

Post-Secondary Student Handbook



2017 - 2018

Miami-Dade County Public Schools
George T. Baker Aviation Technical College
3275 N.W. 42nd Avenue, Miami, FL 33142
Phone: 305-871-3143 • Fax: 305-871-5840
<http://www.bakeraviation.edu>

MIAMI-DADE COUNTY PUBLIC SCHOOLS
SCHOOL BOARD MEMBERS

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Ms. Mari Tere Rojas

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Mr. Alberto M. Carvalho

GEORGE T. BAKER AVIATION TECHNICAL COLLEGE

ADMINISTRATIVE STAFF

Mr. Ciro Hidalgo, Principal
Mr. George W. Sands, Assistant Principal
Mr. Jean Saint-Phard, Assistant Principal
Mrs. Molly Young, Business Manager
Mrs. Rosy Diaz-Duque, COE Liaison Officer

SUPPORT STAFF

Ms. Vivian Garcia, Counselor
Ms. Claudia McEvoy, Financial Aid Officer
Mr. Luis Reyes, Placement Specialist

DEPARTMENT CHAIRS

Mr. Reynaldo Fernandez, General
Mr. Ricardo Flores, Airframe
Mr. Patrick Heron, Powerplant
Mr. Howard Carter, Avionics

ACCREDITATION

George T. Baker Aviation Technical College is approved as a training site by the Florida Department of Education and the Department of Veteran's Affairs. The technical college is accredited by the Council of Occupation Education (COE) and the National Center for Aircraft Technician Training (NCATT). It operates under the Federal Aviation Administration Certificate # CT9T072R and complies with the requirements of Part 147 of the Federal Aviation Administration (FAA) regulations.

Requests for additional information on the policies, standards, or procedures of the Accrediting Commission of the Council on Occupational Education should be addressed to:

Dr. Gary Puckett
Executive Director/President
Accrediting Commission
Council on Occupational Education

7840 Roswell Road
Building 300, Suite 325
Atlanta, Georgia 30350

Telephone (Local): 770-396-3898

Telephone (Toll Free) WATS: 800-917-2081

Fax: 770-396-3790

Site: www.council.org

E-mail address: puckettg@council.org

Request for information on the Federal Aviation Administration (FAA) policies and procedures should be addressed to:

Federal Aviation Administration
2895 S.W. 145th Avenue, Suite #120
Miramar, FL 33027
Phone: 1-800-359-3278

MISSION OF THE TECHNICAL COLLEGE

The mission of George T. Baker Aviation Technical College is to provide training to persons interested in Aviation Maintenance, Electronics, and Avionics to become an integral part of the industry. To accomplish this mission, the school must enhance the curriculum, utilize industry resources, and encourage students to obtain their Federal Aviation Administration certificates or Federal Communications Commission license, and place students in jobs that are related to their training. The academic and technical expectations established by the instructional staff and the strong educational leadership provided by the principal make it possible for the school to accomplish this mission.

PROGRAMS OFFERED

The following programs are offered at George T. Baker Aviation Technical College:

- Airframe Technician
- Powerplant Technician
- Avionics I Technician
- Avionics II Technician

ADMISSIONS POLICY

Any person at least 16 years of age who has graduated or withdrawn from high school may enroll as an adult student. Students are required to pay an application fee of \$15 upon initial enrollment. Students must pay the registration fee at the time of registration. The fee is non-refundable.

ABILITY TO BENEFIT

Students 16 years of age or older with an interest in aviation, electronics and/or avionics are able to register based on their ability to benefit from these programs. The technical college's overall admissions policy provides all students an opportunity to complete a technical/vocational program with no preconceived perception of their ability to achieve. Students are counseled on academic expectations and basic skills requirements.

*Students 16 Years of age or older must have a GED or high school diploma to be eligible for financial aid.

CLASS SCHEDULE

Classes meet Monday thru Friday at the following times:

Day Shift	7:30 a.m.....10:00 a.m.
	10:30 a.m.....1:00 p.m.
Evening Shift	5:00 p.m.....7:30 p.m.
	8:00 p.m.....10:30 p.m.

STUDENT SERVICES

An advisor is available to assist current and former students with vocational and educational services. The advisor is available Monday-Friday, and the hours are adjusted to assist students in both day and evening programs. George T. Baker Aviation Technical College is a full service technical college with staff available Monday through Friday from 7:30 a.m. to 8:00 p.m.

FINANCIAL AID OFFICE

George T. Baker Aviation Technical College is authorized to provide PELL Grants to qualifying students. Other limited financial aid funds are available through the District Financial Aid Program (DFAP), Federal Student Assistant Grant (FSAG) and Fee Waivers. Student attendance and academic progress will be monitored carefully. Students receiving financial assistance funds and who do not have satisfactory attendance and/or academic progress will be denied approval for funding for future classes. Students who fail a class while receiving funds from federal or local assistance waiver may not receive funds to repeat the course. Students must follow the attendance and academic guidelines established by the Financial Aid Office.

The Financial Aid Officer is located in the room 103. Office hours are posted outside the Financial Aid office.

FEDERAL PELL GRANT PROGRAM

Federally funded grants are awarded to students who demonstrate financial need by the United States Department of Education. The Pell Grant is available to students who enroll in an eligible program and meet all other requirements set by the Department of Education. Online applications and information are available through the Federal Government website at: www.fasfa.ed.gov. **The technical college code is 030798.** Students cannot use their Pell Grant at two schools at the same time.

VETERANS BENEFITS

George T. Baker Aviation Technical College is an approved site to provide training for veterans. Applications for educational benefits are available online at: www.va.gov or from the Registrar. Veterans are permitted to receive educational benefits only for the length of time approved for their course by the state approving authority. Students may lose their veterans benefit on the third absence within a month. Students must follow the attendance and academic guidelines established by the office of Veteran Affairs. It is the veteran's responsibility to notify the Registrar of changes in his or her enrollment status such as, date of enrollment, withdrawal date, changing from full-time to part-time status, etc. A Veterans Information Handbook will be given to each student at the time of enrollment. Students may obtain assistance by calling (305) 871-3143, extension 2304.

TEXTBOOKS AND SUPPLIES

Teacher(s) will provide students with a list of required textbooks for each class; the list should be taken by the student to the bookstore to ensure purchasing the correct book(s). The bookstore is located in the main lobby, in the cashier's office. All book sales are final, no refunds will be given. The bookstore does not accept bills larger than \$20 and only accepts cash and credit card for all bookstore purchases.

LUNCH ROOM

There is no cafeteria on site. However, a limited number of vending machines are available for student use. Food and drinks should only be consumed on the patio and are not allowed inside the building, in the classrooms, hallways, or shops.

VISITORS

All visitors must sign-in at the front lobby. Anyone who is not currently registered and attending classes is not permitted in the technical college building unless he/she has obtained a pass first. Passes will not be issued for the purpose of visiting teachers or students in class. Teachers are available during their planning periods. Persons wishing to observe a class for potential enrollment must have prior approval from an administrator.

MESSAGES

Only emergency messages will be delivered to students with the approval of an administrator. Office phones may be used only for emergency calls. All persons must have approval before using an office telephone.

WEAPONS SEARCH

In an effort to provide a safe environment for students and staff, Miami-Dade County Public Schools conducts random weapons searches throughout the school year.

SMOKING

On July 1, 1996, the State of Florida enacted into law the prohibition of smoking near school property. FSS 386.212 states that it is unlawful for any person to smoke tobacco within 1,000 feet of the real property comprising of a public or private school between the hours of 6:00 a.m. and 12:00 a.m. Students violating this policy will be suspended. The use of electronic smoking devices is also prohibited.

PRIVACY ACT

Information and school records concerning students will not be released without the written consent of the student and/or parent. Parents of adult students 18 years of age and younger and still a dependent may request information, but students must sign the appropriate form (Release of Records) located in the Student Services office.

STUDENT IDENTIFICATION

Students are required to wear a valid Baker Aviation identification badge outwardly and visibly at all times while on the technical college campus. Identification badges are \$15 per year, paid \$5.00 per trimester. Students must have a valid ID for media center usage and services. A Baker ID is required for all technical college services. Identification badges are obtained in the media center as a part of student orientation. Replacement ID may be purchased in the Media Center for five dollars.

INTERNAL STUDENT VISA

The New Student Reception Center is available to all International students with immigration questions. The office is located at Foreign Records/Student Visa Department of Federal and State Compliance Office, 489 East Drive, Miami Springs, Florida 33166. The telephone number is (305) 883-1445. It is the visa student's responsibility to monitor his or her immigration status. Official/Original records and/or letters requested by students on enrollment status are usually mailed directly to the agency or company. Students will be given a copy.

VERIFICATION OF ENROLLMENT

Students requesting a letter to verify enrollment status must be currently enrolled, attending class(es) for a period of at least four-weeks, have no outstanding financial obligations, and then must complete a request form from the registrar. The letter of verification is mailed directly to the company or agency. The student will receive a copy.

STUDENT INSURANCE

Student accident insurance is available to all students registered at Baker Aviation. Students are strongly encouraged to purchase school insurance. This insurance may be purchased by the student directly from the insurance company. Forms are available from your teacher or the Student Service Office or online at <http://www.k12studentinsurance.com>. Insurance is required for all students who are involved in internships and work experience opportunities.

ELECTRONIC DEVICES

Recording devices, cellular telephones, or other electronic type devices may not be used in the classroom without the specific approval of the instructor. Students who do not comply with this policy will be denied attendance to class. Students using cellular telephones during class will have their telephone confiscated. Cellular phones and imaging devices are not allowed in the testing room. Students are not allowed to video or take photos anywhere on campus without prior administrative approval. Possession of a weapon or mood modifiers (drugs, alcohol, etc.) will result in immediate suspension, expulsion, and/or arrest.

POSSESSION OF ILLEGAL SUBSTANCES OR WEAPONS

Possession of a weapon or mood modifiers (drugs, alcohol, etc.) will result in immediate suspension, expulsion, and/or arrest.

STUDENT GRIEVANCE POLICY

Students with grievances are encouraged to initially discuss the situation with their classroom teacher. If needed, the counselor is available for discussion, mediation, and resolution of differences.

