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The information in this catalog applies to Midwest Industrial Trade School for the 2018-2019 academic years and is current as of the date of publication. Any changes to the programs will be approved by IBHE; students will be notified of changes with reasonable efforts. Please consult the Admissions Office or your instructor before making academic decisions.

Midwest Industrial Trades School endorses the principal of equal education opportunities for all people, regardless of race, color, creed, marital status, natural origin, sex, sexual orientation, religion, ancestry, age or handicap or disability in the education programs or activities it operates.

Certificate of Approval to Operate Issued by the Illinois Board of Higher Education, 1N. Old Capitol Plaza Suite 333, Springfield, Illinois 62701-1407. Phone: (217) 782-2551, Fax: (217) 782-8548.

Location

Main Campus

Midwest Industrial Trade School

535 South Simmons Street

Stockton, Illinois 61085

1-815-266-1962

1-877-MIT-WELD

Academic Calendar

Fall Semester 2018

July 23, 2018Welding coarse tuition due
August 6, 2018.....Welding coarse starts
August 17, 2018...Last day to withdraw from class
October 5, 2019.....Graduation welding class

July 23, 2018.....Pipe Fitting coarse tuition due
August 6, 2018.....Pipe Fitting Coarse starts
August 17, 2018...Last day to withdraw from class
September 21, 2018 Graduation Pipe fitting class

Winter Semester 2018

October 1, 2018Welding coarse tuition due
October 15, 2018.....Welding coarse starts
October 26, 2018.....Last day to withdraw from class
December 14, 2018.....Graduation welding class

October 1, 2018.....Pipe Fitting coarse tuition due
October 15, 2018..... Pipe Fitting coarse starts
October 26, 2018.....Last day to withdraw from class
November 30, 2018...Graduation Pipe Fitting class

Spring Semester 2018

March 11,, 2019Welding coarse tuition due
March 25, 2019.....Welding coarse starts
April 4, 2019.....Last day to withdraw from class
May 20, 2019.....Graduation welding class

March 11, 2019.....Pipe Fitting coarse tuition due
March 25, 2019.....Pipe Fitting coarse starts
April 4, 2019.....Last day to withdraw from class
May 10, 2019.....Graduation Pipe Fitting course

Fall Semester 2019

July 22, 2019.....Welding coarse tuition due
August 5, 2019.....Welding coarse starts
August 16, 2019.....Last day to withdraw from class
October 4, 2019.....Graduation welding class

July 22, 2019.....Pipe Fitting coarse tuition due
August 5, 2019.....Pipe Fitting coarse starts
August 16, 2018... Last day to withdraw from class
September 20, 2019...Graduation Pipe Fitting class

Winter Semester 2019

September 30, 2019.....Welding coarse tuition due
October 14, 2019.....Welding coarse starts
October 25, 2019.....Last day to withdraw from class
December 13, 2019.....Graduation welding class

September 30, 2019....Pipe Fitting coarse tuition due
October 14, 2019.....Pipe Fitting coarse starts
October 25, 2019.....Last day to withdraw from class
November 30, 2019...Graduation Pipe fitting class

Student Information

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Mission Statement

Midwest Industrial Trade School strives to provide accessible quality educational programs and services which anticipate and respond to personal and community needs and expectations. These efforts will reflect an active commitment to excellence, to lifelong learning for future generations and cooperation with all segments of the community.

Quality Vision

MITS is committed to meeting or exceeding customer needs and expectations through Continuous Quality Improvement of the curriculum offered.

The School

Midwest Industrial Trade School offers numerous skilled trade career technology courses. Well-qualified, experienced and dedicated instructors guide the educational experiences of students in small, personalized classes. Almost all faculty members are specialists in their fields. The Welding Technical course will prepare the student with the opportunity to obtain a skilled trade career as a Maintenance Mechanic or Construction Welder. The Pipe Fitting Technical course will offer the career opportunity as a Construction Pipe Fitter or Residential Plumber.

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ADMISSIONS:

General Policy

Midwest Industrial Trade School believes in equal educational opportunities for all individuals, regardless of race, color, ancestry, national origin, sexual orientation, age or handicap or disability in the educational programs it operates.

The school reserves the right to deny admission, re-admission or re-enrollment to anyone who may pose a risk to the best interests of the school community and the students enrolled.

Midwest Industrial Trade School has an open admissions policy, which means that anyone over the age of 16 may apply, even without a high school diploma. The school reserves the right to guide your placement in a course based on past academic and work related experiences.

Enrollments

If you are receiving financial aid, you must notify the administration director during enrollment.

High school students may enroll in both welding and pipe fitting courses at the same time, with permission from high school officials.

Application Procedures

To apply for admission to Midwest Industrial Trade School, you will need to:

1. Submit an application for admission. If you are applying to more than one course, you will need to submit an application for each course of interest.
2. Application must be received by tuition due date to ensure a seat is available for the scheduled course start date.

International Student Admissions

International students will need to supply the Information above plus:

1. A complete statement of financial support during tenor in school programs.

If additional information is needed, contact the

Admissions Office with questions.

Re-enrollment Procedures

If you are a former Midwest Industrial Trade School student, contact the Admissions Office to see if your file can be re-activated. To be re-admitted, you must meet all applicable admission requirements listed. You may be re-admitted to course programs subject to the availability of space in the course and an evaluation of your previous progress and course standing.

Special Student Admission

Veterans

If you are a veteran of the Armed Forces, National Guard or Reserve unit, contact your local Veterans Administration Office early in the application process to certify your status and benefits allowed.

To receive educational assistance from the Veterans Administration, you must meet the "pursuit of education and academic standards" established by the VA policy.

You are responsible for knowing and following policies that apply to you as a veteran.

If you are a widow, widower or child of a veteran, you may also be eligible for educational benefits. The local VA representative can help answer your questions.

