boilers and Piping:**

10 weeks - 11 Quarter Credit Hours

Boiler systems are a prominent heat source in almost every region in the United States. Technicians install and maintain residential and light commercial hydronic systems. This term provides the theory and hands-on projects necessary to expose the student to common practices in the area of boilers and piping. The focus is on the boiler's main components, circulation pumps, system design, terminal units, pipe sizing, sizing fittings, system friction, sizing the circulator pump, accessories, controls, preventive maintenance, and troubleshooting.

\* The school reserves the right to alter the scope and sequence of the program at any time.

## **Heating, Air Conditioning and Refrigeration Technician Associate of Occupational Studies**

### **Objective:**

This Associate of Occupational Studies (AOS) degree program in HVAC is designed to prepare the graduates with the theory and working knowledge in HVAC/R installation, maintenance, and service to go into the field at an entry level position.

### **Curriculum:**

The program consists of 90 weeks, 90 Quarter Credit Hours of theory and associated lab instruction in the areas of HVAC/R, and 13.5 Quarter Credit Hours of Applied General Education totaling 103.5 Quarter Credit Hours.

### **HV101 - Electricity:**

10 weeks - 11 Quarter Credit Hours

Electricity is found in every unit with which the HVAC/R servicer/installer will come in contact, and is a fundamental concept that must be understood thoroughly, even for entry-level positions. This term provides electrical theory and hands-on lab projects as applied in the HVAC/R industry. The focus is on safety, hand-tools, energy sources, meter use, circuits, Ohm's law, magnetic theory, transformers, single and three-phase electricity, wiring diagrams and troubleshooting.

### **HV102 - Introduction to Refrigeration:**

10 weeks - 11 Quarter Credit Hours

The refrigeration cycle and its components, which are the backbone of all air conditioning and refrigeration systems, are taught during this term. The theory and hands-on lab projects of refrigeration as it applies in the HVAC/R industry will be covered thoroughly. Focus is on safety, hand-tools, recovery, flaring, swaging, brazing, theory of temperature, matter and energy, refrigeration cycle, refrigerants, evacuations, charging systems, and domestic systems. The EPA Section 608 certification test is administered at the end of this term.

### **HV103 - Air Conditioning:**

10 weeks - 11 Quarter Credit Hours

Providing a comfortable environment in hot weather is another job of the HVAC/R technician. During this term, the focus will be on indoor air comfort, psychrometrics, and the refrigeration cycle. Also, installation, controls, typical operating conditions, troubleshooting, maintenance, air-to-air heat-pumps and geothermal heat-pumps will be covered.



**HV104 - Heating:**

10 weeks - 11 Quarter Credit Hours

People expect to be comfortable in cold weather and it is the job of the HVAC/R technician to install, maintain and service heating equipment. This term provides the theory and hand-on lab projects to help understand the different types of heating units, (gas, electric) and the functions, maintenance, and repair of each type of system

**HV105 – Residential Installation:**

10 weeks - 11 Quarter Credit Hours

Many contractors specialize in installation of heating and air conditioning units. This term provides theory and hands-on lab projects to give students the fundamental skills necessary to be an HVAC installer. The focus is on load calculations, flue pipe and gas line sizing, sheet metal fabrication, installation and start-up procedures of HVAC equipment, as well as the operation and installation of indoor air quality products.

**HV106 - Boilers and Piping:**

10 weeks - 11 Quarter Credit Hours

Boiler systems are a prominent heat source in almost every region in the United States. Technicians install and maintain residential and light commercial hydronic systems. This term provides the theory and hands-on projects necessary to expose the student to common practices in the area of boilers and piping. The focus is on the boiler's main components, circulation pumps, system design, terminal units, pipe sizing, sizing fittings, system friction, sizing the circulator pump, accessories, controls, preventive maintenance, and troubleshooting.

**HV201 - Residential Energy Management Systems:**

10 weeks – 8 Quarter credit hours

This course provides an introduction to air conditioning theory and hands-on projects to create an understanding of residential energy management systems. This course will cover zoning, mini-splits, and energy saving thermostats with an emphasis on mechanical codes.

**HV202 - Geothermal & Air Source Heat Pump & Controls**

10 weeks – 8 Quarter credit hours

This course provides application settings of air conditioning theory and hands-on projects to create an understanding of geothermal/air source heat pumps and controls. This course will cover heat pump theory and application, controls and troubleshooting.

### **HV203 - Advanced Troubleshooting**

10 weeks – 8 Quarter Credit Hours

During this course the students are engaged in air conditioning theory and hands-on projects to create an understanding of advanced troubleshooting. This course will cover reading and understanding schematics, troubleshooting of controls and loads, troubleshooting refrigerant and air flow, high efficiency water heating, and high velocity systems.