Administration is available for students who may need further resolution. Students with unresolved issues may formally file a grievance using the School Board approved Student/Parent Complaint Form. This form may be obtained from a Student Services representative. If the grievance cannot be resolved at the local level, the address and telephone number of the Commission on Occupational Education is published in the front of the handbook.

STUDENT STUDY AREAS

Students are strongly encouraged to leave campus at the conclusion of class. Appropriate places for students to study or complete assignments are the Media Center and patio area, when available.

TABE TEST

The TABE Test (Test for Adult Basic Education) is required for students who enroll at George T. Baker Aviation Technical College.

The TABE minimum grade level requirements for students completing an Aviation **Maintenance Technician** program are listed below:

Math..... 10th grade level
Language..... 9th grade level
Reading..... 10th grade level

The TABE grade level requirements for students completing the **Avionics I and II** program are listed below:

Math..... 10th grade level
Language..... 10th grade level
Reading..... 10th grade level

GRADUATION PROCEDURES FOR AVIATION MAINTENANCE TECHNICIAN PROGRAM

Students completing courses in an Aviation Maintenance Technician (AMT) program must complete an application for graduation and meet the following guidelines to obtain a Program Completion Certificate and Diploma.

The student must:

For Certificate of Completion:

1. Pass all courses within the program.
2. Have all grades posted on the transcript.
3. Have taken the TABE and have valid scores posted on the transcript and in the VACS system.
4. Have all fees and other financial obligations paid.
5. Pre-register for the School Qualifying Examination and pass it with a minimum of 80% accuracy.
6. Meet with a Student Services representative to get permission to register and take the FAA written test and pass it with a minimum of 70% accuracy.

For Diploma:

7. Make an appointment with the TPE to take the FAA Oral and Practical Examination and pass with a minimum of 70% accuracy (receive a temporary FAA certificate) or show proof of licensure by the FAA.

Students will be given their FAA diploma from George T. Baker Aviation Technical College, Program Completion Certificate from Miami-Dade County Public Schools, and the FAA Form 8060-4 Airman Temporary Certificate, from the FAA, when they have met the guidelines above.

GRADUATION PROCEDURES FOR THE AVIONICS I PROGRAM

Students completing the Avionics I program must complete an application for graduation and meet the following guidelines to obtain a program completion certificate.

The student must:

1. Pass all courses within the program.
2. Have all grades posted on the transcript.
3. Students must have valid minimum TABE scores of 10 on Math, Language, and Reading or have passing scores on the NCATT AET.
4. Have all fees and other financial obligations paid.
5. Meet with the Office Manager to complete the Application for Graduation Form.

Students will be given a Program Completion Certificate when they have met the guidelines listed above. All program completion certificates are available for pick-up in the student services office. The application for graduation process takes approximately 14 school days to complete.

GRADUATION PROCEDURES FOR THE AVIONICS II PROGRAM

Students completing the Avionics II program must meet the guidelines listed below to obtain his or her program completion certificate.

The student must:

1. Pass all courses within the program.
2. Have all grades posted on the transcript.
3. Students must have valid minimum TABE scores of 10 on Math, Language, and Reading or have passing scores on the NCATT AET.
4. Have all fees and other financial obligations paid.
5. Meet with the Office Manager to complete the Application for Graduation Form.

Students will be given a Program Completion Certificate when they have met the guidelines listed above. All program completion certificates are available for pick-up in the student services office. The application for graduation process takes approximately 14 school days to complete.

DUPLICATED FAA AND PROGRAM COMPLETION CERTIFICATES

Duplicate FAA and program completion certificates/diplomas may be obtained from the registrar for a fee of \$5 each. Students must complete a request form and pay the required fees before the certificate/diploma is processed. Students may pick up the duplicate certificate in the front office after 5 school days.

SPECIAL CERTIFICATES

Certificates will be issued to students who complete the classes listed below with a grade of C or above and maintain 85% attendance. Students do not need to make a special request. Grades and hours will be taken from the grades submitted by the teacher. Duplicate certificates will be issued at a cost of \$5 each.

Special Classes:	Basic Electricity
	Composites
	Sheet metal
	Reciprocating Engine Overhaul
	Turbine Engine Overhaul

ADULT STUDENT ENROLLMENT AND REGISTRATION

All students are required to meet with a counselor/advisor prior to enrolling for classes. During this session, the counselor/advisor will discuss program offerings, academic advisement, and testing requirements. Enrolling in classes simply means that the classes are entered into the computer. A student is not fully registered until payment is made. A student may not attend class until full payment is made for the class.

The counselor/advisor will review and initial all approved courses selected by the student each trimester. Students are required to complete one program before taking courses in another program area. Students are expected to take the required course when it becomes available. Other exceptions must be approved by an administrator. Any class failed must be taken at the next offering.

Students are encouraged to enroll for a full trimester. **All students must pay fees prior to the first day of their class or be required to pay a mandatory \$15 late registration fee - NO EXCEPTIONS.** All PELL, VA, DFAP, and agency-sponsored students must register for a full trimester. International/Visa students must register full-time (25 hours of instruction a week). An enrollment exemption given by an administrator does not hold a place in the class or exempt student from late registration fees.

Students will receive credit for attendance recorded as of the day he/she is officially registered and fees are paid. Students who fail to register for a class will not be allowed to attend classes. Students registering late may not appeal for an attendance waiver.

WAITING LIST

When classes are filled to capacity, a chronological waiting list of five eligible slots is maintained. The prospective student's name is advanced, in order, as space becomes available. Students should check with the main office on a regular basis to see if there are openings.

Students will not be allowed to register after the seventh day of class. Students must adhere to the attendance procedures outlined and must meet the criteria outlined in the FAA Attendance Appeal procedures. **Any student placed in a class after the second day of the class is not eligible to appeal a grade.**

COURSE FEES

Fees for adult and technical education classes are established by the School Board of Miami-Dade County in compliance with Florida State Statutes. Students are expected to make full payment at the time of registration. Students are not allowed to attend class until payment has been made. Fees are subject to change without notice. The technical college will accept cash, check, or credit card for tuition. Students must have a valid Florida's driver license or valid picture identification for non-cash payments. Exceptions must be approved by an administrator.

TRANSFERRING BETWEEN PROGRAMS

Students are expected to select a specific program upon entering George T. Baker Aviation Technical College. Students enrolled in the Aviation Maintenance program will be allowed to transfer to a different program at the completion of their General course work. This transfer is granted based on space availability and counseling.

Students may transfer between programs in any State of Florida Public School and receive credit for documented and/or demonstrated competencies. Students enrolled in the Airframe and Powerplant Technician programs may also receive credit for documented and/or demonstrated competencies of any school certificated under FAA Part 147 of the Federal Aviation Regulations. All transfer credit requests must be approved by an administrator.

EXTENDED REFUND POLICY

- Students will be eligible for a full refund of Adult, Postsecondary Career/Technical Education tuition, test fees and insurance fees if withdrawn within 5 days of the beginning of the class start date or the student registration date, whichever is later.
- Adult General Education (AGE) fees, ID fees, lab fees, AGE test and application fees are non-refundable after class starts, unless the course is cancelled.
- The five (5) days shall not apply to CTE courses less than three (3) weeks or ninety (90) hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than two (2) days.
- A student is entitled to a full refund of fees if a course is cancelled by the school principal or designee, provided that the student was not reported for membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees in excess of the State requirement shall be refunded.
- Refunds when due, can be made without requiring a request from a student. The school must forward an Application for Refund by Check/Credit (Form-2057, Rev.08-14) to the student and it must be completed and approved for all eligible refunds. A request for refund must be made within forty-five days of the withdrawal date.
- Students withdrawn for disciplinary reasons pursuant to the Adult Student Code of Conduct are not entitled to a refund of any tuition and fees.
- Students who paid fees but were entitled to a waiver, voucher or agency payment shall be entitled to a refund of those fees paid only if required evidence of said waiver, voucher or agency payment is presented to the school within 15 school days of the beginning of the term.

- In cases of unusual or extraordinary circumstances (such as illness, death in family, etc.) that preclude a student's enrollment, the school principal/designee may honor a request for full or partial refund of fees provided that:
 - the request is made in writing prior to the end of the course;
 - supporting documentation (where appropriate) must be provided; and
 - if the refund results in a failure to satisfy State fee requirements, the student shall not be reported for membership during the Workforce Education Fund survey period in the course for which the refund was given.
- Students who receive Title IV (Pell Grant) funds and withdraw from their program, will receive a refund based on the Federal post-withdrawal calculation formula. For additional information, contact the Financial Aid office.
- If student fees are subsidized by an agency and the student withdraws, that agency is eligible for a refund only if student attendance is less than 50 percent of the scheduled hours and if the request is made in writing.

ABBREVIATED REFUND POLICY

- Students will be eligible for Postsecondary Career/Technical Education refunds within 5 days of the beginning of the class start date or registration date, whichever is later.
- An Application for Refund by Check/Credit (Form 2057, Rev. 08-14) must be completed.
- AGE fees, ID fees and lab fees are non-refundable. Cash payments are refunded by internal funds checks.
- Credit Card refunds will only be applied to the credit card used for payment.
- Visit our web page for the full refund policy.

Additionally, if payment was made with a credit card, the credit card must be presented for the refund. Financial aid students must notify the Financial Aid Officer when withdrawing from class/school.

Students completing a refund application must provide his or her student ID number and current address.

Refund checks are mailed to the address on file. Supply fees are non-refundable.

Withdrawal for administrative reasons:

1. If the student is withdrawn from the technical college as a result of administrative action, not involving disciplinary reasons, the student may receive a prorated refund. The final decision is made by an administrator.
2. If a student is withdrawn from the technical college as a result of administrative action, involving disciplinary reasons, the student is not entitled to a refund.

Withdrawal because of class closing:

If a class is closed due to low enrollment and the class cannot be combined with a equivalent class within the technical college, the student may transfer to a similar class in another Miami-Dade County Public School without an additional charge. If neither of these options is acceptable, the student's fees will be refunded based on a prorated basis.

Withdrawal at the request of the student:

Students who request to withdraw from the class after attending will receive a W on their transcript if class completion is less than 50%. If the class is 50% or more completed, the transcript will reflect a grade of an F.