Senior Citizens

If you are 62 years or older and live in the school area, you may apply for each individual technical course on a space available basis at a cost of \$35.00 per class or laboratory plus material fees as required. Special registration for seniors is conducted the first 3 days of classes.

Student Information

REGISTRATION

Registration Procedures

To officially enroll in classes, you will need to complete the appropriate forms, present the forms at the Registration Office and pay for your tuition and fees if applicable.

*See Appendix "A"

Early Registration

Early registration is allowed and will help you to establish your scheduled start date for the next class if your tuition and fees are paid by the designated due date.

Late Registration

You will have a better selection of class times if you register early. Late registration is classified as the date following the tuition due date, Administration Office will determine if space is available for the requested class. If space is determined to be available then you will be allowed to start with that designated class.

Withdrawal from Courses

You may withdraw from a course during the period stated on the Academic Calendar "Last Day to Withdraw from class". If you stop attending class without officially withdrawing, you may receive a failing grade for the course. Each course has special dates for course withdrawals, if school is notified of intent to withdraw within specified timeframe, refund of tuition is granted. If school is not notified of intent to withdraw within specified timeframe the tuition will be reimbursed at a set rate for days of attendance.

Course Repeats

The grades earned in the most recent course repeat will be used to calculate your grade point average and will be applied to your course completion transcript or program requirements.

Once a completion certificate is awarded a course cannot be repeated for a new grade.

Class Attendance

Faculty members determine attendance requirements for their classes. As a student, you are responsible for knowing and following class attendance guidelines established by the instructor. A copy of the School Conduct and Absenteeism document will be provided. *See Appendix "B"

Graduation

Faculty members will submit final grade point averages to Administration Office two days prior to scheduled graduation date from course.

Graduation ceremony will be scheduled by your instructor and you will be informed of date and time to be present.

Educational Costs

We work hard to provide the highest quality instruction at the lowest possible cost to our students. Any changes in educational costs are for new students only, any changes in the cost for current students must be agreed upon by both the student and school. Please contact the Administration Office for current tuition and fee schedule.

Tuition

Tuition is based on class and laboratory material costs set at the present time. *See Appendix "A"

Books and Supplies

Your costs will vary depending on the program you choose, but you should expect this to be a significant expense. Vocational-technical courses also require tools or personal protective equipment. Contact the Administration Office for more detailed information for the course you are attending.

Tuition Refunds

If you withdraw from the school, be sure to complete the required withdrawal forms to make sure you do not jeopardize your academic

Student Information

standing. If you are eligible for a refund, tuition dollars will be refunded according to the Tuition Fee Schedule document, contact the School Administration Office for the most recent information and to obtain a copy. This document will be provided upon request. *See Appendix "A"

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Student Health Insurance

We encourage you to have health/accident insurance coverage, any medical costs for treatment of illness or accident which are not covered by personal insurance are your responsibility offsite of school campus.

Financial Aid

Your technical educational is an investment in your future. If you are in need of financial assistance to attend school, please contact our Administration Office. At this time the school does not accept Federal funding.

VA Benefits

Midwest Industrial Trade School does except VA benefits threw the Post 9/11 G.I. Bill. Please contact the school Administration office for assistance with plans.

Graduation and General Education Requirements

At Midwest Industrial Trade School you can earn a certificate.

Certificate Programs

When you successfully complete a designated program you will earn a Certificate of Completion. The certificate means you have the competence in your chosen area of study. See specific requirements listed for your program later in this catalog.

Academic Requirements Satisfactory Progress

Academic Standing

At the end of each week your instructors will assign grades to assess your performance and encourage you to do your best work. The school will determine cumulative grade point averages (GPA) and record those on a grade record you may access at anytime.

Student Evaluation

Students are expected to complete the following: (Grades are based on 100 points. The number of points for each assignment is indicated).

Reading assignments in text and other sources

- Written post-test exams – 50 points
- Hands-on performance – 50 points
Total points required – 100 points

Points scale assigned to grade as follows:

A	- 4.00	95-100 points	outstanding
A-	- 3.75	90-94 points	excellent
B+	- 3.50	85-89 points	competency achieved to high standard
B	- 3.00	79-84 points	competency achieved
B-	- 2.75	74-78 points	competent
C	- 2.50	69-73 points	satisfactory
D	- 2.00	64-68 points	below satisfactory
F	- 0.00	00-63 points	fail standards

Marking System

- A** excellent performance
- B** above average
- C** average performance
- D** below average performance
- F** failure (poor performance), no credit granted or grade points awarded, poor attendance, failure to officially withdraw from course, failure to meet makeup requirements for an incomplete grade

If receiving Veterans Educational Benefits or other types of financial aid, you must meet any academic progress and attendance requirements by policy and agency that granted assistance.

We encourage you to maintain satisfactory

Student Information

Academic progresses while a student at MITS. The minimum satisfactory academic progress is a cumulative grade point average of 2.50.

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At any point in your attendance that your cumulative grade point average falls below 2.50, you may be placed on academic probation.

An instructor or academic advisor will help you develop a plan of action to improve your grades.

The plan may include additional number of instructional hours, additional assistance from other faculty members and other developmental requirements required.

If you are on financial aid, you must successfully complete the required programs to be eligible.

When the requirements of your program are higher than the minimum standards listed here, it is your responsibility to know and follow your program requirements.

If at the end of your probationary term, you are unable to meet the minimum standards required for the selected course, we may recommend additional corrective steps or academic suspension. After a one-class absence for academic suspension, you may be re-admitted on probation to continue your studies.

Academic Honors

Every two weeks we recognize students who have achieved outstanding academic success. If during this term of two weeks you have a 4.0 GPA, you will be named to the Technical Director's List. Incomplete or blank grades at the time lists are calculated will disqualify you from the list.

