

# FALL TERM 2007

Russell Bellant, Director of Education

*Registration will be as follows: Time 9 am to 6 pm  
Registration Dates: August 6, 7, 8, 9, 13, 14, 15, 16, 2007*

*The Stationary Engineers Education Center is a Licensed State of Michigan Proprietary School*

*Term starts the week of September 3, 2007 and ends the week of November 12, 2007*

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## REGISTRATION PROCEDURE

In keeping with the Education Center admission policy, the following enrollment procedures will be followed:

- \* Open Registration for all applicants will be Monday, August 6, 2007 through Thursday, August 9, 2007 and Monday, August 13, 2007 through Thursday, August 16, 2007 ~ 9 AM to 6 PM.
- \* Late Registrations will be accepted if classroom seats are still available.  
(\$25.00 late registration fee will be charged after August 16, 2007)
- \* Applications mailed in with full payment by check or money order must be postmarked by August 18, 2007 to avoid late charges. Applications may also be completed at the Education Center office.
- \* Seats will be assigned as you register. Course fees must be paid at this time to hold your seat in class.
- \* Paperwork will not be processed without payment.
- \* **NO CASH POLICY** – The Education Center no longer accepts cash for payment for any amount over \$50.00. Check, Money Order or Debit/Credit Card (Visa or MasterCard ONLY) are accepted.  
*For High Pressure testing in August cash or money order only (see insert).*
- \* There will be a \$40.00 NSF fee for all returned (bounced) checks, regardless of the reason.
- \* Bring copies of current licenses held in the Craft of Stationary Engineering.
- \* Students may purchase books for courses at the Education Center Bookstore during the first week of class.

## CLASSIFICATIONS & COURSE FEES

- GROUP I Member of Local 547\* and a Participant of the Educational Trust Fund  
\$175.00 per course plus lab fees when applicable
- GROUP II Work for an employer who has a current contract with Local 547\*\*  
\$275.00 per course plus lab fees when applicable
- GROUP III Non-member of Local 547 and an Employee of a Non-Participating Employer  
\$325.00 per course plus lab fees when applicable

\* Membership must be paid up to date.

\*\* Must show current check stub and photo ID for employment verification.

There is a \$25.00 Late Registration Fee  
There is a \$40.00 fee for all returned checks

*There is an additional \$20.00 Technology fee for all Steam, Refrigeration, Electrical and Controls Courses. There is an additional \$30.00 Technology Fee for Computer Courses.*

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## REFUND POLICY

Students may cancel their enrollment by written notification at anytime.

There will be a **\$50.00 cancellation fee for each course.**

Refunds will **only** be issued on tuition that is paid in full.

Refunds of the remaining course fees will be as follows:

*After the beginning of the First week of the term: 90% of remaining course fees*

*After the beginning of the Second week of the term: 80% of remaining course fees*

*After the beginning of the Third week of the term: 70% of remaining course fees*

*After the beginning of the Fourth week of the term: 60% of remaining course fees*

After the fourth week of the term: **NO REFUND.** Please allow two weeks for refund checks.

## NO REFUNDS ON BOOKS

**Stationary Engineers Education Center**  
**Local 547 I.U.O.E.**  
**24270 W. Seven Mile Rd.**  
**Detroit, MI 48219**

**\*\*\* HIGH PRESSURE BOILER OPERATOR PROGRAM \*\*\***

An initial training program designed for individuals interested in obtaining a City of Detroit High Pressure Boiler Operator License. Subjects include boiler design, construction and operation, accessories, pumps, theory, fuels, burners, electricity, combustion, safety and scheduled plant tours. Successful completion of all eight courses will waive the **two years** of work experience required by the City of Detroit licensing department. Applicants must meet the minimum cut-off requirements of the pre-test to be granted entrance into program. Testing consists of Basic Math and Basic Mechanical Comprehension.