TRANSFERRING BETWEEN SHIFTS

Students may transfer from day to evening classes or vice-versa by completing a Student Transfer form. The transfer will be approved if there are vacancies in the incoming course. All transfers must be processed through the registrar. Forms are available from the registrar. Transfers are granted only if the course is less than 50% completed. Only one (1) transfer is allowed per trimester.

Students transferring to a higher-priced class will be required to pay the difference at the time of the transfer. Refunds to students transferring to a lower-priced class are as follows:

1. Students are entitled to a refund of the difference if transfer occurs before the trimester begins.
2. Students are NOT entitled to a refund if transfer occurs after the beginning of the trimester. If a student has received a refund for a class and wishes to re-enroll, the student's tuition will be charged according to the fee schedule in effect at that time.

Students who are withdrawn for disciplinary reasons may not receive a refund for the classes missed.

STUDENT TRANSCRIPTS

Students must request an official transcript by completing the appropriate form located at the treasurer's office and paying the necessary fee of \$10. Official transcripts will be mailed to the school/agency. Students are provided an unofficial transcript at the time of registration each trimester. Additionally, students may retrieve up to two unofficial transcripts a month at the Transcript Kiosk that is located in the lobby.

CLASS LOAD

Students may enroll in a maximum of three (3) classes a day or no more than 40 hours per week.

Additional classes or hours must have administrative approval.

TRANSPORTATION

Adult students must furnish their own transportation. The Miami-Dade Transit Authority (MDTA) serves Baker Aviation. Please call the MDTA for a schedule or visit <http://www.miami-dade.gov> for transit schedule.

PARKING PROCEDURES

Parking is permitted in the Baker Aviation parking lots on a first-come/first-serve basis. Neither Miami-Dade County Public Schools nor George T. Baker Aviation Technical College are liable for theft or damage to vehicles or their contents. All students who drive a vehicle to Baker Aviation must register their vehicles with the security officer immediately after registering for classes. A parking decal will be issued at no cost. Duplicate parking decals will be issued at a cost of \$10.00 each. Students must follow the procedures listed below:

1. All vehicles must be registered. Parking decal forms are available in the front lobby.
2. Parking decals should be displayed on the rear window of the car.

3. Student vehicles must be parked front-in and between the yellow lines in spaces where there are parking bumpers.
4. **5 M.P.H. is the maximum speed limit** on technical college property.
5. Student parking is not permitted in **RESERVED** spaces or areas such as the faculty and staff parking lot.
7. Students are not permitted in the parking lot during class hours without a pass from their instructor.
8. Students who drive vehicles with over-sensitive alarms will not be allowed to park on campus.
9. Student parking decals are non-transferable.

Infractions may result in a student's vehicle being restricted from parking on school property, the student's vehicle being towed, or other disciplinary actions.

CLASS PREREQUISITES

Certain classes must be taken prior to other courses so that the student has the prerequisite knowledge in order to be successful in the class.

Prior to taking Engine Removal & Installation, Engine Operation, Troubleshooting, and Repair, and Engine Inspection, the student must have taken and passed Engine Theory and Overhaul.

NO SHOW POLICY FOR AVIATION TECHNICIAN CLASSES

Students who register for classes and do not attend will be administratively withdrawn as a No Show after the second consecutive day of non-attendance.

ATTENDANCE

Adult students absent from class for six consecutive class sessions are automatically withdrawn. Students must report to the registrar's office before returning to class. Students must be present in class and participate in class activities for a minimum of 30 consecutive minutes in order for the teacher to mark the student present. Students must follow the teacher's guidelines for signing-in and signing-out of class.

NON-CONTACT TIME

A student must be present in class a minimum of 30 minutes to receive credit for attendance. Students who are late to class, take a break during class, or leave class early will be assessed in intervals of .25 per hour. Examples:

A student who is late 1-15 minutes will be assessed 15 minutes.

A student leaving the class for 16-30 minutes will be assessed 30 minutes.

A student leaving class for the day 31-45 minutes early will be assessed 45 minutes.

A student who is late 46-60 minutes will be assessed 60 minutes.

There is a one-time 10 minute non-assessed individual bathroom break that **may be given** at the discretion of the instructor. Sleeping in class may be counted as non-contact time with the time deducted accordingly.

FEDERAL AVIATION ADMINISTRATION (FAA) ATTENDANCE PROCEDURES

Students enrolled in the Aircraft Maintenance Technician (AMT) program must be in attendance a minimum of 85% of the designated subject time. Attendance is defined as the contact time within the

class. Absences, tardies, early departure, and non-contact time will be deducted from the student's accrued time for the subject.

FAA ATTENDANCE APPEALS PROCEDURES

A student, who is present less than 85% of the subject time, may request a Waiver to Award Credit through an appeals process. Appeal reviews are held each trimester. The committee will review the reasons for all absences. Therefore, students should include documentation for all absent days. Students suspended from technical college for disciplinary reasons may not appeal for the absent days.

The Attendance Appeal Review Committee consists of an independent team who reviews the student's grades, attendance, and compliance with procedures. The committee will make a recommendation to the principal or designee. The principal's decision is final. If an appeal is denied, students may not reapply for the waiver.

Applications for Waiver to Award Credit may be obtained from the teacher of the course being appealed. Students must meet the announced deadline for each trimester. Students must complete the area designated for students and include all supporting documents with the application package or present it to the Committee during the Appeal Review. If an appeal is denied, students may not reapply for the waiver.

Students who do not attend the Appeal Review may not reapply unless arrangements are made with an administrator prior to the Committee Review date. Exceptions are made only by an administrator. The Appeal Review Committee will meet at the end of each trimester.

Students must meet the following criteria in order to apply for a waiver:

- Be in attendance a minimum of 75% of the class
- Attend class the first two days of class (5 hours)
- Complete all competencies within the class
- Never suspended from technical college for disciplinary reasons
- Complete all required projects for the class
- Earn a GPA of 3.0 or higher in the class
- Demonstrate high-level student/work ethics
- Submit written documentation for all time missed
- Complete a Waiver to Award Credit Application
- Meet the application deadline
- Appear before the Appeals Committee

Applications for waivers to Award Credit (Appeal) must be made the trimester following the failed grade.

GRADING SCALES

Students at George T. Baker Aviation Technical College are awarded a letter grade based upon their progress on state, District, and FAA objectives. The determination of the specific grade a student achieves is based on the teacher's best judgment after careful consideration of all aspects of the student's performance during the grading period. The following grading scale will be used to award grades for adult students:

- A grade of "A" (90-100%) indicates that the student has demonstrated excellent achievement in the subject and/or skill area. The student will have achieved and exceeded all of the instructional objectives established for the subject during the grading period.

- A grade of “B” (80-89%) indicates that the student has demonstrated good but not outstanding achievement in the academic area. The student will be progressing at a rate that will enable him/her to have achieved virtually all of the instructional objectives/performance standards established for the subject being graded.
- A grade of “C” (70-79%) indicates satisfactory academic achievement. The student’s rate of progress permits mastery of more than the minimal instructional objectives of the program.
- A grade of “F” (0-69%) indicates a level of academic performance that is unsatisfactory. Students functioning at this level are not mastering the minimal objectives required in the regular instructional program.

INCOMPLETE GRADES

Students must complete all projects and competencies regardless of the number of hours in attendance with a minimum average score of 70%. Teachers, at their discretion, may give students an incomplete if a project or competency is not completed by the end of the class. All incomplete work must be resolved no later than 30 days after receiving an incomplete grade. Deviation from this policy must have the approval of an administrator. It is the student’s responsibility to schedule time with the teacher to make-up incomplete projects. The missed or incomplete projects and competencies may be completed during class time, before or after technical college hours, or during the teacher’s planning period.

STUDENT PROGRESS

Student progress is maintained by the instructor for each adult student in the teacher’s electronic gradebook. Students are encouraged to discuss their progress with their teachers regularly to keep up to date on their academic grades.

TRANSFER OF COURSE CREDIT

Baker Aviation may award credit to students completing courses at an accredited university, college, junior college, vocational technical school, or aviation maintenance technician school.

Students transferring credit from another institution may be admitted on a probationary status pending the receipt and evaluation of all official records from the previous school. It is the student’s responsibility to request that an official transcript be mailed directly to the Student Services Department, to the attention of Mr. Robert Morales at Baker Aviation. After the official transcript is received and reviewed, the student must meet with the advisor to review the credits awarded by George T. Baker Aviation Technical College.

Transcripts will be evaluated based on curriculum requirements currently approved for Baker Aviation under Certificate # CT9T072R. Credit will only be awarded for subjects, curriculum areas, or competencies that are specifically identified on the transcript or described in the technical college catalog.

Only courses with documented comparable content areas and grade of C or higher from the transferring institution will be accepted for credit. Students who have completed courses with less than the documented comparable content areas may be required to take a subject-area exam. The exam is similar to the one given to students who complete a required subject at Baker Aviation. The exam will be announced by the Student Services administrator. Once the student registers at Baker Aviation, awarded credit will be posted on the student’s transcript and a copy will be given to student.

Students must notify the Financial Aid office and registrar if they are receiving the Pell grant or VA benefits.

CREDIT FOR PREVIOUS INDUSTRY EXPERIENCE

Baker Aviation may grant credit to a student with aviation maintenance **experience obtained prior to initial registration** at the technical college. The student's experience must meet all criteria outlined below for industry experience as follows:

1. Documentation must be submitted on company letterhead and signed by a licensed A & P mechanic in a management position. The person signing the document must include his or her certificate number. Documentation must include training records and state the number of hours the employee performed maintenance related to the subject being requested. If training records are not available, it must be stated in the documentation. **The hours performing the related maintenance must meet or exceed four times the hours of the subject requested.**
2. Experience must meet or exceed all competency requirements for the subject. Therefore, documentation must identify the various maintenance tasks or areas of work performed by the employee as it relates to the subject requested. For example, if the class is Landing Gear, the documentation should include maintenance tasks related to brakes, anti-skid, wheels, tires, struts, shimmy dampers, etc. **Partial credit will not be awarded.**
3. Documentation in a foreign language must be submitted with an authenticated translation by an approved agency.
4. Documentation must be submitted to the administrator.

