
**DEPARTMENT OF
AERONAUTICS**



2000 West Broadway Avenue
West Memphis, AR 72301-3829
Telephone: (870) 733-6722

Air Agency Certificate 2MCT601K

Operations Manual

“This workforce solution was partially funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by a grantee organization grantee and does not necessarily reflect the official position of the U.S. Department of Labor. All references to non-governmental companies or organizations, their services, products, or resources are offered for informational purposes and should not be construed as an endorsement by the Department of Labor. This product is copyrighted by the institution that created it and is intended for individual organizational, non-commercial use only.”

Contents

Record of Revision	6
Procedures for Revision.....	7
List of Effective Pages	8
Textbooks.....	10
Operating Characteristics.....	11
Curriculum Requirements.....	11
Degrees	11
Management.....	12
Course Length and Hours	12
Administrative Requirements	13
Curriculum Management	13
Maintenance of Equipment	13
Entrance Requirements	13
Evaluation of Transfer Credit	14
Waiver and Transfer of Credits.....	14
Records	15
Attendance Policy	15
Legend for Class Attendance Record	16
Grading Systems	16
Program Objectives.....	17
Prerequisites.....	17
Schedule of Tests	17
Subject Area Material Presentation	17
Graduation Requirements and Certificate Granted.....	18
Instructors / Substitute instructors	19
Class Schedules.....	19
Facilities.....	20
Location:	20
Facility Layout:.....	20
Tools	21
Master Tools and Equipment List.....	21
Tool Calibration Policy.....	21
Explanation and Use of Forms.....	22

FAA Record Folder.....	22
Student Record of Attendance & Grade Report (Appendix A)	22
Student Attendance and Grade Card (Appendix B).....	22
Description of Make Up Work (See Appendix C).....	22
Semester Schedule	22
Certificate of Completion (Appendix D)	22
Appendix.....	24
Appendix A Student Record of Attendance & Grades Final Report	25
Appendix B Student Daily Attendance and Grade Card	28
Appendix C Description of Make Up Work	30
Appendix D Completion Certificate	31
Appendix E Facility Layout Diagrams	33

This page intentionally left blank

Manual Holder: Mid-South Community College, Aviation Program Coordinator, (MASTER COPY)

Use the spaces below for the Revision Number and Date, the insertion date and your initials.

[illegible]

PROCEDURES FOR REVISION

Revisions to this document are recorded in the Record of Revision and are reflected in a List of Effective Pages. Each odd and even two sided page that has a content revision will be submitted to the Flight Standards District Office (FSDO) for approval prior to incorporation into this document. Once approved the revision will be sent to each Operations Manual Holder on the Distribution List with a Revision Letter, Revised pages, and a new List of Effective Pages.

The revision letter will include a listing of each odd and even page that is revised and a brief explanation of what has been revised.

Each revised page will have a black vertical line in the left margin highlighting the revised text or figure. The revision number will be reflected at the lower right corner of the page.

The new List of Effective Pages will show the Table of Contents first or second level heading, page number, revision number, and revision date.

The Aviation Program Coordinator will initiate revisions and maintain a distribution list and control of the Master Copy to monitor each approved copy in the distribution list. The distribution list will be included in every revision letter.

Revision requests along with revised pages may be sent to the Flight Standards District Office via email for approval. The Federal Aviation Administration (FAA) will return the approved pages to the Aviation Program Coordinator for distribution. An "FAA Approval" block on the List of Effective pages(s) must be stamped and signed by the FAA Inspector in order to be valid for distribution.