Honor Graduates

Honor Graduates are those with a final Cumulative GPA of 3.50 or better for all courses work completed toward graduation.

Incomplete Grades

Incomplete grades (I) are given for work that is not completed during an academic term due to justifiable extenuating circumstances. To qualify for an "I" grade, you will need to sign an incomplete contract agreement with the class instructor and submit it to the Administration Office. Courses must be completed no later than conclusion of the next scheduled course. Courses not completed by that time will receive an "F".

Withdrawal from School

If you need to withdraw from the school for any reason, please see the Administration Officer for the appropriate paperwork. Deadlines and conditions for withdrawal are the same as those for withdrawal from and individual course (Withdrawal from Courses section).

Be sure to follow the proper procedures when withdrawing or you may forfeit your rights to any type of refund to which you may be entitled and receive grades of "F" in course selected.

Refund/Cancellation Policy

Deposits or down payments become part of the tuition. The student is entitled to a refund of the tuition: a) when cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student; b) when notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$25.00 or 50% of the cost of tuition, whichever is less; c) when notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or

\$300.00, whichever is less, and, subject to the limitations of paragraph 12 of Section 15.1a of the PBVS act, the cost of any books or materials which may have been provided by the school; d) when the student has completed in excess of 5% of the course of instruction the school may retain the application-registration fee but shall refund a part of the tuition fee as follows: 1) the school may retain an amount computed prorate by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the school may retain the application-registration fee and the entire tuition and other charges. 2) a student, who on personal solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section. Applicants not accepted by the school shall receive a refund of tuition and fees paid within 30 calendar days after determination of non-acceptance has been made. MITS shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days. All student refunds shall be made by the school within 30 calendar days from date of receipt of student's cancellation. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 days shall

constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance. MITS shall refund all monies paid to it in any of the following circumstances: a) the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin; b) the school cancels or discontinues the course of instruction in which the student was enrolled; c) the school fails to conduct classes on days or times scheduled, detrimentally affecting the student. MITS must refund book and material fees when: a) the books and materials are returned to the school unmarked; and b) the student has provided the school with a notice of cancellation.

Graduation GPA Requirements

You are considered a candidate for graduation when you have completed specific course requirements for a Welding Course Certificate or Pipe Fitter Course Certificate with a minimum GPA of 2.50 or better.

Policy for Transfer of Credit

All outside education or previous training a student has will be evaluated by the Registrar. After determination, appropriate credit will be granted with course shortened accordingly. If student wishes to transfer credit to other institutions, they will need to consult that institution in which they seek transfer.

Midwest Industrial Trade School

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Confidentiality of Student Records

Our faculty and staff use records to meet the needs of individual students and help develop ways to improve programs, services and academic success. Student records are regarded as confidential. MITS will not provide names and addresses to outside agencies for commercial use or any information about academic records without written consent or under specific guidelines set in the Family Educational Rights and Privacy Act of 1974.

Transcript Requests of Student Records

Official transcripts can be obtained in person, by mail for a \$5.00 charge per copy. For further instructions on how to obtain a transcript, a copy of the MITS Requesting Transcript Information document will be provided as requested. *See Appendix "C"

The Community

Stockton is located in the extreme western part of Illinois, 137 miles west of Chicago. The picturesque town was settled in 1827 and registered as a village in 1890. Stockton's first industry was a woolen mill in 1891.

On June 6, 1916, J.L. Kraft patented a process for processed cheese packed in tins. He opened his first factory in Stockton in 1914 known today as Kraft Cheese Company.

Stockton offers recreational facilities that include one beautiful park, great public schools and nearby lakes.

The community public library offers services in various educational areas.

The School

Midwest Industrial Trade School offers Welding and Pipe Fitting technical trade programs. The school faculty offer quality, personalized education with a student-instructor ratio of just 14-1 in classroom settings and 8-1 ratio in laboratories.

Student Services

Housing

A list of community housing is available through local newspapers and realtor agencies.

Career Planning and Placement

The school's staff offers help in setting educational and career goals, assistance in preparing for a job search and help in finding a job within the selected career field chosen.

Faculty are also available to help students identify concerns, make important educational decisions, adjust to the school atmosphere, and improve personal relationships and set goals for the future.

Student Success

MITS instructors will help students learn time management and study skills to achieve their maximum potential during their course of instruction.

Internet

School information can be accessed by internet and is available to students, staff and faculty through worldwide web.

The address is:

www.Midwestindustrialtradeschool.com

The school email address is:

mitwelds@outlook.com

Midwest Industrial Trade School

WELDING COURSE:

<u>Topic Number</u>	<u>Subject</u>	<u>Curriculum Hours</u>
1.1	School Orientation	2.0
1.2	OSHA Basics	2.0
1.3	Hazard Recognition	1.5
2.1	Fire Extinguishers	1.5
2.2	Hot Work Permits	1.5
2.3	Confined Space Work	1.5
2.4	Lock Out Tag Out Procedures	1.5
3.1	Fork Lift Operator	3.0
3.5	Aerial Lift Operator	4.0
4.1	Basic Rigging Fundamentals	7.0
5.1	Oxyacetylene Basics/Cutting-Gouging	8.0
6.1	Plasma Arc Cutting	6.5
7.1	Base Metal Preparations	6.5
8.1	Shielded Metal Arc Welding Basics	16.0
9.1	Blueprint Reading I	3.0
9.3	Blueprint Reading II	3.0
10.1	Field Sketching Techniques	3.0
10.3	Heat Treatment of Metals	2.5
10.5	Mechanical Demolition Procedures	2.0
11.1	Mechanical Properties of Metals	3.0
11.3	Non Destructive Testing Methods	3.5
12.1	Hexavalent Chromium	2.0
12.3	Air Carbon Arc Cutting/Gouging Techniques	5.0
13.1	Shielded Metal Arc Welding II	26.0
13.2	Shielded Metal Arc Welding III	26.5
20.1	Shielded Metal Arc Welding Pipe	50.0
23.3	Weld Symbols Interpretation	2.5
27.1	Gas Metal Arc Welding Basics/Advanced	35.0
29.3	Gas Tungsten Arc Welding Basics	24.0
30.3	Gas Tungsten Arc Welding II	50.0
38.1	Oxyacetylene Welding/Brazing	12.5