STUDENT CODE OF CONDUCT

When enrolling at George T. Baker Aviation Technical College, students are presented with many opportunities and responsibilities. In order to succeed in their chosen field, students must respect the rights and the property of all individuals.

It is important to realize that the actions of one student reflect upon the total student body as well as Baker Aviation. A student must assume the responsibility for his or her actions to ensure personal conduct meets the standard of this institution. Students may be recommended for suspension or expulsion for conduct reflecting discredit to the students, the technical college, or the community.

Upon registration, students must sign a Student Code of Conduct Acknowledgment Form. When it is determined that a student is in violation of the Student Code of Conduct, appropriate action will be taken. Depending on the violation, a student may be recommended for suspension or expulsion. It is the technical college's policy to assist those students who need help in adjusting to an environment that is sensitive to others and promotes learning. A copy of the Student Code of Conduct is provided to students on the student wrist band given at orientation.

The Miami-Dade County Public Schools Students Code of Conduct applies to all students. A complete copy is available online at: http://adulthood.dadeschools.net/AGE/Documents/Code_of_Student_Conduct.docx and will be discussed by your teacher during the first week of class.

GEORGE T. BAKER AVIATION TECHNICAL COLLEGE APPROVED DRESS CODE

Students are expected to come to the technical college with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distract the attention of other students or teachers from their technical college work will be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the administrator to be properly prepared for technical college. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the administrator and as specified in this rule will be subject to appropriate disciplinary measures including suspension.

To ensure safety, the following specific regulations must be adhered to:

1. No written messages or pictures or symbols on clothing which portray ideas which are detrimental to the health, safety, and welfare of students, e.g., messages which relate to drugs, smoking, alcohol, sex, and profanity.
2. No shorts of any type.
3. No tube tops, see-through blouses without camisole or whole slip, bare backs, bare midriffs, and sleeveless shirts.
4. No hats or head coverings in the buildings with the exception of those worn for religious purposes.
5. No canvas sneakers, heels, sandals, or open shoes of any type are to be worn in the shop or ramp areas.
6. Skirts or dresses must be no shorter than 4 inches above the knee.
7. Pants must be worn with a belt and up to the wearer's waist.
8. ID must be worn visibility and outwardly at all times.

Since the primary purpose of this institution is to prepare students for employment, students are required to be neat and clean in appearance while attending classes. Items of dress which are objectionable in the areas of health and safety, noise, or classroom disturbances are prohibited.

The basic dress code at George T. Baker Aviation Technical College is a shirt or blouse (long sleeves) and long pants (preferably dark in color). Closed hard shoes and socks must be worn at all times on the ramp and in shop areas. Hats may be worn only on the ramp and shop areas. **George T. Baker Aviation Technical College ID must be worn visibility and outwardly at all times.**

Keep in mind that safety and decor are ruling considerations. The assessment with regards to appropriate attire will be made by the instructor, and the administrator in charge will make the final judgment.

MATERIAL FEES

Most technical college supplies are provided to students without cost. However, there is an additional material fee of \$10 for every General, Airframe, and Powerplant block and a material fee of \$30 for every Avionics block.

REQUIRED TEXTBOOKS AND SUPPLIES

General

General Textbook & Workbook	72.82
General Test Guide w/ Oral and Practical	18.71
Aircraft Inspection and Repair (Required throughout A&P program)	22.45
FAR-AMT (Required throughout A&P program)	22.45
Aircraft Technical Dictionary (Required throughout A&P program)	24.24
Maintenance Handbook (Required throughout A&P program)	18.74
ASA-General Test Guide	13.45

Airframe

Airframe Textbook & Workbook	77.22
Airframe Test Guide w/ Oral and Practical	18.71
ASA-Airframe Test Guide	13.45

Powerplant

Powerplant Textbook & Workbook	77.22
Powerplant Test Guide w/ Oral and Practical	18.71
Gas Turbine Power plant Textbook	61.78
ASA-Powerplant Test Guide	13.45

Electronics / Avionics

Microwave Communications	38.23
Fiber Optics	41.62
A. C. Circuits	69.04
Analog Circuits	62.88
Digital Circuits	66.42
Microprocessors	38.51
Communications	58.63
D.C. Circuits	57.44
Avionics Textbook	54.85
Avionics Workbook	17.30
Avionics Electronics Textbook	40.74
Avionics Electronics Workbook	13.38

Supplies

6" Scale	3.29
Blue Ballpoint Pen	.60
Marker (Highlighter)	.67
Pencil	.11
Safety Glasses	4.73
USB Memory Stick	9.90
Universal Vest	5.03

Sales tax is required on all bookstore purchases. No Refunds or exchanges. Prices are subject to change without notice. Revised 04/17

REQUIRED GENERAL PROGRAM TOOLS

Tool box 18" X 8" X 9" Steel with tool tray
Inspection mirror, round, 2 ¼" Steel scale, 6" (1/32" and 1/64")

Safety glasses/goggles, Clear with side shields ANSI
Hearing protector (Ear muff style) ANSI Flashlight with batteries.

REQUIRED AIRFRAME AND POWERPLANT PROGRAM TOOLS

Socket wrenches:

¼" Drive Socket Set:

Standard 12 point sockets:

5/32" 3/16" 7/32" ¼"
9/32" 5/16" 11/32" 3/8"
7/16" ½" 9/16"

Deep 12 point sockets:

5/32" 3/16" 7/32" ¼"
9/32" 5/16" 11/32" 3/8"
7/16" ½" 9/16"

Drive tools:

¼" Quick release ratchet
1 ½" Extension bar
6" Extension bar
12" Extension bar

3/8" Drive Socket Set:

Standard 12 point sockets:

3/8" 7/16" ½" 9/16"
5/8" 11/16" ¾" 13/16" 7/8"

Deep 12 point sockets:

3/8" 7/16" ½" 9/16"
5/8" 11/16" ¾" 13/16" 7/8"

Drive tools:

3/8" Quick Release Ratchet
3" Extension
6" Extension
Universal Joint
5/8" Cold chisel

Screwdrivers:

3/16" x 4" Slotted
¼" x 1 ½" Slotted
¼" x 6" Slotted
#1 x 3" Phillips
#2 x 1 ½" Phillips
#2 x 6" Phillips
Scribe

Wrenches:

Combination 12 point wrenches

¼" 5/16" 11/32" 3/8"
7/16" ½" 9/16" 5/8"
11/16" ¾" 13/16" 7/8"

Combination open end wrenches

¼" - 5/16" 3/8" - 7/16" ½" - 9/16"
5/8" -
11/16" ¾" - 13/16" 7/8" - 15/16"

Ignition Wrench Set, 10 Piece Set

Hex Keys, Standard 20 Piece Set

Pliers:

7" Diagonal cutters
8" Needle nose
8" Slip joint
9 ½" Arc joint
8" Duckbill

Punches and Chisels:

3/8" Center punch
3/32" Pin punch
1/8" Pin punch
5/32" Pin punch
3/16" Pin punch
½" Cold chisel

Miscellaneous Tools:

12oz. Ball peen hammer
12oz. Plastic tip hammer
Gasket Scraper
Magnetic tool, extendable
Mechanical fingers

George T. Baker Aviation Technical College does not recognize nor promote one brand of tools over another brand. Quality tools are expected (FAR 43.13) as inferior quality tools can cause damage and/or injury.

Revised 07/17/17

ACCIDENTS, EMERGENCIES, AND GENERAL SAFETY RULES AND REGULATIONS

Student safety is our first concern and must precede every other consideration. Each person is responsible for applying specific safety precautions as directed by the instructor. Students should report all accidents and injuries to the classroom teacher or other members of the faculty or staff. Teachers will seek appropriate care and notify an administrator. Students enrolled in the Aviation Maintenance Technician and Avionics Technology programs are required to sign a safety agreement. A copy of the safety agreement will be provided by the teachers. The following is a list of general rules:

1. Each department maintains safety procedures for individual classroom and shop areas. These rules will be explained by the instructor who will test each student at the beginning of each block of instruction.
2. Students are required to complete a written safety test with 100% accuracy.
3. Students are not permitted to turn on switches or operate any shop, ramp, or test cell equipment unless they have been thoroughly checked out and the date the student was considered qualified is documented by the instructor.
4. Hazardous flammable materials must be properly handled and stored.
5. Everyone, staff and student alike, should help keep the technical college safe and clean by placing all trash and residue in proper containers.
6. The technical college maintains a **NO SMOKING** policy at all times.

STUDENT SAFETY RESPONSIBILITIES

The student bears a responsibility for his or her own safety. The program of safety education should be such that students realize that it is their duty and responsibility to cooperate and develop sound safety habits.

Students are to observe the following safety procedures:

1. All persons observing or working in the shop areas where power driven equipment is used must wear proper eye protection. Eye protection must be worn during safety wiring or when danger to eyes is present.
2. Safety glasses must be of the approved type with shatterproof lens. They may be purchased at the Cashier's office.
3. No canvas sneakers, heels, sandals, or open shoes of any type shall be worn in shop or ramp areas.
4. When working around machinery with moving parts, students with long hair are required to have their hair properly secured to reduce the danger of hair getting caught in the moving parts of the machines.
5. Students working around machinery and test equipment with moving parts and electrical power applied should remove finger rings, watches, neckties, etc. Loose or flowing clothes should not be worn. IDs should not be worn outwardly.
6. Students must wear approved and appropriate masks and gloves while working with hazardous materials.
7. Students working around high noise areas must wear ear protection.

AIRCRAFT SAFETY

Aircraft are dangerous if the proper safety precautions are not taken. Students are not permitted near the aircraft without the permission of their instructor. A word of caution: reciprocating aircraft engine propellers are extremely dangerous. Students should always stay out of the arc of the propeller and never touch or move a propeller without the instructor's permission. Each instructor will provide students with specific rules concerning the use of aircraft. Each student is required to pass a safety test for each block of instruction.

EYE PROTECTION

Students are required to purchase an approved eye protection device. Approved safety glasses may be purchased in the cashier's office. Eye protection must be worn any time power operated tools are being used or when exposed to molten metal such as when soldering. Special eye protection is provided for welding. Eye protection must be worn during safety wiring or when danger to eyes is present.