LIST OF EFFECTIVE PAGES

Title/Section	Page #	Revision #	FAA	Revision Date
Cover	1	Original		
Blank	2	Original		
Table of Contents	3	Revision 1		
Table of Contents Cont.	4	Revision 1		
Blank.	5	Revision 1		
Record of Revision	6	Revision 1		
Procedures for Revision	7	Revision 1		
List of Effective Pages	8	Revision 1		
Blank	9	Revision 1		
Textbooks	10	Revision 1		
Operating Characteristics	11	Revision 1		
Operating Characteristics	12	Revision 1		
Administrative Requirements	13	Revision 1		
Administrative Requirements	14	Revision 1		
Administrative Requirements	15	Revision 1		
Administrative Requirements	16	Revision 1		
Program Objectives	17	Revision 1		
Program Objectives	18	Revision 1		
Schedule of Tests	19	Revision 1		
Facilities	20	Revision 1		
Tools	21	Revision 1		
Explanation and Use of Forms	22	Revision 1		
Blank	23	Revision 1		
Appendix	24	Revision 1		
Appendix A	25	Revision 1		
Appendix A	26	Revision 1		
Appendix A	27	Revision 1		
Appendix B	28	Revision 1		
Appendix B	29	Revision 1		
Appendix C	30	Revision 1		
Appendix D	31	Revision 1		
Appendix D	32	Revision 1		
Appendix E	33	Revision 1		
Appendix E	34	Revision 1		
Appendix E	35	Revision 1		

This page intentionally left blank

TEXTBOOKS

The workbooks will be used to aid the instructor and students to reinforce the textbook information. Textbooks are the current published/distribution from Jeppesen Aviation Maintenance Series and/or ASA Aviation Maintenance Technician Series by Dale Crane and/or

Jeppesen Aviation Maintenance Series

A & P Technician General Textbook	ISBN # 0-88487-203-3	Current edition
A & P Technician General Workbook	ISBN # 0-88487-212-2	Current edition
A & P Technician Airframe Textbook	ISBN # 0-89100-395-9	Current edition
A & P Technician Airframe Workbook	ISBN # 0-89100-402-5	Current edition
A & P Technician Powerplant Textbook	ISBN # 0-88487-207-6	Current edition
A & P Technician Powerplant Workbook	ISBN # 0-88487-243-2	Current edition
14 CFR PART Handbook for Aviation Maintenance Technicians (Jeppesen)	ISBN # 0-88487-200-9	Current edition
2010 14 CFR PART for Aviation Maintenance Technicians (ASA –10-14 CFR PART-AMT)	ISBN#978-1-56027-657-9	Current edition
AC43.13-1B/2A Acceptable Methods, Practices, & Techniques	ISBN # 0-89100-306-1	Current edition
Aircraft Inspection, Repair & Alterations (ASA-AC43-13B)	ISBN #1-56027-488-3	Current edition
Handbook of Nondestructive Inspection and Testing	TXU 583-037	Current edition

And/Or

ASA Aviation Maintenance Technician Series by Dale Crane

General (ASA-AMT-G3H)	ISBN # 978-1-56027-711-8	Current edition
Airframe Structures (ASA-AMT-STRUC3H)	ISBN # 978-1-56027-712-5	Current edition
Airframe Systems (ASA-AMT-SYS 3H))	ISBN # 978-1-56027-685-2	Current edition
Powerplant (ASA-AMT-P2H)	ISBN # 978-1-56027-710-1	Current edition
General FAA-H-8083-30	ISBN # 978-1560277163	Current edition
Airframe ASA-AC65-15A	ISBN # 1-56027-023-3	Current edition
Powerplant ASA-AC65-12A	ISBN #1-56027-024-1	Current edition

OPERATING CHARACTERISTICS

CURRICULUM REQUIREMENTS

Under the Two-Year Postsecondary Education Reorganization Act 1244 of 1991, Mid-South Community College (MSCC) is an accredited institution of the Arkansas System of Higher Education. The Part 147 Aviation Maintenance program is offered as a Career Technical Education (CTE) program. CTE programs have subject areas authorized by accredited bodies, Federal guidelines, industry standards and certification requirements combined with general education requirements approved as part of a certificate of completion and/or an Associate of Applied Science Degree and/or an Associate of Science Degree. Transfer opportunities are available to MSCC graduates with any of the degree option in compliance with articulation agreements between MSCC and many four year institutions.