Instructional Total Hours.....315.0

This course is designed for the basic needs of the manufacturing student, including instruction and practice in gas cutting and welding, arc welding in various positions and basic MIG/TIG welding. Topics also covered include safe use of welding equipment and machinery, abrasive cut-off saws, shears, grinders, and various tools to the welding field. Course is designed how to teach the student to weld with different electrodes in all positions. Emphasis is on the E-6010 and E-7018 electrodes. The students will safely set-up welding equipment, learn how to adjust it and how to operate it, and how to weld in all four positions. The learning experience is also enhanced by cutting freehand with the cutting torch and operating semi-automatic cutting equipment.

Admission Requirements: 16 years of age/High School Diploma or GED recommended.
Acceptable vision, ability to perform lifting and necessary body motions.

Welding Concentration Area

Award

Technical School

Welding Curriculum.....Certificate of Completion.....Midwest Industrial Trade
When you successfully complete this program with 315 hours of instruction and with a GPA of 2.5 or better
in your concentration area, you will earn a Certificate of Completion. 12

Welding Technology – Course Descriptions

1.1 SO-001: SCHOOL ORIENTATION

This is an introductory course covering the fundamentals to inform the student of the school policies and the expectation of the student concerning the set safety standards. Emphasis is focused on pre-mishap plan, location of emergency equipment, school dress code, electronic device usage, and laboratory safety.

(2.0 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

1.2 OS-001: OSHA BASICS

This course provides an introduction to the Occupational Safety and Health Administration (OSHA) regulations that pertain to protecting workers from exposure to occupational hazards. The student will develop the understanding of regulation standards, enforcement policies, company benefits, OSHA incident rates, and regulatory impacts. Additionally, through activities the students are introduced to interpreting Material Safety Data Sheets (MSDS).

(2.0 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

1.3 HR-001: HAZARD RECOGNITION

This lesson enables the student to recognize hazards related to the dangers of industrial and commercial work sites. The student will be able to recognize the physical hazards associated with a job worksite, describe the general procedure for conducting an evaluation process for a job worksite, describe the safe and unsafe work habits, and understand the importance of open communications on a worksite.

(1.5 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

2.1 FE-001: FIRE EXTINGUISHERS

The course provides the student with the knowledge to understand the basic characteristics and operation of various types of portable fire extinguishers. Topics covered will include pre-inspection, operation and classes of extinguishers used in construction, commercial and industrial sites.

(1.5 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

2.2 HW-001: HOT WORK PERMITS

This course is designed to provide the student with the fundamentals of Hot Work Permits used in the industrial and commercial sites. This lesson discusses the permits required for hot work operations that include tasks such as welding, brazing, torch cutting, grinding, and any process that produces heat, sparks and has the potential to ignite flammable and combustible materials.

(1.5 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

2.3 CF-001: CONFINED SPACE PERMITS

This lesson enables the student to identify permit-required confined spaces and their hazards. This course discusses the roles and responsibilities of supervisors, entrants and attendants, understand the use and need for a confined space permit, and understand the definitions established for confined spaces in industrial and commercial sites.

(1.5 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

2.4 LT-001: LOCK OUT –TAG OUT PROCEDURES

Emphasis is placed on the Lock Out-Tag Out procedures used for commercial and industrial plant sites. The student will learn how to recognize where a lock out-tag out is required, different types of hazardous energy sources, an understanding of business policies, and safe conduct while performing a lock out-tag out operation.

(1.5 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

3.1 FL-001: FORK LIFT OPERATION

This course delivers the information necessary to safely operate a fork lift truck. This lesson develops the skills and techniques essential to the safe and professional operation of a fork lift truck, perform pre-inspection checks prior to operation, and with the lab the lecture provides the student with practical hands-on experience.

(1.5 Lec. Hrs. / 1.5 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: None

Welding Technology – Course Descriptions

3.5 AL-001: AERIAL LIFT OPERATION

This course delivers the information necessary to safely operate an aerial lift machine. This lesson develops the skills and techniques essential to the safe and professional operation of an aerial lift machine, perform pre-inspection checks prior to operation, and with the lab the lecture provides the student with practical hands-on experience.

(1.5 Lec. Hrs. / 2.5 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: None

4.1 RF-001: BASIC RIGGING FUNDAMENTALS

Upon completion of this course the student will be able to select and inspect rigging equipment and find the load rating of rigging equipment. This lesson is designed to enable the student to plan for a safe rigging task, be able to determine the weight and balance point of a load, calculate sling tensions, identify and explain the uses of different types of rigging equipment, identify the standard hand signals, and perform the tying of basic rigging knots.

(6.0 Lec. Hrs. / 1.0 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: None

5.1 OA-001: OXYGEN AND ACETYLENE EQUIPMENT SAFETY AND BASIC OPERATION

Safety precautions related to Oxygen/Acetylene Cutting Procedures. This lesson instructs the student in general safety rules for cylinders, regulators, hoses and torches. This lesson includes a hands-on lab that consists of performing oxygen/acetylene equipment inspections, lighting the torch and shutting down the oxy/acetylene rig.

(2.0 Lec. Hrs. / 6.0 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: None

6.1 PA-001: PLASMA ARC CUTTING

Safety precautions related to Plasma Arc Cutting procedures.