### **AGE201 - Technical Writing**

10 weeks – 4.5 Quarter Credit Hours

Students will develop written communication skills. This course will cover the principles of communication, understanding the writing process, sentence structure, paragraph development, essay organization, and critical thinking that can be used in everyday occupational setting and environment.

### **AGE202 - Oral Communication**

10 weeks – 4.5 Quarter Credit Hours

Students will learn communication skills needed when talking with one person, in a group, or in front of an audience. This course will cover the communication process, perception, language, active listening, and non-verbal messages. The student will learn to plan, research, organize and deliver effective presentations.

### **AGE203 - Customer Service**

10 weeks – 4.5 Quarter Credit Hours

Students will learn customer service skills that are essential in all types of organizations and businesses. This course will cover materials and information that become valuable while dealing with problems and complaints and help work out problem resolutions to exceed customer expectations and enhance satisfaction.

\* The school reserves the right to alter the scope and sequence of the program at any time.

## INFORMATION TECHNOLOGY

### **Objective:**

This program is designed to prepare the graduate with the theory and working knowledge in Computer installation, maintenance, and repair to go into the field at an entry level position.

### **Curriculum:**

The program consists of 60 weeks, 66 Quarter Credit Hours of theory and associated lab instruction in the areas of computer hardware, operating systems, networks and security.

### **IT101 - Microsoft Office:**

10 weeks - 11 Quarter Credit Hours

Students will learn basic computer concepts such as data storage, computer terminology and operating system fundamentals. Students will gain a working knowledge of Microsoft Word, Excel, Access and PowerPoint.

### **IT102 - Desktop Operating Systems:**

10 weeks - 11 Quarter Credit Hours

Students will gain skills needed to support the current Microsoft Desktop Operating System. This course will cover topics such as various installation methods, user and group accounts, file systems and file system security, the registry, file and print sharing and various diagnostic and troubleshooting tools and techniques. Students will also be introduced to client side virtualization.

### **IT103 - PC Hardware Support:**

10 weeks - 11 Quarter Credit Hours

Students will learn to build, configure, troubleshoot and maintain personal computers. This course will cover motherboard and processor architecture, memory technologies, magnetic and optical storage, I/O, bus architecture, power supplies and form factors, laptops and mobile devices. Students will also be introduced to several printer technologies.

### **IT104 - Network Essentials:**

10 weeks - 11 Quarter Credit Hours

Students will learn the technical skills required to install, configure and troubleshoot computer networks. This course will cover LAN and WAN topologies, network protocols, wireless networks, cable termination, resource sharing and network hardware.

**IT 105 - Microsoft Server Operating System:**

10 weeks - 11 Quarter Credit Hours

Students will learn the skills needed to install, configure, manage and maintain a Microsoft Server operating system. This course will cover installation, active directory, user and group management, distributed file system, printing, managing storage devices, security, virtualization using Hyper-V, remote access and various troubleshooting tools.

**IT106 - Network Security:**

10 weeks - 11 Quarter Credit Hours

Students will gain the skills needed to secure a variety of network configurations. This course will cover topics such as how networks are compromised and the appropriate countermeasures, authentication techniques, malware, penetration testing, wireless security, cryptography, social engineering, firewalls, intrusion detection, incident response, security baselines and security policies.

\* The school reserves the right to alter the scope and sequence of the program at any time.

## **Information Technology Associate of Occupational Studies**

### **Objective:**

This Associate of Occupational Studies (AOS) degree program in Information Technology is designed to prepare the graduates with the theory and working knowledge in computer and Network installation, maintenance and service. Graduates of this program will be able to seek entry level employment in the field of Information Technology.

### **Curriculum:**

The program consists of 90 weeks, 90 Quarter Credit Hours of theory and associated lab work and 13.5 Quarter Credit Hours of Applied General Education totaling 103.5 Quarter Credit Hours

### **IT101 - Microsoft Office**

10 Weeks – 11 Quarter Credit Hours

Students will learn basic computer concepts such as data storage, computer terminology and operating system fundamentals. Students will gain a working knowledge of Microsoft Word, Excel, Access and PowerPoint.

### **IT102 - Desktop Operating Systems**

10 weeks – 11 Quarter Credit Hours

Students will gain skills needed to support the current Microsoft desktop operating system. This course will cover topics such as various installation methods, user and group accounts, file systems and file system security, the registry, file and print sharing and various diagnostic and troubleshooting tools and techniques. Students will also be introduced to client side virtualization.