The Mid-South Community College Aviation Maintenance Technician Program is designed to provide educational knowledge and skills in compliance with the FAA, 14 CFR Part 147 requirements and industry standards to students in the repair and maintenance of aircraft. The MSCC Program is designed to provide students with the opportunity to gain technical knowledge and skills necessary to perform repairs and maintenance at a level required to pass the Federal Aviation Administration's (FAA) written requirements for an Airframe and/or Powerplant mechanic's license. Upon successful completion FAA Part 147 curriculum, MSCC will provide students with a certificate. The certificate, either Airframe or Powerplant, qualifies a student to receive FAA written test authorization for that rating indicated by that certificate. Completion of the FAA Part 147 Curriculum is requisite for issuance of the certificate. Completion of additional general education courses outlined by the current general catalog may earn a student a Certificate of Proficiency, Technical Certificate, Associate of Applied Science Degree, or Associate of Science Degree. The 14 CFR PART Part 147 curriculum is designed in accordance with Federal Aviation Regulations Part 147 Aviation Maintenance Technician Schools.

The definitions and descriptions of teaching levels in Appendix A, Curriculum requirements, 14 CFR (Code of Federal Regulations) Part 147 are recognized and understood by the authors of this approval document and any statement, requirement, or reference herein subsumes that recognition and understanding. Appendix A Part 147 is therefore incorporated herein by reference and all curriculum materials, which follow meet, said requirements.

DEGREES

The Aviation Maintenance Technician Program offers Certificates of Proficiency and Technical Certificates. A student may combine the General Education requirements at MSCC described in the current catalog for an Associate of Applied Science Degree and/or Associate of Science. The A.S. degree is transferable to four-year schools that have an articulation agreement with MSCC. A current list of articulation agreements is available upon request.

MANAGEMENT

Mid-South Community College Management of the Part 147 Program
Vice President Workforce Technology
Aviation Program Coordinator
Lead Instructors (General, Airframe, Powerplant)
Instructors (as needed)

The current Management of the FAA part 147 AMT program will be on file in the Aviation office in the Workforce campus and a copy will be forwarded to the PMI via electronic media. Changes to the management assignments will be updated and forwarded to the PMI via electronic media when updates are required.

COURSE LENGTH AND HOURS

The curriculum offers the following total number of hours of instruction for the ratings shown:

MECHANICS CERTIFICATE WITH:

Airframe Rating	Hours	Powerplant Rating	Hours	Airframe & Powerplant	Hours
General	420 Hrs.	General	420 Hrs.	General	420 Hrs.
Airframe	750 Hrs.			Airframe	750 Hrs.
		Powerplant	750 Hrs.	Powerplant	750 Hrs.
TOTAL	1170 Hrs.	TOTAL	1170 Hrs.	TOTAL	1920 Hrs.

When any student completes the requirements for the general subjects and the requirements for a rating that student may test for that rating and shall not be required to repeat the general subjects to add another rating.

MSCC operates on a three semester system. Each semester has provision to ensure no lost time due to holidays or inclement weather. Classes may be as short as 30 minutes, or as long as 8 hours.

Instructional periods shall be scheduled to provide completion of the total hours. Class periods, scheduled, for lecture and/or lab may include, at the discretion of the instructor, a break of not more than 10 minutes for each period of 50 minutes.

ADMINISTRATIVE REQUIREMENTS

CURRICULUM MANAGEMENT

Under the supervision of the program coordinator, the three Lead Instructors, one assigned to the General subject area, one to the Airframe subject area, and one to the Powerplant subject area, are responsible for curriculum management in their assigned subject areas. The Lead Instructors shall develop and maintain daily lesson plans, lab project lesson plans, and subject area outlines for each subject area. Lead Instructors are responsible for coordinating available instructional time, materials, and resources to ensure curriculum standards are met. An Aviation Curriculum Committee made up of current full-time instructors, lead instructors, and the program coordinator shall be responsible for curriculum standards, providing instructors with the necessary materials and resources to ensure curriculum compliance. Copies of the daily lesson plans and lab project lesson plans will be maintained on file at Mid-South Community College to support the instruction given.

Each instructor will be issued a packet containing a copy of the Administrative procedures and School Policies, approved curricula, and subject area outlines for the block or blocks he/she is assigned to teach. An explanation, sample copy, and a supply of all school forms identified in this document will be supplied in the packet.

