

COLUMBUS STATE

COMMUNITY COLLEGE

2023–2024

Aviation
Maintenance
Technology

Student Handbook

<https://www.csc.edu/AMT>

Table of Contents

| | |
|---|---|
| Aviation Maintenance Technology Program | 1 |
| Aviation Maintenance Technology Facility | 1 |
| Certificate and Degree Programs | 1 |
| Aviation Maintenance Airframe Certificate | 2 |
| Aviation Maintenance Powerplant Certificate | 2 |
| Associate of Applied Science – Aviation Maintenance | 2 |
| College Credit Plus | 2 |
| Workforce Training | 3 |
| Course Scheduling | 3 |
| Coursework | 3 |
| Course Modality | 3 |
| Attendance | 3 |
| Course Material | 4 |
| Dress Code | 5 |
| Course Grading | 6 |
| Certification | 7 |

Aviation Maintenance Technology Program

This handbook is designed to familiarize current and prospective students with the Columbus State Community College's (CSCC) [Aviation Maintenance Technology Program](#) with our policies and procedures governing student conduct and expectations of performance. The primary objective for each of our programs is to equip our students with the skills required to ensure success in a diverse and competitive job market. We do this by providing a learning environment that simulates the strenuous demands of the aviation industry, and instills safety-mindedness, critical-thinking, team building, and strategies for success.

Aviation Maintenance Technology Facility

The Aviation Maintenance facility is located at the Columbus State Southwest Center at Bolton Field Airport (KTZR), southwest of Columbus. The 10,000 square foot hangar houses the college's fleet of single and multi-engine, reciprocating and turbine-powered aircraft. Well-equipped classrooms and laboratories provide students with an enjoyable setting for learning and a unique hands-on experience in an airport environment.

Certificate and Degree Programs

Students in the Aviation Maintenance Technology program may pursue technical training for the Airframe and Powerplant Certificate or the Associate of Applied Science Degree. The Airframe and Powerplant Certificate program covers all the essential subject areas necessary for successful completion of the Federal Aviation Administration (FAA) certification process for the mechanic ratings.

The Aviation Maintenance Technology program meets the requirements of the Federal Aviation Administration Part 147 (FAA Certificate No. DL9T090R). Students successfully completing the appropriate technical studies are qualified to take the exams for the FAA Airframe and Powerplant Certificates.

Students pursuing these certificates are held to minimum acceptable standards of attendance, testing and laboratory proficiency. These certificates also have minimum requirements for reading, writing, speaking and understanding the English language in accordance with [14 CFR, Part 65](#).

To aid in student success, the Department requires each student to prove readiness to take FAA written examinations before it will issue a Certificate of Completion. A student must pass a specified number of subject-area tests per certification with a score of 70 percent or better to receive a Certificate of Completion, which authorizes the student to take the written exam at a certified testing facility. Additionally, students must successfully pass two checkout tests with a score of 80% or higher for general, airframe

and powerplant prior to receiving a certificate.

Testing fees will be incurred. Occasionally, the Department may have vouchers available for students, which waive the testing fee. To be eligible for a voucher, a student must achieve two scores greater than 80% on checkout exams. Failing any FAA written exam requires remediation training by a certificated mechanic prior to retesting. Additional fees will be incurred for re-testing. Vouchers may not be used for make-up exams.

Aviation Maintenance Airframe Certificate

The Airframe Certificate program covers all the essential subject areas necessary for successful completion of the Federal Aviation Administration (FAA) Airframe certification process for the mechanic ratings.

Course requirements for this program can be found at

<https://explore.csc.edu/programs/AMT.AF.CERT/aviation-maintenance-airframe-certificate>.

Aviation Maintenance Powerplant Certificate

The Powerplant Certificate program covers all the essential subject areas necessary for successful completion of the Federal Aviation Administration (FAA) Powerplant certification process for the mechanic ratings.

Course requirements for this program can be found at

<https://explore.csc.edu/programs/AMT.PP.CERT/aviation-maintenance-powerplant-certificate>.

Associate of Applied Science – Aviation Maintenance

Students who complete the certificate program may take additional course work in general education and other electives to receive an Associate of Applied Science Degree. The certificate and associate degree can be completed in six semesters.