This lesson instructs the student on uses, principles, manual system set up, gases, current settings, the two different types of processes, cutting procedures and common cutting problems associated with plasma arc cutting. This lesson includes a hands-on lab that consists of performing plasma arc equipment set-up and cutting performance measure.

(2.0 Lec. Hrs. / 4.5 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: None

7.1 BM-001: BASIC METAL PREPARATION

An introduction to basic metal preparation for performing a fabrication task or assembling a welded joint. This lesson instructs the student on knowledge of the five basic joint types used for welding, preparing base materials, and selecting proper joint design based on the welding procedure specification standard. Lab provides the student with the practical hands-on experience.

(2.0 Lec. Hrs. / 4.5 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: None

8.1 SM-001: SHIELDED METAL ARC WELDING BASIC

Lesson Topic 1: Shielded Metal Arc Welding (SMAW) Basic Welding Course. This lesson instructs the student on knowledge of Arc Welding equipment and different arc welding principles, joint designs and safety precautions related to SMAW. The student will learn how to determine polarity settings, striking an arc and lead/work angles for the SMAW process. This lesson includes a hands-on lab performing flat plate project to a performance measure.

(2.5 Lec. Hrs. / 13.5 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: None

Welding Technology – Course Descriptions

9.1 BR-001: BLUEPRINTS AND DRAWINGS

Lesson Topic 1: Introduction to Blueprints and Drawings

This lesson instructs the student on skill and knowledge of types of drawings, parts of a blueprint, zone numbers, bill of materials list and notes and specifications.

(3.0 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

9.3 BR-002: BLUEPRINTS AND DRAWINGS

Lesson Topic 2: Blueprint Drawing Lines and Symbols

This lesson instructs the student on knowledge of meaning of lines, legends, symbols used, scale interpretation, tolerances and key notes on blueprints.

Topics will include construction blueprints including structural, fabrication, piping drawings and architectural drawings.

(3.0 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: 9.1 BR-001

10.1 FS-001: FIELD SKETCHING TECHNIQUES

This is a course which introduces students to the foundations of field sketching and with a review of drafting fundamentals. The course will develop student skills in the areas of sketching and shape description, multiview projections, sectional views, dimensioning and isometric projections. Emphasis will be placed on sketching concepts while utilizing proper techniques and methods.

(3.0 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

10.3 HT-001: HEAT TREATMENT

This course is designed to acquaint the student with fundamentals of preheat and postweld heat treatment procedures. This lesson introduces preheating, interpass temperature controls and postheating procedures for weldment strengths, ductility and weld quality.

(2.5 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

10.5 MD-001: DEMOLITION PROCEDURES

This course covers mechanical demolition procedures for industrial and commercial plant sites. This lesson covers the safety, system verification procedures, equipment isolation, protection of electrical equipment components, tagging system equipment, initial preparations for demolition procedures.

(2.0 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

11.1 NT-001: PROPERTIES OF METALS

This course is designed to provide the student with: (1) a working knowledge of metallurgical terminology; (2) the background of material types; (3) an understanding of mechanical properties and test methods; (4) a relation to heat treatment and property modifications. This course will cover an introduction to metals, properties of metals, manufacturing processes, iron and steel materials, and effects of heat treatments to metals.

(3.0 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

11.3 ND-001: NON DESTRUCTIVE TESTING METHODS

This course acquaints the student with the fundamental aspects of nondestructive testing. Students are introduced to advantages and disadvantages of the six major nondestructive testing methods, the uses of liquid penetrant inspection, magnetic particle testing, ultrasonic inspections, and radiography methods.

(3.5 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

12.1 HC-001: HEXAVALENT CHROMIUM AWARENESS

This course provides instruction in learning to recognize the effects of Hexavalent Chromium and welding stainless steel materials. This lesson covers the two types, water soluble and fumes from stainless steel welding processes. Upon completion the student will be able to identify safety and precautions related to Hexavalent Chromium. (2.0 Lec. Hrs.)

Delivery Method: On Campus

Prerequisite: None

Welding Technology – Course Descriptions

12.3 AC-002: AIR CARBON ARC CUTTING/GOUGING

Safety precautions related to Air Carbon Arc Cutting and Gouging

This lesson instructs the student in required power sources, cutting techniques, beveling procedures, advantage and disadvantages of carbon arc processes and troubleshooting skills. This lesson includes a hands-on lab that consists of performing an Air Carbon Arc cutting and gouging performance measure.

(2.0 Lec. Hrs. / 3.0 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: None

13.1 SM-002: SHIELDED METAL ARC WELDING II

Lesson Topic 2: Shielded Metal Arc Welding (SMAW) Basic Welding Course

This lesson instructs the student on determining and preparing joints for welding with Shielded Metal Arc Welding procedures. The student will be able to recognize welding defects caused by incorrect welding procedures and workmanship. This lesson includes a hands-on lab performing “T” joint project to a performance measure.

(2.5 Lec. Hrs. / 23.5 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: 8.1 SM-001

13.2 SM-003: SHIELDED METAL ARC WELDING III

Lesson Topic 3: Shielded Metal Arc Welding (SMAW) B1V1 Course

This lesson instructs the student on knowledge to develop the manual skills required to produce quality welds in the Single-V-Groove (open root) in all positions. This lesson includes a hands-on lab performing B1V1 joint using E6010 and E7018 electrodes to a performance measure.

(2.5 Lec. Hrs. / 24 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: 8.1 SM-001/13.1 SM-002

20.1 SM-004: SHIELDED METAL ARC WELDING PIPE

Lesson Topic 4: Shielded Metal Arc Welding (SMAW) Pipe Welding Labs.