**Testing will be held on August 8th and 9th, 2007 at 10:00 am and 6:00 pm.**

**\$20.00 Testing Fee – Cash or Money Order only**

*Program consists of four 11-week terms, 2 days/evenings per week, for a total of 352 clock hours.*

AM CLASSES

Math I – Tuesdays from 10 am to 2 pm, starting September 4, 2007

Boilers I – Thursdays from 10 am to 2 pm, starting September 6, 2007

PM CLASSES

Math I – Mondays from 6 pm to 10 pm, starting September 10, 2007

Boilers I – Thursday from 6 pm to 10 pm, starting September 6, 2007

**Math I is also available to those students wanting brush-up on their math skills or need the math requirement for other courses**

**\*\*\* THIRD CLASS STATIONARY ENGINEER PROGRAM \*\*\***

An advanced training program for individuals who already have a High Pressure Boiler License or who have completed the Stationary Engineers Education Center High Pressure Boiler Operator Program and are in need of the information and knowledge to become a Third Class Stationary Engineer. Topics covered will include boilers, pumps, electricity, feedwater treatment, controls, turbines, condensers, steam engines, electrical motors, plant operations and more. Completion of this program DOES NOT waive the work experience requirements for any licensing bodies. A certificate of completion will be issued upon successful completion of the program. Students are required to have a High Pressure Boiler Operators License or be a graduate of the High Pressure Boiler Operator Program to enter this program.

*Program consists of four 11-week terms, one evening (4hrs) per week, for a total of 176 clock hours.*

Class 5 pm to 9 pm, Tuesdays, starting September 4, 2007

**\*\*\* ADVANCED STEAM PROGRAM \*\*\***

An advanced training course for individuals with a Third Class Stationary Engineer License and those who are in need of information to become a Second or First Class Stationary Engineer. Subjects include fuel systems, math calculations, power boilers, turbines, electrical distribution, directed study project, along with scheduled plant tours. Completion of this program does not waive the work experience requirement for any licensing bodies. A Certificate of Completion will be issued upon successful completion of this program.

*Program consists of four 11-week terms, one evening (4hrs) per week, for a total of 264 clock hours.*

Class 5 pm to 9 pm, Tuesdays, starting September 4, 2007

**\*\*\* FIRST CLASS STEAM REFRESHER \*\*\***

A one term review course for individuals with a Third Class Stationary Engineer License or those who are in need of information to become a Second or First Class Engineer. Course covers new and old, code and operator requirements along with plant tours and video presentations. This course is for students who are preparing to take the License exams and have previously had exposure in these subjects and need a review.

*Program consists of three 11-week terms, one evening (4hrs) per week, for a total of 132 clock hours.*

Class 5 pm to 9 pm, Tuesdays, starting September 4, 2007

**\*\*\* THIRD CLASS REFRIGERATION OPERATOR PROGRAM \*\*\***

An initial training program for individuals who are interested in obtaining a City of Detroit Third Class Refrigeration Operators License. Course covers all phases of refrigeration and air conditioning, from residential to commercial systems. Topics include system components, theory, refrigerants, terminology, code, design and operation along with scheduled plant tours. Successful completion of this 33-week program will waive the three months of required work experience for the City of Detroit Third Class Refrigeration Operator License Exam. A certificate will be issued upon successful completion.

*Program consists of three 11-week terms, one day/evening (4hrs) per week, for total of 132 clock hours.*

AM Class 10 am – 2 pm, Tuesdays starting September 4, 2007

PM Class 6 pm – 10 pm, Thursdays starting September 6, 2007

**\*\*\* ADVANCED REFRIGERATION OPERATOR PROGRAM \*\*\***

An advanced training program for individuals who have a Third Class Refrigeration Operators License or who have successfully completed the Basic Refrigeration and are in need of information and the understanding of larger commercial and industrial systems, in areas of operation and procedures for HVAC systems, ammonia systems, ice making, psychometrics, low pressure chillers, controls, new and old refrigerants, code and plant tours. Successful completion of this 33-week program will waive one of the two years of work experience required for the City of Detroit, Second or First Class Refrigeration Operators License Exam. A certificate of completion will be issued upon successful completion of this program. Early start time option available.

*Program consists of three 11-week terms, one evening (4hrs) per week, for a total of 132 clock hours.*

Class 6 pm to 10 pm, Tuesdays, starting September 4, 2007

**\*\*\* REFRIGERATION SERVICING PROGRAM \*\*\***

An initial training course, designed for operating engineers, servicing technicians or individuals in need of basic servicing information from residential to commercial refrigeration systems. Topics covered include: electrical wiring, schematics, ladder diagrams, single and three phase wiring, equipment terminology and theory. Refrigeration Servicing II and III are scheduled for the Winter and Spring Terms.