### **IT103 - PC Hardware Support**

10 weeks – 11 Quarter Credit Hours

Students will learn to build, configure, troubleshoot and maintain personal computers. This course will cover motherboard and processor architecture, memory technologies, magnetic and optical storage, I/O, bus architecture, power supplies and form factors, laptops and mobile devices. Students will also be introduced to several printer technologies.

### **IT104 - Network Essentials**

10 weeks – 11 Quarter Credit Hours

Students will learn the technical skills required to install, configure and troubleshoot computer networks. This course will cover LAN and WAN topologies, network protocols, wireless networks, cable termination, resource sharing and network hardware.

### **IT105 - Microsoft Server Operating System**

10 weeks – 11 Quarter Credit Hours

Students will learn the skills needed to install, configure, manage and maintain a Microsoft Server operating system. This course will cover installation, active directory, user and group management, distributed file system, printing, managing storage devices, security, virtualization using Hyper-V, remote access and various troubleshooting tools.

### **IT106 - Network Security**

10 weeks – 11 Quarter Credit Hours

Students will gain the skills needed to secure a variety of network configurations. This course will cover topics such as how networks are compromised and the appropriate countermeasures, authentication techniques, malware, penetration testing, wireless security, cryptography, social engineering, firewalls, intrusion detection, incident response, security baselines and security policies.

### **IT201 - Linux**

10 weeks – 8 Quarter Credit Hours

Students will gain the skills needed to install, configure and maintain a Linux operating system. This course will cover installation of several distributions, Linux file systems, partitioning strategies, printing services, daemon and process management, managing users and groups, network services, package management and the X window system. Students will also explore virtualization.

### **IT202 - Routing and Switching**

10 weeks – 8 Quarter Credit Hours

Students will learn the technical skills required to configure and troubleshoot routing and switching configurations in a Cisco environment. This course will cover various TCP/IP protocols, IP addressing and subnetting, IPv6, Cisco IOS, routing protocols, access lists, address translation, LAN switching, trunking, and the spanning tree protocol.

### **IT203 - Scripting**

10 weeks – 8 Quarter Credit Hours

Students will gain the skills needed to automate many administrative tasks using various scripting techniques. This course will cover the logic of scripts, structure, decision making, looping, working with variables and arrays, and calling methods. Students will learn to create scripts using Windows PowerShell and Python.

**AGE201 - Technical Writing**

10 weeks – 4.5 Quarter Credit Hours

Students will develop written communication skills. This course will cover the principles of communication, understanding the writing process, sentence structure, paragraph development, essay organization, and critical thinking that can be used in everyday occupational setting and environment.

**AGE202 - Oral Communication**

10 weeks – 4.5 Quarter Credit Hours

Students will learn communication skills needed when talking with one person, in a group, or in front of an audience. This course will cover the communication process, perception, language, active listening, and non-verbal messages. The student will learn to plan, research, organize and deliver effective presentations.

**AGE203 - Customer Service**

10 weeks – 4.5 Quarter Credit Hours

Students will learn customer service skills that are essential in all types of organizations and businesses. This course will cover materials and information that become valuable while dealing with problems and complaints and help work out problem resolutions to exceed customer expectations and enhance satisfaction.

\* The school reserves the right to alter the scope and sequence of the program at any time.



## Tuition Information Sheet

<u>Program Title</u>	<u>QCH</u>	<u>Weeks</u>	<u>Tuition</u>	<u>Reg. Fee</u>	<u>Lab Fee</u>	<u>Books &amp; Supplies</u>	<u>Sales Tax (estimated)</u>	<u>Total</u>
<b><u>DIPLOMA</u></b>								
HEATING, AIR CONDITIONING & REFRIGERATION TECHNICIAN	66	60	15,500.00	100.00	2,000.00	2,519.15	245.31	20,364.46
ELECTRICAL	66	60	15,500.00	100.00	2,000.00	2,097.18	204.22	19,901.40
INFORMATION TECHNOLOGY	66	60	15,500.00	100.00	2,000.00	1,985.19	193.32	19,778.51
<b><u>ASSOCIATE OF OCCUPATIONAL STUDIES (AOS)</u></b>								
AOS HEATING, AIR CONDITIONING & REFRIGERATION TECHNICIAN	103.5	90	23,250.00	100.00	3,000.00	3,105.64	302.43	29,758.07
AOS INFORMATION TECHNOLOGY	103.5	90	23,250.00	100.00	3,000.00	2,485.09	242.00	29,077.09



## 2019 Start/End Date Calendar

	<u>Start Date</u>	<u>End Date</u>
2019	January 7, 2019	February 27, 2020
	March 18, 2019	May 7, 2020
	May 27, 2019	July 16, 2020
	August 5, 2019	September 24, 2020
	October 14, 2019	December 3, 2020
	December 23, 2019	February 11, 2021