It will be the instructor's responsibility to take the approved curriculum and subject area outline to use as a guide in class and lab. Instructors will be supported by the lead instructor. Modifications of the current syllabus and daily lesson plans will be reflected in the material required in the subject area outline. Lead instructors will review and monitor instructors to ensure total coverage in the time allotted in subject. The syllabus must provide an outline of the grade scale for academic papers, tests, and quizzes which reflect an overall assessment of the grade values for the theory or lecture portion. See current college catalog for grading policy.

MAINTENANCE OF EQUIPMENT

Lead Instructors will be responsible for the maintenance and calibration of instructional equipment. Lead instructors and instructors will inform the program coordinator of any inoperable equipment and will report the equipment immediately to MSCC for immediate action.

ENTRANCE REQUIREMENTS

All applicants to the Arkansas Delta Airframe & Powerplant Technician Training Program must meet the entry requirements of Mid-South Community College in West Memphis and the following program requirements:

Must have high school diploma* or its equivalent.

* Except freshman scholars who are concurrently enrolled in both senior high school and freshman college courses.

Any applicant who has no previous college credit from an accredited college and who has received a certificate of attendance rather than a diploma must successfully complete the General Education Development Test (GED) prior to admission.

Must be 17 years of age or, in the case of freshman scholars be able to show the 18th birthday will be reached prior to completion of the requirements for the technician certificate.

Must be able to read, write, speak, and comprehend the English language. This requirement is not intended to exclude any person who is unable to communicate in any of the modes listed for reasons of physical impairment or medical limitations and alternative modes of communication will be sought for an applicant with such limitations.

Must possess the physical abilities required by profession including but not limited to standing for long periods of time, climbing, and hand and eye coordination. For any specific questions regarding accommodations, contact the Disability Services Department of MSCC.

EVALUATION OF TRANSFER CREDIT

Waiver and Transfer of Credits

All applications for transfer or advanced standing credit from MSCC may require a competency test, including practical skill demonstration, and may require payment of a fee for such an examination. The competency test will be equal in material content to the final test for the same subject taken by enrolled students and the standard grade scale will apply.

General Education Credits

General education credits from other colleges are evaluated by the Admissions Office and accepted credits are transferred and recorded. Grades will be in compliance with MSCC's current policies. Students with previous credit in an FAA-certificated Aviation Maintenance Technician School which also holds regional accreditation or accreditation from a similar accrediting body, may be granted advanced standing credit for courses completed at that school provided:

- A transcript is provided by the registrar of the school of previous attendance to the registrar of MSCC at the time of enrollment and,
- The courses for which credit is sought must be reviewed and approved by the Program Coordinator and the Lead Instructor of the subject area for transfer.

Experiential Credit:

Students entering the AMT Program with military or civilian aviation specialty experience may apply for credit upon providing appropriate documentation. To receive credit for experience the student's experience must be acceptable to the local Flight Standards District Office and MSCC's program coordinator.

For individual line item subject's credit, the student shall provide documentation and rationale for why the subject shall be waived. MSCC's program coordinator and Lead instructor for that subject area will evaluate the request based on subject content and lab projects required as per

current FAA Part 147 manual. If MSCC accepts the students request for line item subject credit, the student will take the written examination equal to the final required by that subject. MSCC may also require a practical demonstration of any line subject requirements. Credit may be awarded for general/airframe or general/powerplant certification. All awarded experiential credit will be graded and awarded in compliance with MSCC policy.

RECORDS

Records will be maintained by the program coordinator and shall be kept on all students for a period of two years from the last time they attended class. A complete set of each student's records, grades, and attendance will be kept in a permanent file in the program coordinator's office. The Program Coordinator is responsible for the MSCC AVIATION STUDENT RECORD OF ATTENDANCE & GRADES FINAL REPORT. This report will be maintained in that file during the student's enrollment. The form will reflect all completed subject areas up to the current semester.

The Student Daily Attendance and Grade Card, (see Appendix B) will be on file for each class reflecting all grades and attendance. The Description of Make Up Work (see Appendix C) specifies make-up work required and completed during the class or past semester.

Each instructor will keep a Student Daily Attendance Card and Grade Card, and Description of Make-Up Work (see Appendix C) on each student currently attending subjects offered in the current semester.