*Program consists of three 11-week terms, one evening (4hrs) per week, for a total of 132 clock hours.*

Class 5 pm to 9 pm, Thursdays, starting September 6, 2007

**\*\*\* FIRST CLASS REFRIGERATION REFRESHER \*\*\***

A one term review course for individuals with a Third Class Refrigeration Operator License or those who are in need of information to become a Second or First Class Refrigeration Operator. Course covers major industrial/commercial refrigeration systems, HVAC systems, ammonia systems, ice making, psychometrics, low pressure chillers, controls, refrigerants new and old, code and operator requirements along with plant tours and video presentations. Also includes hands-on time in our refrigeration lab. This course is for students who have previously had exposure in these subjects and need a review. This course does not replace the Advanced Refrigeration program.

Class 5 pm to 9 pm, Tuesdays, starting September 4, 2007

**\*\*\* CFC SEMINAR \*\*\***

The Stationary Engineers Education Center offers the ACCA/Penn State, EPA approved Refrigerant Recovery Certification Seminar. The next seminar is scheduled for **Saturday, October 13, 2007**. Registration deadline is October 1, 2007. Others dates are scheduled on an as-needed basis. Please call us for more information or for a mail-in registration form.

**\*\*\* ENERGY CONSERVATION \*\*\***

This course covers: energy audits, energy bill analysis, energy cost calculations, HVAC system analysis, flue gas analysis, energy conservation opportunities, primary energy conservation measures, applied energy conservation measures, automation energy savings, facility portfolio steam and condensate systems, building envelope analysis, lighting system opportunities.

*Program consists of two 11-week terms, one evening (4hrs) per week, for a total of 88 clock hours.*

Class 5 pm to 9 pm, Mondays, starting September 10, 2007

**\*\*\* BASIC COMPUTERS \*\*\***

Our classes help the beginner become more comfortable and familiar with the computer. Course topics include computer components and basic computer uses, then progresses to networking, installing & removing software, virus checking, some programming, and some customizing ideas and tips for your own computer. Become familiar with Windows, Excel, Word and Office.

Class 6 pm to 10 pm, Tuesdays, starting September 4, 2007

**\*\*\* GENERAL BUILDING MAINTENANCE \*\*\***

A course designed to increase maintenance knowledge and skills. This course covers such areas as: electrical wiring, proper use of electrical testers and meters (volt, amp, ohm & watt). Lighting systems, basic plumbing and piping, drywall, motors, starter circuits and other areas of student interest will be covered.

Class 5 pm to 9 pm, Mondays, starting September 10, 2007

## **APPRENTICESHIP POSTING NOTICE:**

Reactivation of the apprenticeship program is under consideration. Please leave your name and address if you wished to be notified of any future posting.

*The Education Center has other training courses and seminars. If you are in need of special training please contact the Education Center office at (313) 532-5345 for more information or to be placed upon the current mailing list.*

**High Pressure Boiler Operator Program Testing is scheduled for**

***August 8, 2007, and August 9, 2007***

**Testing times are 10:00 AM or 6:00 PM**

**(NO LATE SEATING-arrive 15 min. early)**

**\$20.00 Testing Fee (cash or money order only!)**

## **HIGH PRESSURE BOILER OPERATOR PROGRAM**

An initial training program that begins once every year in the FALL. Designed for individuals interested in learning the different areas of High Pressure Boilers. Subjects include boiler types and construction, accessories, pumps, calculations, theory, operation and safety along with scheduled plant tours. Successful completion of all eight courses will waive the two years work experience required for the City of Detroit High Pressure Boiler Operator License exam. A Certificate of Completion will be issued upon successful completion of this program.

A pre-test must be passed prior to registration in the program. Testing consists of basic math and basic mechanical comprehension.

This program consists of four 11-week terms, two courses per week, four hours each day or evening for one year, for a total of 352 hours.

| <u>TERM</u> | <u>COURSE</u>             | <u>CLOCK HOURS</u> |
|-------------|---------------------------|--------------------|
| Fall        | Boilers I                 | 44                 |
| Fall        | Math I                    | 44                 |
| Winter      | Boiler Accessories        | 44                 |
| Winter      | Practical Heat            | 44                 |
| Spring      | Electricity & Pumps       | 44                 |
| Spring      | Burners, Furnaces & Fuels | 44                 |
| Summer      | Boilers II & Combustion   | 44                 |
| Summer      | Directed Study            | 44                 |
|             |                           | <hr/> 352          |