RAMP SAFETY

Students should always be aware of the hazards involved in aviation maintenance. They are required to wear the appropriate clothing and follow the procedures listed below as well as those given by the instructor. Listed below are some of the procedures students must follow:

1. Horseplay is not tolerated.
2. All students must wear the proper eye and ear protection.
3. All students must be signed-off on the safety procedures for each piece of equipment they are permitted to operate.
4. All students assigned a project on the ramp or shop must follow the instructions given by the teacher.
5. No shop equipment is to be operated without the permission of the instructor.
6. Students do not access aircraft to which they are not assigned.
7. Students must be aware of the dangers of being in-and-around the arch of the propeller while the engine is operating.
8. Students must be aware of the dangers of being near the intake and exhaust areas of operating jet engines.
9. Unserviceable aircraft stands are not to be used by the students and any stands that become unserviceable during use should be reported to the teacher.
10. The weight restrictions of the aircraft stands are closely adhered to and stands should not be overloaded with students or equipment.
11. The rails on the aircraft stands are not to be removed, and students are not allowed to stand on the rails of the aircraft stands.
12. Students are not permitted to walk on the wings or the fuselage of the aircraft without proper footwear to prevent the student slipping and to prevent damage to the aircraft.
13. No student is permitted to operate a flight line vehicle without being properly trained, and no other person is allowed to ride on the vehicle except in a seat specifically designed for a passenger
14. No canvas sneakers, heels, sandals, or open shoes of any type shall be worn in shop or ramp areas.

TEST CELL SAFETY

When using the test cell, students must follow the safety instructions explained by the teacher. Students should follow the instructions listed below as well as those given by the instructor:

1. There is no horseplay allowed at any time.
2. No equipment is operated without the permission of the teacher.
3. Students must have the proper ear protection if not in a sound-protected booth.
4. Students should not enter the engine run-up portion of the cell while an engine is operating.
5. The students should always be aware of the dangers of being in the arch of the propeller.
6. Students should stay clear of the intake and exhaust of operating jet engines.
7. Students should stay clear of hot exhaust areas after engine run.
8. Students should pick up foreign objects before engines are operated.
9. No canvas sneakers, heels, sandals, or open shoes of any type shall be worn in shop or ramp areas.

SHOP PROCEDURES

Security of tools and maintaining a clean, organized, and hazard-free environment is an integral part of the worksite and in the Florida Curriculum Frameworks. It is expected that all students will assist the teacher in maintaining security of the tools and create a shop environment that emulates the worksite. In doing so, ALL shops will be picked up 10 minutes before the end of the block. Under the instructor's supervision, the student must:

1. Secure all tools in the tool crib or cabinet prior to leaving the shop.
2. Make certain oily rags and paper have been deposited in appropriate containers.
3. Sweep shop floor and pick up trash.
4. Remove visible dust from shop equipment and counters.
5. Tag and report inoperable equipment to teacher.
6. Remove fluid spills with shop oil-dri when they occur.
7. Store hazmat materials in the appropriate area.
9. Horseplay is not allowed at any time.
10. No canvas sneakers, heels, sandals, or open shoes of any type shall be worn in shop or ramp areas.

STUDENT HOUSEKEEPING RESPONSIBILITIES

Good housekeeping is of the utmost importance in the attainment of a safe environment in the technical college shop/laboratory and the conveying of an industry culture. The following student housekeeping responsibilities are general in nature. However, each laboratory/shop may require additional specific rules to assure adequate safety and good housekeeping. Students should follow the safety procedures listed below:

- I. General Housekeeping
 - A. Tool lockers, cribs, bins, and storerooms shall be clean and orderly at all times.
 - B. Return tools to their proper place after use.
 - C. Dispose of used rags in approved metal container.
 - D. Keep aisles clear of clutter or obstacles.
 - E. Store project in the proper cabinets and spaces.
 - F. Dispose of scrap cuttings from bench or floor by depositing in proper containers.

II. Floors

- A. Keep the work area clean and orderly.
- B. Keep floors clean and dry at all time.
- C. Clean liquids spills immediately.
- D. Return all mops and brooms to their proper storage place.

III. Sinks

- A. Clean sinks at the end of each period.
- B. Keep area around the sink clean and dry.

IV. Lockers

- A. Keep lockers clean.
- B. Report any sharp, damaged, or broken parts to the instructor.

V. Closets, Storage Rooms, and Stock Rooms

- A. Keep closets and storage rooms neat and orderly.
- B. Dispose of unnecessary items.
- C. Store all items safely and neatly with heavy items on lower shelves.
- D. Keep frequently used articles as handy as possible.
- E. Store flammable and combustible liquids in an approved flammable storage cabinet or flammable storage building when not in use.

FIRE REGULATION, DRILLS AND EVACUATIONS

If you see a fire or smell smoke anywhere on the technical college grounds, report it to your instructor or any other member of the faculty or staff immediately.

During an evacuation or fire drill the evacuation route outlined on the map located by the door of that room should be followed by faculty and students. Students should follow any and all instructions given during drills and evacuations.

In the Avionics laboratory, a chemical fogging system may be activated by the HALON heat/smoke sensor or by a special alarm pull. If the HALON system is activated, all are to immediately evacuate the room.

TOOL ROOM

Student **MUST** present ID badge to Tool Clerk. The student will be scanned into the TCMAX System. Students are to report their work location to the Tool Clerk. If the work location changes, please update the Tool Clerk. Students will use tools for their intended purpose. Tools are to be returned after they are no longer in use or 15 minutes before the end of a tool shift.

If a tool is lost or damaged beyond repair, the Tool Clerk will complete a lost tool form that will hold the student accountable. This form will be forwarded to the student's instructor, school administration, and students' parents (high school).

The cost of lost or damaged tools must be paid in full for by the students. Until there is complete payment, a financial hold will be placed on the student. Grades will not be cleared thus hindering FAA and FCC Certification.

SECURITY PLAN

Any suspicious persons and/or acts observed on campus should be reported immediately to technical college security personnel and/or administrator. The proper authorities will be called by the administrator or college security personnel. Do not attempt to handle these situations yourself.

Campus Crime Statistics						
OFFENSES	7/01/05 6/30/06 05/06/12*	7/01/06 6/30/07 05/06/12*	7/01/07 6/30/08 05/06/12*	7/01/08 6/30/09 05/06/12*	7/01/09 6/30/10 05/06/12*	7/01/10 6/30/11 05/06/12*
MURDER	0	0	0	0	0	0
RAPE	0	0	0	0	0	0
ROBBERY	0	0	0	2	0	0
AGGRAVATED BATTERY	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	9

- These statistics cover crimes on the property of George T. Baker Aviation Technical College.

MEDIA CENTER PROCEDURES

The Media Center contains an extensive collection of books, magazines, references, technical manuals, and audiovisual materials. Computers and associated programs to further assist students in their studies are also available.

Students are expected to follow the procedures established by the media center personnel. Students misbehaving while in the center may be denied the privilege of using the facilities.

The Media Center is open from 7:30 A.M. to 2:15 P.M. daily and 4:30 P.M. to 10:00 P.M. Monday through Thursday. Additional hours are posted at the entrance to the media center. Students must have a valid George T. Baker Aviation Technical College identification card to check out books and use media center facilities. Students must wear their student IDs to use the Media Center.

1. General collection books may be checked out for a two-week period.
2. Classroom reference (yellow color code) books may be checked out for a one-week period.
3. Reference books and technical manuals will not be checked out as they are needed for both day and evening classes.
4. Audiovisual material will not be checked out except for use by instructors in the classroom, and the items must be returned to the media center before the end of class. This material is needed by both day and evening classes.
5. A limit of three books may be checked out at one time.
6. Overdue books will be charged \$1.00 late charge after 10 days and \$.10 per day thereafter. A first notice will be sent to the student's instructor when a book becomes overdue. If the book is not returned in the next three days, a second notice will be issued. If the book is not returned in the next three days, a computer block will be placed on the student records, and a letter of lost book charges will be issued the student. Students are responsible for all lost or damaged books.
7. There is no eating, drinking or smoking permitted in the Media Center. The Media Center is a place for studying or recreational reading, and an atmosphere conducive to these activities will be maintained at all times.
8. All students must sign the computer log-in book before using a computer in the Media Center.
9. Students who are unable to conform to the Media Center regulations may be deprived of their Media Center privileges.

INTERNET & NETWORK PROCEDURES

All Internet access for student and employee use is governed by School Board Rule 6Gx13-6A-1.112, Acceptable Use Policy for the Exploration and Utilization of the Internet as a tool for learning. This rule stipulates that the "Utilization of the Internet by students and employees must be in support of and consistent with the educational objectives of the District." The full text of this rule is available on the M-DCPS homepage at: http://www.dadeschools.net/technology/Acceptable_Use_Policy.htm.

This policy emphasizes the following:

Student users must always get permission from their teachers or facilitators before using the network or accessing the Internet. Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the Internet, and for assuring that students understand the consequences for misuse of the network.

All Internet traffic must pass through the district filter. Alternate Internet service provider software that uses proprietary connections such as America On-line (AOL) or any other Internet processes/tools that by-pass the district filter (whether through the WAN or by dial-up) is prohibited.

The district filter automatically blocks web pages that contain the following categories: sexually explicit content, violence, hate speech, gambling, games, promotion of drugs/alcohol, and chat rooms. However, no technical solution is 100% effective. Staff should report inadvertent access to improper sites to the principal. Inappropriate use of Internet applications that use excessive bandwidth (such as using Real Audio to play music in the background while working on the computer) will be restricted.

All chat or instant-messaging activities are prohibited.

Traffic on the network will be continuously monitored. Any user violating these standards, district policy, or applicable local, state, or federal law or regulation is subject to loss of network access privileges and any other disciplinary actions reflected in the M-DCPS Code of Student Conduct (both elementary and secondary), Code of Conduct for Adult Students, the Code of Ethics of the Education Profession in the State of Florida, applicable collective bargaining agreements, and School Board Rule 6Gx13-4A-1.21.

The Internet is available in the Media Center and various classrooms to support the programs at Baker Aviation. Most Internet sites provide useful information. Under no circumstances are students to view inappropriate Internet sites. The Internet is monitored via tracking system for students accessing inappropriate Internet sites. Students who access these sites will be denied use of all computers in the technical college and placed on probation.