This lab instructs the student on setup procedures and steps required to perform pipe welds in the 2G, 5G and 6G positions. Provides the student with the technical understanding of pipe welding and the five essential variables to produce a quality weld. (1.0 Lec. Hrs. / 44 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: 8.1 SM-001/13.1 SM-002/13.2 SM-003

23.3 WS-001: INTERPRETING WELD SYMBOLS

Interpreting Weld Symbols Course.

This lesson instructs the student on skill and knowledge to interpret weld symbols used by the American Welding Society (AWS).

This course gives the trainee a working knowledge of the AWS symbols used for welding prints. Course explains the purpose of welding symbols to facilitate communications among designers, estimators, production planners, inspectors and the welder.

(2.5 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

27.1 GM-001: GAS METAL ARC WELDING (GMAW) BASICS

Lesson Topic 1: Basic Gas Metal Arc Welding (GMAW).

This lesson instructs the student on knowledge of Gas Metal Arc Welding equipment, different welding principles, joint designs and safety precautions related to GMAW. The student will learn how to determine polarity settings, striking an arc and lead/work angles for the GMAW process. This lesson includes a hands-on lab performing flat plate project to a performance measure.

(2.0 Lec. Hrs. / 11 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: None

Welding Technology – Course Descriptions

27.2 GM-002: GAS METAL ARC WELDING (GMAW) II

Lesson Topic 2: Gas Metal Arc Welding (GMAW).

This lesson instructs the student on knowledge of Gas Metal Arc Welding equipment set-up and GMAW metal transfer modes. Different type of shielding gases used, filler metals, weld processes and factors influencing GMAW procedures.

This lesson includes a hands-on lab performing “T” joint project to a performance measure.

(15.0 Lab Hrs.) Delivery Method: On Campus

Prerequisite: 27.1 GM-001

29.3 GT-001: GAS TUNGSTEN ARC WELDING (GTAW) BASICS

Lesson Topic 1: Basic Gas Tungsten Arc Welding (GTAW).

This lesson instructs the student on knowledge of Gas Tungsten Arc Welding equipment and different welding principles, joint designs and safety precautions related to GTAW. The student will learn how to determine polarity settings, striking an arc and lead/work angles for the GTAW process. This lesson includes a hands-on lab performing flat plate project to a performance measure.

(2.5 Lec. Hrs / 25.5 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: None

30.3 GT-002: GAS TUNGSTEN ARC WELDING (GTAW) II

Lesson Topic 2: Gas Tungsten Arc Welding (GTAW) Pipe.

This lesson instructs the student on entry level skills for welding with Gas Tungsten Arc Welding processes on thin to medium wall thickness piping materials. This lesson includes a hands-on lab performing pipe projects in the 2G, 5G and 6G positions to a performance measure.

(1.0 Lec. Hrs. / 49.0 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: 29.3 GT-001

38.1 SB-001: OXYACETYLENE WELDING AND SILVER BRAZING

Lesson Topic 1: IDENTIFY safety precautions related to Silver Brazing and Braze Welding. This lesson instructs the student on safety precautions related to Oxygen/Acetylene brazing and weld braze procedures.

(2.5 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

38.3 SB-002: OXYACETYLENE WELDING AND SILVER BRAZING

Lesson Topic 2: This course identifies the tools and equipment used in silver brazing techniques.

This lesson describes the techniques used in silver brazing and defines the different types of filler materials used. The student will be able to explain the use of fluxes, the different types of flux available, and the correct procedures to use in applying flux materials.

(2.5 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: 38.1 SB-001

38.5 SB-003: OXYACETYLENE WELDING AND SILVER BRAZING

Lesson Topic 3: This course demonstrates the knowledge of Oxy/Acetylene welding and silver brazing techniques. This lesson instructs the student on the silver and weld brazing techniques used for this type of application.

(2.0 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: 38.1 SB-001/38.5 SB-002

39.1 SB-004: OXYACETYLENE WELDING AND SILVER BRAZING

Lesson Topic 4: Job specifications for Oxy/Acetylene gas welding butt, lap and “T” joints in flat position

This lesson is a hands-on lab using Oxy/Acetylene equipment, filler rod and prepared metal specimens to weld a butt weld, lap and “T” joint in the flat position to accomplish a performance measure. (5.5 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: 38.1 SB-001/38.5 SB-002/

38.5 SB-003

Pipe Fitting Curriculum

PIPE FITTING COURSE:

<u>Topic Number</u>	<u>Subject</u>	<u>Curriculum Hours</u>
1.1	School Orientation	2.0
1.2	OSHA Basics	2.0
1.3	Hazard Recognition	1.5
2.1	Fire Extinguishers	1.5
2.2	Hot Work Permits	1.5
2.3	Confined Space Work	1.5
2.4	Lock Out Tag Out Procedures	1.5
3.1	Fork Lift Operator	3.0
3.5	Aerial Lift Operator	3.0
4.1	Basic Rigging Fundamentals	7.0
5.1	Oxyacetylene Basics/Cutting-Gouging	8.0
6.1	Plasma Arc Cutting	6.5
7.1	Base Metal Preparations	6.5
8.1	Shielded Metal Arc Welding Basics	7.0
9.1	Blueprint Reading I	3.0
9.3	Blueprint Reading II	3.0
10.1	Piping Symbols	3.0
10.3	Piping and Instrumentation Diagrams	3.0
11.1	Field Sketching Techniques	3.0
11.3	Calculator Fundamentals	2.5
12.1	Pipe Fitting I	3.0
12.3	Pipe Fitting II	3.5
13.1	Pipe Fitting III	8.0
14.1	Pipe Fitting IV	7.0
15.1	Pipe Fitting V	8.5

Instructional Total Hours.....100

This course is designed for the basic needs of the manufacturing student, including instruction and practice in gas cutting and welding, arc welding in various positions and basic rigging operations. Topics also covered include safe use of welding equipment and machinery, abrasive cut-off saws, shears, grinders, and various tools related to the pipe fitting field. Course is designed how to teach the student to weld with different electrodes in all positions. Emphasis is on the E-6010 and E-7018 electrodes. The students upon completion should be able to calculate basic piping system fit-ups, learn how to obtain new piping system measurements, calculate the various degrees of offsets, and how to layout the piping components. The learning experience is also enhanced by hands on laboratory projects.