Upon the completion of each semester the instructor of record will transfer all required Student Daily Attendance and Grade Cards, and Description of Make-Up Work to the Program Coordinator. The Program Coordinator or designee will update the STUDENT RECORD OF ATTENDANCE & GRADES FINAL REPORT and initial and date each subject area as the recorder of record. The record will not be signed off until the student completes the subject area successfully.

Official Transcripts detailing college credit are maintained by the MSCC Registrar and are available to students and graduates upon written request to the MSCC Registrar.

ATTENDANCE POLICY

An absence shall be defined as any period during scheduled class periods, when a student is not present with the rest of the class. This definition includes tardiness of more than 5 minutes and early departure from class of any amount of time as well as any time during the class period when the instructor cannot account for the student's exact whereabouts.

The foregoing is necessary because all of the material covered during a students' absence must be made up per FAA regulations/certification. The instructor must be able to identify accurately what instruction the student missed and will base make-up requirements on that determination. Students must complete all class time missed.

Each instructor will record attendance and grades daily (as necessary) on the Student Daily Attendance and Grade Card (see Appendix B) for each student in his/her class. The instructor will record the number of hours absent to the nearest ¼ hour. Example: A student who is tardy
FAA Approved

Revision Date 1 June 2012

for from 5 to 15 min will be marked absent ¼ hour. In no case will the time recorded be less than the actual time missed. A student must report to the instructor as soon as he/she returns from any absence and, at the convenience of the instructor, arrange make-up with the instructor using the Description of Make Up Work form. Shop work must be made up under the supervision of an instructor. When appropriate, lab or research reports may be done outside the school and handed in on a schedule approved by the instructor. Theory or lecture may be made up by completing assignments outside the classroom which demonstrate the students understanding of the material content.

Students are required to be in attendance on all scheduled class days. Any student who has not made up all of the time absent, will receive an incomplete grade at the end of the semester. whose absence exceeds 15% in any subject area, and If the subject is not completed within six months, the incomplete will be converted to an F.

LEGEND FOR CLASS ATTENDANCE RECORD

The following legend shall be the approved method of recording attendance on the Student Daily Attendance and Grade Card:

Present X entered in the block on Attendance and Progress Form

Absent A "Number" entered for each hour or portion of an hour missed in the Time Missed Section.

Hours absent .25, .5, .75, or 1 or more, to indicate time missed per attendance policy

GRADING SYSTEMS

The grades, which appear on the student's report, are an appraisal of his/her technical knowledge and performance in theory and shop/lab projects. Students will be graded in these areas separately and each area (theory and lab) must be passed separately with at least a 70%. Instructors are required to communicate to their students any method of weighing or averaging grades, including quizzes, in the course syllabus prepared for each subject areataught by that instructor.

Student Daily Attendance and Grade Cards are prepared at the beginning of each course for each enrolled student. Instructors are required to show daily attendance and progress on this form and to sign the report at the time the block of instruction is completed. The Student Record of Attendance and Grades form is maintained by the Program Coordinator for all subject areas completed by the student at the conclusion of each semester (See Appendix A). The Program Coordinator will maintain a permanent record of the students' attendance and progress.

All instructor evaluations for theory average and shop average will be entered as points or percentage (%) on the Student Daily Attendance and Grade Card.

.

PROGRAM OBJECTIVES

The Mid-South Community College Aviation Maintenance Technician Program is designed to provide educational knowledge and skills in compliance with the FAA, 14 CFR PART Part 147 requirements and industry standards to students in the repair and maintenance of aircraft. The MSCC Program is designed to provide students with the opportunity to gain technical knowledge and skills necessary to perform repairs and maintenance at a level required to pass the Federal Aviation Administration's (FAA) written requirements for an airframe and/or powerplant mechanic's license.

PREREQUISITES

GENERAL Must meet **all** MSCC entry requirements prior to enrolling in the FAA approved subject areas. Instruction units may be completed in any order as provided by the program scheduling.

AIRFRAME Same as General

POWERPLANT Same as General

SCHEDULE OF TESTS

Questions for periodic tests and quizzes will be similar to the "STUDY QUESTIONS" found in the current textbook as a minimum but may include other questions. These will be used to evaluate the students' understanding of subject matter and the instructional effectiveness. A final test shall be given at the completion of each subject area except as noted on the curriculum page of each subject.