Students who are identified accessing inappropriate Internet sites will be reported to the Administrator for appropriate disciplinary action.

Students are not to install software which allows them access to their personal Internet provider. The computers in the Media Center are always connected to the Internet via the school board-wide area network.

Students are not to design shortcuts on the desktop for use of the Internet.

INTERNET SITES - Under no circumstances is a class or student to create any type of internet site representing George T. Baker Aviation Technical College without approval from the principal.

STUDENT INTERNET PROCEDURES

A copy of the policy on Internet use is available in hard copy in the Media Center or on the web. During the first week of technical college, each student will be required to read and sign the policy statement.

You will be required to show your Baker Aviation ID every time you use the computer. There is no exception to this policy.

ARTICULATION AGREEMENTS WITH COLLEGES

Most colleges offering an aviation degree provide articulation opportunities. Credits are awarded by colleges and universities offering Associate of Science or Bachelor's Degrees. The requirements are the successful completion of:

- The Airframe and Powerplant Technician Programs.
- The Federal Aviation Administration Examinations.

Local participating colleges and universities award the credits toward a degree in Aviation Maintenance Management:

- | | |
|--|----------------------------------|
| • Miami-Dade College | Associates Degree |
| • Broward College | Associates Degree |
| • Embry-Riddle Aeronautical University | Associates and Bachelor's Degree |

Students completing the Electronic Students Technology Program are eligible to receive credits toward an Associate Degree when they enroll in the Electronic Engineering Technology Program at Miami-Dade College.

Students completing the Airframe and Powerplant requirements are eligible to earn credits towards an Associate Degree when they enroll at M-DC or BC. Miami-Dade College also offers Baker Aviation graduates professional opportunities in air traffic control after completion of an associate's degree.

TECHNICAL COLLEGE ACTIVITIES

SkillsUSA - Provides leadership opportunities as an integral part of the Industrial Education programs. All students enrolled in the A & P Technician and Avionic programs are strongly encouraged to join SkillsUSA and participate in activities that bring recognition to them and the technical college.

FREQUENTLY CALLED NUMBERS

Day Asst. Principal	305-871-3143, ext. 2309	Mr. Sands	gsands@dadeschools.net
Evening Asst. Principal	305-871-3143, ext. 2312	Mr. Saint-Phard	JSaintPhard@dadeschools.net
Attendance Clerk	305-871-3143, ext. 2313	Ms. Pernas	apernas@dadeschools.net
Counselor	305-871-3143, ext. 2311	Ms. Garcia	vgarcia21@dadeschools.net
Business Manager	305-871-3143, ext. 2351	Ms. Young	myoung@dadeschools.net
Job Placement	305-871-3143, ext. 2389	Mr. Reyes	luisreyes@dadeschools.net
Financial Aid	305-871-3143, ext. 2347	Ms. McEvoy	cmcevoy@dadeschools.net
Day Registrar	305-871-3143, ext. 2304	Ms. Whitehead	cwhitehead@dadeschools.net
CEO Liaison	305-871-3143, ext. 2317	Ms. Diaz-Duque	rosydd@dadeschools.net

ADULT SCHOOL INSTRUCTORS

Due to class and planning periods it may be difficult to reach teachers by phone. All teachers have access to e-mail and may be contacted at the following email addresses:

Mr. Delarosa	smdelarosa@dadeschools.net
Mr. Fernandez	RFernandez@dadeschools.net
Mr. A. Flores	aflores@dadeschools.net
Mr. R. Flores	rwflores@dadeschools.net
Mr. C. Gonzalez	
Mr. F. Gonzalez	fdgonzalez@dadeschools.net
Mr. Hernandez	elyhernandez@dadeschools.net
Mr. Howard	jhoward@dadeschools.net
Mr. King	EKing@dadeschools.net
Mr. Morales	rmorales@dadeschools.net
Mr. Newell	Mnewell@dadeschools.net
Ms. Nilda Nijborg	nnijborg-garcia@dadeschools.net
Mr. Perez	aperez1@dadeschools.net
Mr. G. Reyez	gusreyes@dadeschools.net
Mr. Salcedo	DSalcedo@dadeschools.net
Mr. C. Smith	casmith@dadeschools.net
Mr. R. Smith	rlsmith@dadeschools.net
Mr. Sosa	fsosa@dadeschools.net
Mr. Wortmann	rwortmann@dadeschools.net

AVIATION MAINTENANCE TECHNICIAN PROGRAMS – ONE-YEAR

The Aircraft Maintenance Technician programs prepare students for employment as an aircraft mechanic. The General curriculum is a one-year prerequisite for both the Airframe Maintenance Technician and/or Powerplant Maintenance Technician Program. The technical college is certificated by the FAA under Certificate #CT9T072R.

Students should complete either the 1440 hour Airframe Maintenance Technician or Powerplant Maintenance Technician program as a full-time student in approximately 1 ¾ years attending 25 hours per week, five days a week. As a part-time student attending 12.5 hours per week, five days a week, the 1440 hour program should be completed in 3 ½ years. Students should complete both the Airframe Maintenance Technician or Powerplant Maintenance Technician program full time, 25 hours per week five days a week in 2 ½ years. Students attending part time 12.5 hours a week, five days a week should be able to complete the programs in 5 years.

AIRFRAME MAINTENANCE TECHNICIAN PROGRAM – 1440 CLOCK HOURS

The goal of the Airframe Maintenance Technician Program is to prepare students to pass the Federal Aviation Administration Tests, and thereby become licensed Airframe Mechanics, and be placed in aviation related jobs.

Students are taught the basic knowledge, theories and skills necessary to perform such functions as the proper application of safety rules, the correct use and care of tools and equipment, Federal Aviation Administration rules and regulations, and the interpretation of manufacturer's maintenance manuals.

The student develops the ability to work with others and displays proper attitudes in the role of a useful and productive citizen in the community. The program is a combination of theory/lab and shop classes. It is approximately a 50/50 split between theory/lab and shop within the curriculum.

General

Mathematics
 Weight and Balance
 Maintenance Records and Regulations
 Non-Destructive Testing
 Materials and Processes
 Aircraft Drawing
 Ground Handling
 Basic Electricity
 Physics
 Fluid Lines and Fittings
 Cleaning and Corrosion Control

Airframe Technician

Assembly and Rigging
 Wood, Fabric and Finishes
 Aircraft Inspection
 Sheet metal
 Composites
 Welding
 Hydraulics and Pneumatics
 Landing Gear
 Communication and Navigation
 Fire Protection and Fuel Systems
 Instrument Systems
 Airframe Electrical
 Position and Warning
 Cabin Atmosphere
 Ice and Rain Removal

POWERPLANT MAINTENANCE TECHNICIAN PROGRAM – 1440 CLOCK HOURS

The goals of the Powerplant Program, are the preparation of students to undertake and pass the Federal Aviation Administration Test, become licensed Powerplant Mechanics, and be placed in aviation related jobs.

The students are taught the basic knowledge, theories, and skills necessary to perform functions such as the proper application of safety rules, the correct use and care of tools and equipment, Federal Aviation Administration rules and regulations, and the interpretation of manufacturer’s maintenance manuals. Students develop the ability to work with others and display proper attitudes in the role of a useful and productive citizen in the community. It is approximately a 50/50 split between theory/lab and shop within the curriculum.

General

Mathematics
 Reciprocating Powerplant Theory
 Maintenance Forms and Regulations
 Non-Destructive Testing
 Materials and Processes
 Aircraft Drawing
 Ground Handling
 Basic Electricity
 Physics
 Fluid Lines and Fittings
 Cleaning and Corrosion Control

Powerplant

Weight and Balance
 Reciprocating Powerplant Overhaul
 Turbine Powerplant Theory
 Turbine Powerplant Overhaul
 Powerplant Removal and Installation
 Powerplant Instrument and Fire Protection
 Powerplant Inspection
 Ignition Systems
 Fuel and Metering Systems
 Powerplant Electrical
 Powerplant Instruments
 Propellers
 Powerplant Cooling, Induction, Exhaust Systems
 Powerplant Operation, Troubleshooting, and Repair

AVIONICS PROGRAM – 1200 HOURS

The Avionics Technician Program prepares students for entry-level positions in avionics and develops academic, technical, and professional skills required for job acquisition, retention, and advancement. The curriculum includes a combination of electronics and avionics technology theory and practical applications necessary for successful employment. Program graduates receive an Electronic Technology and Avionics Technician program completion certificates.

Students should complete the 2120 Avionics program as a full time student attending 25 hours a week five days a week in 2 years. As a part time student attending 12.5 hours a week, five days a week should complete the program in 4 years. It is approximately a 50/50 split between theory/lab and shop within the curriculum.

Subjects

Soldering and Basic Laboratory Practices
Employability Skills
Entrepreneurial Skills
Direct Current Circuits
Basic Computer Usage
Alternating Current Circuits
Solid State Devices
Digital Circuits
Microprocessors
Analog Circuits
Technical Recording
Communications Skills
Math Skills
Basic Science
Navigation Systems

Radio Repair Stations
Aircraft Electrical Systems
Installing Avionics Systems
Calibration of Test Equipment
AM and FM Transmitter
AM and FM Receiver
AM and FM Transceiver
Electromagnetic Wave Emissions
Line and Bench Maintenance
Line and Bench Maintenance of
Airborne Radar Systems
Operation of Area Navigation
Systems
Line & Bench Maintenance of Radio

Course Description

General Curriculum - 510 Clock Hours

Mathematics (60 hours) is the study of the theory and practical application of mathematics. The student will solve mathematical problems consisting of volume, area, ratio, percentage, and extract roots. They also perform algebraic operations involving algebraic addition, subtraction, multiplication, and division of positive and negative numbers.

Weight and Balance (30 hours) is the study of the theory and practical application of aircraft weight and balance. Topics include weighting an aircraft, calculating the center of gravity, and revising the weight and balance after equipment changes.