Admission Requirements: 16 years of age/High School Diploma or GED recommended.

Acceptable vision, ability to perform lifting and necessary body motions.

<u>Pipe Fitting Concentration Area</u>	<u>Award</u>	<u>Technical School</u>
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Pipe Fitting Curriculum.....	Certificate of Completion.....	Midwest Industrial Trades
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When you successfully complete this program with 100 hours of instruction and with a GPA of 2.5 or better in your concentration area, you will earn a Certificate of Completion.

Pipe Fitting Technology – Course Descriptions

1.1 SO-001: SCHOOL ORIENTATION

This is an introductory course covering the fundamentals to inform the student of the school policies and the expectation of the student concerning the set safety standards. Emphasis is focused on pre-mishap plan, location of emergency equipment, school dress code, electronic device usage, and laboratory safety.

(2.0 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

1.2 OS-001: OSHA BASICS

This course provides an introduction to the Occupational Safety and Health Administration (OSHA) regulations that pertain to protecting workers from exposure to occupational hazards. The student will develop the understanding of regulation standards, enforcement policies, company benefits, OSHA incident rates, and regulatory impacts. Additionally, through activities the students are introduced to interpreting Material Safety Data Sheets (MSDS).

(2.0 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

1.3 HR-001: HAZARD RECOGNITION

This lesson enables the student to recognize hazards related to the dangers of industrial and commercial work sites. The student will be able to recognize the physical hazards associated with a job worksite, describe the general procedure for conducting an evaluation process for a job worksite, describe the safe and unsafe work habits, and understand the importance of open communications on a worksite.

(1.5 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

2.1 FE-001: FIRE EXTINGUISHERS

The course provides the student with the knowledge to understand the basic characteristics and operation of various types of portable fire extinguishers. Topics covered will include pre-inspection, operation and classes of extinguishers used in construction, commercial and industrial sites.

(1.5 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

2.2 HW-001: HOT WORK PERMITS

This course is designed to provide the student with the fundamentals of Hot Work Permits used in the industrial and commercial sites. This lesson discusses the permits required for hot work operations that include tasks such as welding, brazing, torch cutting, grinding, and any process that produces heat, sparks and has the potential to ignite flammable and combustible materials.

(1.5 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

2.3 CF-001: CONFINED SPACE PERMITS

This lesson enables the student to identify permit-required confined spaces and their hazards. This course discusses the roles and responsibilities of supervisors, entrants and attendants, understand the use and need for a confined space permit, and understand the definitions established for confined spaces in industrial and commercial sites.

(1.5 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

2.4 LT-001: LOCK OUT –TAG OUT PROCEDURES

Emphasis is placed on the Lock Out-Tag Out procedures used for commercial and industrial plant sites. The student will learn how to recognize where a lock out-tag out is required, different types of hazardous energy sources, an understanding of business policies, and safe conduct while performing a lock out-tag out operation.

(1.5 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

3.1 FL-001: FORK LIFT OPERATION

This course delivers the information necessary to safely operate a fork lift truck. This lesson develops the skills and techniques essential to the safe and professional operation of a fork lift truck, perform pre-inspection checks prior to operation, and with the lab the lecture provides the student with practical hands-on experience.

(1.5 Lec. Hrs. / 1.0 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: None

Pipe Fitting Technology – Course Descriptions

3.5 AL-001: AERIAL LIFT OPERATION

This course delivers the information necessary to safely operate an aerial lift machine. This lesson develops the skills and techniques essential to the safe and professional operation of an aerial lift machine, perform pre-inspection checks prior to operation, and with the lab the lecture provides the student with practical hands-on experience.

(1.5 Lec. Hrs. / 1.5 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: None

4.1 RF-001: BASIC RIGGING FUNDAMENTALS

Upon completion of this course the student will be able to select and inspect rigging equipment and find the load rating of rigging equipment. This lesson is designed to enable the student to plan for a safe rigging task, be able to determine the weight and balance point of a load, calculate sling tensions, identify and explain the uses of different types of rigging equipment, identify the standard hand signals, and perform the tying of basic rigging knots.

(6.0 Lec. Hrs. / 1.0 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: None

5.1 OA-001: OXYGEN AND ACETYLENE EQUIPMENT SAFETY AND BASIC OPERATION

Safety precautions related to Oxygen/Acetylene Cutting Procedures. This lesson instructs the student in general safety rules for cylinders, regulators, hoses and torches. This lesson includes a hands-on lab that consists of performing oxygen/acetylene equipment inspections, lighting the torch and shutting down the oxy/acetylene rig.

(2.0 Lec. Hrs. / 4.0 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: None

6.1 PA-001: PLASMA ARC CUTTING

Safety precautions related to Plasma Arc Cutting procedures.

This lesson instructs the student on uses, principles, manual system set up, gases, current settings, the two different types of processes, cutting procedures and common

cutting problems associated with plasma arc cutting. This lesson includes a hands-on lab that consists of performing plasma arc equipment set-up and cutting performance measure.

(2.0 Lec. Hrs. / 4.5 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: None

7.1 BM-001: BASIC METAL PREPARATION

An introduction to basic metal preparation for performing a fabrication task or assembling a welded joint. This lesson instructs the student on knowledge of the five basic joint types used for welding, preparing base materials, and selecting proper joint design based on the welding procedure specification standard. Lab provides the student with the practical hands-on experience.