Course requirements for this program can be found at

<https://explore.csc.edu/programs/AMT.AAS/aviation-maintenance-technology>.

College Credit Plus

This section is reserved for future use.

Workforce Training

This section is reserved for future use.

Course Scheduling

Aviation Maintenance Technology Program courses are scheduled during all three terms (fall, spring and summer) of the academic year, and do not follow the traditional 16-week semester schedule. Rather, these courses are scheduled on a five-week timeline: three five-week sessions each during the fall and spring terms, and two five-week sessions during the summer term.

Students enrolled in the Aviation Maintenance Technology Program typically complete one or two courses during each five-week session and are in class four or five days a week, for up to six hours each day. Due to this method of scheduling, aviation students routinely complete 11-18 credit hours per semester. Course scheduling varies by program, but students normally attend day courses between 8 a.m. and 1:30 p.m. weekdays.

Coursework

The Aviation Maintenance Technology Program courses cover a wide range of subject matter. The degrees and certificates offer coursework that builds upon preceding courses and is designed to prepare students for certification testing at the end of their program of study. In order to achieve this goal, students are expected to be on time to and participate in class. It is the student's responsibility to comprehend and apply the material presented, and to seek additional assistance when required.

See the online College Catalog (<https://explore.csc.edu/courses>) for additional information and course descriptions.

Course Modality

This section is reserved for future use.

Attendance

The Aviation Maintenance Technology program has minimum training requirements that must be fulfilled to ensure student success on certification exams. For this reason, class attendance is imperative and can affect the student's final grade. Instructors track each student's absence from class, and excessive violations may result in course failure.

Should a student miss class due to an excused absence, defined as sickness of oneself or

immediate family member (doctor's note required), death of immediate family member; military duty; jury duty; religious accommodation, they shall contact the instructor, per the Colleges Policies and Procedures (<https://www.csc.edu/about/policies-procedures.shtml>). Known absences should be reported as early as possible prior to the absence. Unanticipated absences should be reported as soon as possible following the absence.

It is the student's responsibility to schedule a time with the instructor to make up any missed assignments, labs, and/or tests. Coursework can be made up for full-credit for excused absences. Make-up assignments, labs, and tests shall not be the same test as that given during the regular class session.

Students are permitted two (2) unexcused absences (those reasons not meeting the excused absence guidelines) per course per term. Any missed assignments, labs, or tests resulting from the unexcused absence will result in the grade of 0 for that particular assignment, which may impact the final grade for the course. A missed subject-area test can be made-up toward certification, but not for class grade. Make-up tests shall not be the same test as that given during the regular class session. A third unexcused absence will result in the failure of the course.

Final exams cannot be made-up from either an excused or unexcused absences.

Students that will be late for class should notify the instructor as early as possible prior to their arrival. Students are permitted one (1) unexcused tardy (more than 10 minutes late) per course per term. A second unexcused tardy will result in an unexcused absence. Six (6) unexcused tardies equal three unexcused absences and will result in the failure of the class.

If a question arises regarding an absence or tardy being excused or unexcused, the Department Chair will make the final determination.

Course Material

Textbooks

Each course has a required textbook indicated in the course syllabus. The textbooks predominantly used are the FAA Airframe and Powerplant Mechanic Handbooks. Several suppliers and types, including free digital versions, are available.

Equipment

Before the start of their first class and for the duration of their program, all students must have the following items.

- Safety glasses (clear) with peripheral visors; prescription glasses must have side

shields .

- Hearing protection: ear plugs or over-the-ear muffs; *earbuds utilized for playing music are not an acceptable form of hearing protection, and are not allowed in the ATC hangar or aircraft parking areas.*
- Pens/Pencils
- Calculator with basic functions (TI-30X preferred)

Tooling

Community tools are available to students. Students are responsible for returning the tools to the community tool boxes in good condition at the end of the lab.

Dress Code

Students should wear work clothes (jeans, pants, shorts, t-shirts, sweatshirts, tennis shoes, boots, any closed toe/heal shoe, etc.). No rings, watches, earrings, bracelets, necklaces, etc., or other metal objects should be worn during lab time. A student with hair that is shoulder length or longer needs to keep hair under a hat or in a ponytail tucked into his or her shirt.