Maintenance Records and Regulations (60 hours) is the study of the theory and practical application of maintenance forms and records, maintenance publications, and mechanic privileges and limitations. The topics include recording logbook entries for minor repair, major repair, inspection, Airworthiness Directive compliance, and Service Bulletin compliance, obtaining information from Type Certificate Data Sheets (TCDS), listing information from a Supplemental Type Certificate (STC), identifying selected Federal Aviation Regulations, determining the applicability of Airworthiness Directives, and demonstrating the use of Advisory Circulars, using aircraft manuals and publications to locate maintenance information, researching the requirements to qualify for an airframe and/or Powerplant technician certificate, and determining the privileges of an airframe and Powerplant technician.

Non-Destructive Testing (30 hours) is the study of the theory and practical application of non-destructive testing. The topics include performing visual, dye penetrant, magnetic particle, eddy current, and ultrasonic non-destructive testing. Emphasis will be placed on inspecting welds on selected materials and making precision measurements using a micrometer.

Material and Processes (60 hours) is the study of the theory and practical application of tools, materials and processes used on the aircraft. The topics include demonstrating proper use of a ruler, selecting and using a torque wrench, performing safety wiring, identifying aircraft hardware, explaining metal numbering system, and determining proper heating treatment methods.

Aircraft Drawing (30 hours) is the study of the theory and practical application of aircraft drawing. The topics include identifying symbols to interpret diagram information, interpreting dimensions and tolerances using drawings, making a sketch of repairs/alterations made to an aircraft, and locating specific data using graphs and charts.

Ground Handling (30 hours) is the study of the theory and practical application of aircraft ground handling. The student will tie down an aircraft, determine aircraft fuel quantity, prepare an aircraft for towing, and start and ground operate an aircraft.

Basic Electricity (80 hours) is the study of the theory and practical application of basic electricity. The student will determine resistor value by using color code, identify electrical symbols, calculate voltage drop, demonstrate the use of test equipment, and troubleshoot an electrical fault.

Physics (40 hours) is the study of the theory and practical application of physics. The student will calculate force, pressure, and area problems, determine the effects of temperature on aircraft performance and mechanical advantage of pulleys and gear, and explain Bernoulli's principle as applied to wing aerodynamics.

Fluid Lines and Fittings (30 hours) is the study of the theory and practical application of the aircraft fluid line and fittings. The student will bend tubing to specifications, form a bead on tubing, identify tubing defects, and fabricate, test, and install a hose and a line.

Corrosion Control (30 hours) is the study of the theory and practical application of corrosion control. The student will identify different types of corrosion, demonstrate corrosion removal, and perform corrosion prevention treatment.

Employability Skills (30 hours) is the study of the practical applications of obtaining employment. Topics include securing information about aviation employment opportunities, formulating a letter of introduction, completing an employment application, preparing a resume, completing a letter of resignation, participating in a job interview, and preparing a portfolio.

Airframe Maintenance Technician Program - 930 Clock Hours

Flight Theory (20 hours) is the study of the theory and practical application of the theory of flight. The student will be able to explain the factors that affect lift, the aerodynamic laws of physics, how lift occurs over an airfoil, list and explain types of drag, explain the difference between symmetrical and asymmetrical airfoils, and define and demonstrate Bernoulli's principle and Newton's third law.

Assembly and Rigging (100 hours) is the study of the theory and practical application of the flight control assembly and rigging for fixed wing and rotary wing aircraft. The student will fabricate a control cable, jack an aircraft, inspect, balance, and rig primary and secondary control surfaces, demonstrate the use of a tension correction temperature conversion chart, and use proper tools and equipment to assemble the components of a cable and rod operated flight control system.

Wood, Fabric and Finishes (60 hours) is the study of the theory and practical application of aircraft wood structures, aircraft fabric covering, and aircraft finishes. The student will identify woods used for structures, identify wood defects, and repair wood structures. The students will inspect, test, and repair fabric and fiberglass, and demonstrate the technique used to test fabric and fiberglass for strength. The student will identify and apply aircraft finishing materials, determine proper location of aircraft registration markings, inspect aircraft finishes and demonstrate methods to correct defects, and identify parts and proper care of spray equipment.

Aircraft Inspection (60 hours) is the study of the theory and practical application of aircraft inspections. The student will perform an airframe conformity and airworthiness inspection, complete a 100-hour inspection and make proper maintenance record entries, and determine maintenance procedures required to return the aircraft to service.

Sheetmetal (120 hours) is the study of the theory and practical application of the aircraft sheetmetal structures and how they are fabricated. The student will form, layout, bend, and rivet sheetmetal structures, select, install, and remove special sheetmetal fasteners, use drawings, bend allowance formulas, and required tools to layout and fabricate a specified project, and inspect, check, service, and repair doors, windows, and interior furnishings.

Composites (90 hours) is the study of the theory and practical application of composite materials used in aircraft structures and repairs. The student will inspect, test and repair fiberglass, honeycomb, composite, and laminated primary and secondary structures, install and remove fasteners in composite material, inspect, test, and repair plastics, and perform window repairs.

Welding (30 hours) is the study of the theory and practical application of welding aircraft structures. The student will demonstrate metal cleaning methods, select appropriate welding equipment, setup welding equipment, demonstrate a butt weld, and select the correct repair method for the repair of a tubular structure.

Hydraulics and Pneumatics (60 hours) is the study of the theory and practical application of the hydraulic and pneumatic power supply systems and components. The student will identify hydraulic fluids, perform hydraulic and pneumatic power systems components inspections, service, troubleshoot, and repair components.

Landing Gear (60 hours) is the study of the theory and practical application of the landing gear systems, shock struts, brakes, wheels, tires, and nose wheel steering systems. The student will perform a landing gear retraction test, check landing gear alignment, service a strut, overhaul a brake master cylinder, service a nose gear steering system, and inspect and assemble a wheel assembly.

Communication and Navigation (40 hours) is the study of the theory and practical application of the communications and navigation systems, autopilot, approach and coupling systems, radar beacon transponders, flight management computers, antennas, emergency locator system (ELT), and ground proximity warning systems (GPWS). The student will identify antenna types, inspect antenna installations, check and service ELT batteries, and inspect and installed communication and navigation equipment.

Fire Protection and Fuel Systems (50 hours) is the study of the theory and practical application of fire extinguisher, fire, smoke, carbon monoxide detection systems, aircraft fuel systems, fuel quantity indicating systems, fuel pressure and temperature warning systems. The student will inspect a bi-metallic thermal fire/overheat warning switches, check a thermocouple fire detector, troubleshoot a continuous loop fire/overheat detector, inspect smoke detectors, check carbon monoxide detectors, and inspect and installed fire extinguisher agent containers and associated plumbing. The student will

inspect integral, bladder, and metal fuel tanks, troubleshoot a fuel pressure warning system, service a fuel strainer, remove and inspect fuel boost pump; and inspect and repair a fluid quantity indicating system.

Instrument Systems (30 hours) is the study of the theory and practical application of heading, speed, altitude, temperature and pressure, position indicating and on-board test equipment, and directional position indicating instrument systems. The student will perform a pitot static check, determine correct instrument range markings, service a vacuum system filter, swing a magnetic compass, remove, inspect, and reinstall cockpit instruments, mechanical and electrical heading, speed, altitude, temperature, pressure, and position indicating systems to include the use of built-in test equipment. Install instruments and perform a static pressure system leak test.

Airframe Electrical Systems (90 hours) is the study of the theory and practical application of electrical systems and components. The student will perform electrical system operational checks and use prescribed test equipment to locate system faults. Demonstrate the use of a growler and proper test equipment to measure generator output. The student will demonstrate the how to use a wire load chart, select and install switches, circuit breakers, terminals, connectors, and wiring. Check and service landing lights, anti-collision lights, and navigation lights.

Position and Warning (30 hours) is the study of the theory and practical application of the speed, landing gear and flight control position and warning systems. The student will troubleshoot a landing gear position and warning system, check an ant-skid system, and inspect stall and airspeed warning systems.

Cabin Atmosphere (60 hours) is the study of the theory and practical application of pressurization, oxygen systems, combustion heaters, air cycle, and vapor cycle air conditioning systems. The student will inspect components of a vapor cycle air conditioning system, troubleshoot an air cycle air conditioning system, repair a combustion heater system, perform oxygen system repairs, inspect the outflow valve, and remove, inspect, and reinstall pressurization system components.

Ice and Rain Removal (30 hours) is the study of the theory and practical application of de-ice, anti-ice, and rain control systems. Students will check a thermal anti-icing system, inspect a heated windshield, troubleshoot a pitot heater system, service a windshield rain clearing system, and determine the proper operation of a de-ice system.

Powerplant Maintenance Technician Program - 930 Clock Hours

Reciprocating Engine Theory (60 hours) is the study of the theory and practical application of reciprocating engine operation. The student will be able to identify engine types, list the events of the Otto cycle, compute cubic inch displacement and compression ratio, determine valve overlap, cylinder position, calculate indicated horsepower, and brake horsepower.

Reciprocating Engine Overhaul (120 hours) is the study of the theory and practical application of reciprocating engine overhaul. The student will service and check an engine in accordance with the manufacturer's specifications and determine its condition; disassemble, inspect, clean, measure, and repair a reciprocating engine, reassemble a reciprocating engine to manufactures specifications and complete a test run.

Turbine Engine Theory (60 hours) is the study of the theory and practical application of turbine engine operation. The student will be able to explain the operation of a turbine engine, list the elements of the Brayton cycle, explain the difference between the types of turbine engines, identify the sections of a turbine engine, compute the thrust output of a turbine engine, and check a turbine driven auxiliary power unit.

Turbine Engine Overhaul (60 hours) is the study of the theory and practical application of the overhaul of a turbine engine. The student will disassemble, clean, inspect, and repair a turbine engine; reassemble the engine maintaining the required tolerance; and check the engine in accordance with manufacturer's specifications.

Engine Removal and Installation (60 hours) is the study of the theory and practical application of engine removal and installation. The student will remove an engine from an aircraft, prepare an engine for installation, install an engine, inspect engine mounts, rig engine controls, perform an engine operational check, and make necessary log book entries after an engine change.

Troubleshooting (60 hours) is the study of the theory and practical application of engine operation, troubleshooting, and repair. The student will check, troubleshoot, and repair a turbine engine, check compression, set idle mixture, make a cold cylinder check, measure crankshaft run-out on a reciprocating engine; perform an operational check of an engine; and check propeller for proper tracking.