(2.0 Lec. Hrs. / 4.5 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: None

8.1 SM-001: SHIELDED METAL ARC WELDING BASIC

Lesson Topic 1: Shielded Metal Arc Welding (SMAW) Basic Welding Course. This lesson instructs the student on knowledge of Arc Welding equipment and different arc welding principles, joint designs and safety precautions related to SMAW. The student will learn how to determine polarity settings, striking an arc and lead/work angles for the SMAW process. This lesson includes a hands-on lab performing flat plate project to a performance measure.

(2.5 Lec. Hrs. / 2.5 Lab Hrs.)

Delivery Method: On Campus

Prerequisite: None

9.1 BR-001: BLUEPRINTS AND DRAWINGS

Lesson Topic 1: Introduction to Blueprints and Drawings

This lesson instructs the student on skill and knowledge of types of drawings, parts of a blueprint, zone numbers, bill of materials list and notes and specifications.

(3.0 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

Pipe Fitting Technology – Course Descriptions

9.3 BR-002: BLUEPRINTS AND DRAWINGS

Lesson Topic 2: Blueprint Drawing Lines and Symbols

This lesson instructs the student on knowledge of meaning of lines, legends, symbols used, scale interpretation, tolerances and key notes on blueprints. Topics will include construction blueprints including structural, fabrication, piping drawings and architectural drawings.

(3.0 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: 9.1 BR-001

10.1 PS-001: PIPING SYMBOL TERMINOLOGY

An introductory course that will give the student a knowledge of standard piping system components. Topics will include pump, strainers, valves, gauges, and thermometer symbol interpretation. Also included in this course is a practical hands-on exercise of a piping system diagram configuration.

(3.0 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

10.3 PD-001: PIPING AND INSTRUMENTATION DIAGRAMS

This lesson instructs the student on interpretation of P&ID drawings. This course provides the student with the understanding of system flow path, equipment and instrument graphical symbols and pipe fittings and common valves used on a P&ID drawing. Topics will include construction and mechanical P&ID's.

(3.0 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: 10.1 PS-001

11.1 FS-001: FIELD SKETCHING TECHNIQUES

This is a course which introduces students to the foundations of field sketching and with a review of drafting fundamentals. The course will develop student skills in the areas of sketching and shape description, multiview projections, sectional views, dimensioning and isometric projections. Emphasis will be placed on sketching concepts while utilizing proper techniques and methods.

(3.0 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

11.3 CF-001: INTRODUCTION TO BASIC CALCULATOR OPERATIONS

A beginning course for students with little or no background in calculator operations.

This course covers basic operating concepts, arithmetic buttons, calculating percents and fractions, working with mixed fractions, understanding powers and squares, and conversion techniques between decimals, fractions and percents. This course also includes practical exercises during course of instruction.

(2.5 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: None

12.1 PF-001: PIPE FITTING I TRADE MATH SKILLS

This course will introduce students to the basic trade math skills required for pipe fitting calculations. Topics include: recognizing architect's and engineer's scales, understand and use mathematical tables, use ratios and proportions to solve problems, understand and apply the basic concepts of algebra, perform the basic math functions with negative numbers, and solve for the area and volume of geometric figures.

(3.0 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: 11.3 CF-001

12.3 PF-002: PIPE FITTING II EXPONENTS, RADICALS, AND ANGLES

This course is a higher level mathematics course intended to prepare students for use in the pipe fitting trade. Topics include: recognize numbers written in scientific notation and be able to convert general numbers to scientific notation, recognize radical expressions and square roots, evaluate square roots using a calculator, understand the concepts and basic terminology of angles and triangles, and understand the use of the Pythagorean Theorem to solve right triangles.

(3.5 Lec. Hrs.) Delivery Method: On Campus

Prerequisite: 11.3 CF-001 and 12.1 PF-001

Pipe Fitting Technology – Course Descriptions

13.1 PF-003: PIPE FITTING III INTRODUCTION TO BASICS

In this course, students will learn skills necessary to measure piping and the basic calculations for offsets in piping system fabrication. Topics include: state the method used to determine the required length of pipe for a specific location, identify travel, run, roll, and height, and identify the basic calculations involved with offsets and rolling offsets.

(3.5 Lec. Hrs. / 4.5 Lab Hrs.)

Delivery Method: On Campus

Prerequisites: 11.3 CF-001, 12.1 PF-001 and 12.3 PF-002

14.1 PF-004: PIPE FITTING IV BASIC CALCULATIONS

This course is designed to further the student's working knowledge of configuring actual measurements and required calculations. Topics include: calculating the length of a piping system using the basic length formulas, understanding and be confident in the use of basic trigonometric functions, calculating offsets using trigonometry formulas, shortcut formulas, and multipliers. Also included in this course is a lab practical exercise for calculating a 45° rolling offset.

(2.5 Lec. Hrs. / 4.5 Lab Hrs.)

Delivery Method: On Campus

Prerequisites: 11.3 CF-001, 12.1 PF-001, 12.3 PF-002 and 13.1 PF-003

15.1 PF-005: PIPE FITTING V CALCULATIONS AND WELDED OFFSETS

This course the student will learn additional pipe calculation methods as well as odd degree lay out methods used for welding fabrications. Topics include: calculating the offset angle when given the opposite angle, use of a trig table and multiplier equations to calculate lengths for an offset, understand the basic requirements for welded elbow fittings, and be able to calculate the length of pipe required for an offset with welded fittings.

(2.5 Lec. Hrs. / 6.0 Lab Hrs.)

Delivery Method: On Campus

Prerequisites: 11.3 CF-001, 12.1 PF-001, 12.3 PF-002, 13.1 PF-003 and 14.1 PF-004

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