Throughout the course of training at the Aviation Maintenance Technology Facility, students may be exposed to toxic chemicals and particulate matter. Such exposure is typical in the aviation industry. For this reason, all students must wear and use Personal Protection Equipment (PPE). Each student is personally responsible for proper wear and use of all PPE. A student who repeatedly does not wear or use PPE may be removed from class by the instructor and the student may fail the course. The student can return to class only at the instructor's discretion.

Eye Protection

Safety glasses must be worn when working in all lab and aircraft parking areas. Glasses must be clear and ANSI Z87.1-2015 certified. Students wearing prescription eyeglasses must wear side shields on their glasses.

Hearing Protection

Hearing protection must be worn at all times in the structural repair lab, hangar, and when working within 100 feet of an operating aircraft engine.

Earbuds/headphones for listening to music are not approved for hearing protection, and are forbidden from being worn in the laboratory, hangar, or aircraft parking areas.

Safety Shoes

Due to the nature of the work being performed, students are strongly urged to wear [Occupational Safety and Health Administration](#) (OSHA)-approved safety shoes. This footwear should be worn during all laboratory, hangar, and aircraft ramp activities.

Course Grading

General

Course outlines will display the grading policy for that course. Failure to achieve a 70 percent or better score on any test or required lab project will disqualify [14 CFR, Part 147](#)-regulated courses from FAA certification. The syllabus for each course details its grading policy.

Quizzes

Quizzes may be administered at the instructor's discretion in an effort to aid in the learning process. Quiz scores may or may not be used in final grade calculations.

Tests

Each [14 CFR, Part 147](#)-regulated course has a minimum of two (2) tests. Each test is designed to gauge the student's comprehension of the most recent subject matter presented. Test reviews are done at the instructor's discretion and may or may not be offered. The syllabus for each course has details on testing.

Labs

All practical projects must be completed to a passing standard of 70% or better. In each class, the grading criteria for practical projects will be covered and demonstrated, if necessary, to ensure student understanding. The final grade awarded for a completed project may be lower than 70 percent due to point deductions for, but not limited to:

- Not correctly following project procedures; not using prescribed technical publications.
- Not turning in project worksheets on time as directed by the instructor.
- Mishandling or damaging PCC equipment during execution of a project.
- Other issues, such as set-up errors and poor overall execution.
- Not participating during group lab projects.

Grading Scale:

| Percentage | Grade |
|--------------|-------|
| 90 – 100 | A |
| 80 – 89 | B |
| 75 – 79 | C |
| 70 – 74 | D |
| 69 and lower | E |

All AMT courses must be passed with a 'D' (70%) or higher to obtain a certificate.

Incompletes

An incomplete ('I') may be requested by a student in accordance with the college's grading policies (<https://www.csc.edu/employee/faculty/classroom-management/incomplete-grades.shtml>), as follows:

Incomplete (I) is a temporary grade that indicates that a student has satisfactorily completed the requirements of a course with the exception of a final examination or other work delayed by illness, emergency, or authorized absence. The student is responsible for making arrangements **to complete the work within the time limit set by the instructor.**

A student shall complete all assignments no later than six (6) weeks following the end of the term, in which the course was taken. A grade change will be initiated once the assignment(s) has/have been completed. If the missing assignment(s) is/are not completed within six weeks following the end of the term, the college will change all outstanding 'I' grades to 'E' grades at the six weeks point into the following semester after the 'I' was posted.

Certification

The Aviation Maintenance Technology program has minimum achievement requirements that must be met to ensure student success on FAA written and oral certification exams. Prior to receiving any certificates from the Aviation Maintenance Technology program and be eligible to take their FAA written exam, a student must:

- Pass every course required for that certificate,
- Have a cumulative GPA of 2.0 for all courses required for that certificate,
- Pass all subject area tests required for that certificate with a score of 70% or higher, and
- Pass a check-out exam with an 80% or higher at each certificate level.

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I acknowledge that I have been provided with a copy of the Aviation Technology Program's Student Handbook for the 2023-2024 academic year.

Signature

Date