Engine Inspection (60 hours) is the study of the theory and practical application of engine inspections. The student will perform powerplant conformity and airworthiness inspections, prepare an inspection checklist, perform an inspection, prepare an inspection report for a reciprocating and turbine engine, inspect an engine for sudden stoppage, inspect a propeller, and make proper log book entries.

Ignition Systems (60 hours) is the study of the theory and practical application of reciprocating and turbine ignition systems and components. The student will overhaul a magneto, check ignition leads, install and time a magneto, determine the correct spark plugs for an engine, remove, clean, and reinstall a set of spark plugs, and check a turbine ignition system.

Fuel and Metering Systems (90 hours) is the study of the theory and practical application of reciprocating and turbine engine fuel systems and components. The student will overhaul a carburetor, install a carburetor, adjust carburetor idle speed and mixture, inspect a turbine engine fuel system and fuel control for security and leaks, and rig a turbine engine fuel control.

Lubrication Systems (30 hours) is the study of the theory and practical application of engine lubrication systems. The student will troubleshoot, repair, drain, and service an oil system, disassemble, clean, inspect, and reassemble an oil pump, inspect an oil screen, replace an oil filter, and adjust an oil pressure relief valve.

Engine Electrical (90 hours) is the study of the theory and practical application of engine electrical systems. The student will perform electrical load analysis, select correct circuit protectors, select proper size wire for a given electrical circuit, fabricate a wire bundle, secure a wire bundle, overhaul an electrical starter, remove, inspect, and reinstall an engine driven generator/alternator, and inspect, service, troubleshoot, and repair turbine engine starter systems.

Engine Instruments (30 hours) is the study of the theory and practical application of engine instruments. The student will convert the percent of revolutions per minute to revolutions per minute, check thermocouple leads values, check instrument range markings, remove and reinstall engine instruments, troubleshoot a rate of flow indicating system, and check a manifold pressure gauge for correct static pressure.

Propellers (60 hours) is the study of the theory and practical application of propellers. The student will demonstrate the use of a protractor, inspect a propeller, repair propeller damage, lubricate a propeller, balance a propeller, remove, service, install, and adjust a propeller governor, and perform an operational check on a constant speed propeller.

Engine Cooling, Induction, and Exhaust Systems (60 hours) is the study of the theory and practical application of engine cooling systems, induction systems, exhaust systems and thrust reverser systems. The student will troubleshoot engine cooling systems, check engine cowl flap operation, inspect cylinder baffles, and troubleshoot engine cooling system malfunctions and determine corrective action. The student will service an induction filter, inspect an induction manifold, explain the operation of supercharger systems, inspect heat exchangers, superchargers, and turbine engine airflow and temperature control systems, and run engine and check carburetor heat. The student will inspect, check, troubleshoot, service, and repair an exhaust system, inspect exhaust cones for defects and check a thrust reverser for proper operation.

Fire Protection (30 hours) the student will inspect, check, service, troubleshoot, and repair an engine fire detection system, check proper pressure, correct hydrostatic inspection date, and installation security of an on-board fire extinguisher bottle.

Avionics Program - 2120 Hours

Soldering and Basic Laboratory Practices (75 hours) is a study of the basic skills associated with safety in all areas of electronics, laboratory practices, tool usage, and soldering techniques.

Employability Skills (25 hours) is a study of employment search techniques, resume writing, interviewing skills, work ethics and follow up procedures.

Entrepreneurial Skills (25 hours) is a study of the basic concepts for starting and operating a small business. Areas included are licensing a business, identifying start up capital, preparing a business plan, employee relations, and business management.

Direct Current Circuits (125 hours) is a study of the theory of Direct Current (DC) Circuits and participation in laboratory experiments using DC Circuits.

Basic Computer Usage (80 hours) is the study of basic concepts of the microcomputers including the 33 operating system and software programs such as word processing, database, programming language, and spreadsheets.

Alternating Current Circuits (220 hours) is the study of the theory and application of Alternation Current (AC) in electronic circuits. The laboratory projects demonstrate the operation of AC circuits.

Solid State Devices (100 hours) is the study of the theory of solid-state electronic devices used in modern day electronic circuits. The laboratory projects require developing and testing various circuits.

Digital Circuits (190 hours) is the study of digital circuits, which is the present technology used in pulse circuits and in the operation of the computer. The laboratory requires developing and testing various circuits.

Microprocessors (185 hours) is the study of digital circuits used in industrial and consumer equipment and microprocessors. Areas of focus include microcomputers, and industrial micro controllers used in dedicated computer applications.

Analog Circuits (375 hours) will apply to the skills acquired in the preceding areas of study to Analog Circuits. Laboratory projects require building circuits used in common electronic equipment, analyzing and testing circuits, and developing the skills to correct problems.

Radio Repair Stations (30 hours) is the study of FAA regulations that set the standards and operation procedures to be followed when establishing a business that will be involved in the repair of aircraft electronics or electrical equipment.

Aircraft Electrical Systems (100 hours) is the study of the design, operation, troubleshooting, and repair of the aircraft electrical systems.

Line and Bench Maintenance (100 hours) is the study of the techniques used in the basic operation, troubleshooting, and repair of aircraft communication and navigation electronic equipment.

Installing Avionics Systems (40 hours) is the study of basic aircraft structures as related to the location and mounting of the electronic equipment used in aircraft. The student will study the fabrication of interconnect cables, connectors and hardware. Federal Aviation Administration (FAA) regulations, weight and balance, and installation of antennas are also part of this block of instruction.

Calibration of Test Equipment (40 hours) is the study of the testing and calibration of the test equipment used in the repair and certification of the electronic equipment used in aviation.

AM & FM Transmitter (45 hours) is the study of theory, operation, troubleshooting, and repair of basic types of radio transmitters used in communication and navigation equipment installed on aircraft.

AM & FM Receiver (45 hours) is the study of theory, operation, troubleshooting, and repair of basic types of radio receivers used in communication and navigation equipment installed on aircraft.

AM & FM Transceiver (45 hours) is the study of theory, operation, troubleshooting, and repair of basic types of radio transceivers used in communication and navigation equipment installed on aircraft.

Electromagnetic Wave Emissions (45 hours) is the study of the theory and operation of antennas and the transmission of electromagnetic waves in the atmosphere.

Line and Bench Maintenance of Radio Navigation Systems (60 hours) is the study of the techniques used in the basic operation, troubleshooting, and repair of aircraft radio communication, navigation, electronic systems and equipment.

Line and Bench Maintenance of Radar Systems (60 hours) study of the techniques used in the basic operation, troubleshooting, and repair of aircraft weather radar, global positioning systems, and active radar tracking systems used in aviation.

Operation of Area Navigation Systems (60 hours) study of the theory and operation of area navigation systems, very high-frequency omni range direction finders, distance measuring equipment and global positioning systems.

APPENDIX

ADMINISTRATION

HIDALGO, CIRO, Principal; B.S. University of Miami; M.S. Florida International University.

SAINT-PHARD, JEAN C., Assistant Principal; A.S. Miami-Dade Community College Nursing Program, A.S. Miami-Dade College Business Management Program; B.S. Florida International University, M.S. Florida International University.

SANDS, GEORGE W., Assistant Principal; B.S. Michigan State University; M.S. Management, St. Thomas University.

DIAZ-DUQUE, ROSY, COE Liaison and Head of Special Projects.

YOUNG, MOLLY E., Business Manager.

SUPPORT STAFF

MCEVOY, CLAUDIA K., Financial Aid Specialist/VA Certifying Official; B. A. Business Education, Florida International University; M.S. Business Education, Florida International University, and Ed.S. Administration and Supervision, Nova Southeastern University.

PEMBLE, TODD D., Media Specialist; B. A., State University of New York; M.A., Central Michigan University; Education Media Specialist Certification, Nova University.

GARCIA, VIVIAN M., Counselor; B.S., Florida International University; M.S. Florida International University; Specialist Florida International University.

FACULTY

CARTER, HOWARD, JR., Electronic Technology; B. S., Florida A&M University.

DELAROSA, SERGIO M., Aviation Maintenance Technician.

FERNANDEZ, REYNALDO I., Aviation Maintenance Technician; B. A., University of Miami.

FLORES, ALBERTO A., Avionics.

FLORES, RICARDO W., Aviation Maintenance Technician.

HERNANDEZ, ELEUTERIO, Aviation Maintenance Technician; B.S. Equivalency, Florida International University.

HERON, PATRICK J., Aviation Maintenance Technician; B.S. Equivalency, Florida International University.

HOWARD, JAMES H., Aviation Maintenance Technician.

KING, EUGENE D., Aviation Maintenance Technician; A.S. Community College of the Air Force; B. S. Southern Illinois University, M.S. Trinity University.

MORALES, ROBERT E., B.S. Embry Riddle Aeronautical University; M.S. Nova Southeastern University; Aviation Maintenance Technician.

MUNOZ, ALAN, Aviation Maintenance Technician.

NEWELL, MARK S., Aviation Maintenance Technician; B. S. Equivalency, Florida International University.

NIJBORG-GARCIA, NILDA D., Aviation Maintenance Technician; A.S. in Aviation Maintenance Management, Broward Community College; B.S. Equivalency, Florida International University.

PEREZ, ANGEL A.,; A. S., Academy of Aeronautics.

ROBINETTE, STEVEN C., Aviation Maintenance Technician.

ROSA, JAMES C., Aviation Maintenance Technician.

SALCEDO, DANIEL R., Aviation Maintenance Technician; A.S., Danielson, CT.; B. S. Equivalency, Florida International University; M. S., Nova Southeastern University.

SMITH, CHARLES A., Avionics.

TSCHUMY, ROBERT L., Aerospace Technology; A.S., Community College of the Air Force; B. S. Nova University.

WILLIAMS, LARRY D., B.S. Journalism, Florida International University, Aviation Maintenance Technician.

MIAMI-DADE COUNTY SCHOOL BOARD NON-DISCRIMINATION POLICY

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

- Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.
- Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.
- Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.
- Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.
- The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.
- Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.
- Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.
- The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.
- The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.
- Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.
- Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

- Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.
- Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).
- Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

- School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net Website: <http://crc.dadeschools.net>