Administration of the FAA written or practical tests is not part of the program of study, MSCC will provide a list of approved Computer Assisted Testing Service (CATS) testing site, which may be at an alternate facility, and a list of Designated Maintenance Examiners (DME) for oral and practical examinations.

In the interest of monitoring the quality and state of preparation of its graduates, the school will administer a departmental achievement test to any student who is about to complete the requirements for any rating. The test is comprehensive in scope and similar in form and content to the test administered by the FAA and shall require a score of 75% to be considered acceptable. Students will complete the General section test when completing their first rating and will not be required to take it a second time if they have a Mechanic's Certificate with one rating. This achievement test will not be part of the approved curriculum and will not be administered during the conduct of classes under an approved curriculum. This achievement test is required by the MSCC as a means of quality control.

SUBJECT AREA MATERIAL PRESENTATION

The final determination of the order in which the subject area material shall be presented shall be based on the consideration of insuring there is no conflict between classes using the same classroom, materials, training aids, and/or shop facilities.

GRADUATION REQUIREMENTS AND CERTIFICATE GRANTED

A candidate for the Certificate of Graduation must have 100% of the subject area material complete with at least a passing level of performance

To pass a subject requires a minimum final grade of 70%. The final grade is computed in the manner specified in the course syllabus and MSCC current catalog. The AMT program combines the passing grades for Theory and Shop/Lab at the values or weighted average given (e.g. Theory 40% , Shop/Lab 60%). Grades of less than passing will not be averaged; that is, the failure of either Theory, Lab, or Final Exam constitutes a failing grade for the subject area. The student may retake, or make up the failed parts, however the maximum score they can achieve for that subject area is a 70%.

(Below is an example of an excerpt from a Course Syllabus)

Method of Evaluation and Grading: Student performance will be evaluated based upon the level of competency mastery of course competencies achieved by the student.

Lab assignments	700
End of Chapter Exam	200
<u>Final Exam</u>	<u>100</u>
Total Points	1000

Grading Scale: Student final grades will be based on the following grading scale:

A = 900-1000, B = 800-899, C = 700-799, D = 600-699, F = below 599

The final grade will be determined as follows:

1. Average all shop/lab project scores. (All projects must score at least 70%)
2. Average all quiz scores. (No minimum score requirement)
3. Subject Final Test(s) (All final Tests must score at least 70%)
4. Average Practical Projects (labs) are worth a minimum 50% of final grade.
5. Quizzes are worth 10% of final grade. *
6. Final Tests are worth 40% of final grade.

* If there are no quizzes given in the subject area, the Final Test average becomes 50% of the final grade.

EXAMPLES:

Satisfactory Performance

1. Shop/Lab average:	$84\% \times .5 (50\%) = 42$	
2. Quiz average:	$92\% \times .1 (10\%) = 9.2$	
3. Final test grade:	$85\% \times .4 (40\%) = 34$	
	85.2	(85%)

Unsatisfactory Performance

1. Shop/Lab average:	$65\% \times .5 (50\%) = \text{N/A}$
2. Quiz average:	$87\% \times .1 (10\%) = 8.7$
3. Final test grade:	$89\% \times .4 (40\%) = 35.6$
	Failure *

*** The student would have to retake the subject because of the below 70% grade for shop/lab.**

The following are letter grades that are issued for the percentages received.

LETTER GRADE		
A	90%	100%
B	80%	89%
C	70%	79%
F	Below 70%	**
W	Withdraw	**

Instructors / Substitute instructors

MSCC may employ persons other than currently licensed AMTs as instructors in certain subjects as referenced in the 14 CFR PART 147 requirements. A list of instructors and their qualifications is on file at MSCC and available for inspection.

CLASS SCHEDULES

Class schedules will be published each semester and will be available upon request.

FACILITIES

LOCATION:

The primary aviation maintenance facility of Mid-South Community College is located at:

MSCC Aviation Technology Center
2000 West Broadway
West Memphis, AR 72301

The main campus administration building for MSCC is located at:

Mid-South Community College
2000 West Broadway
West Memphis, AR 72301

FACILITY LAYOUT:

The general layout of the facility may be re-configured as needed, without notice, to ensure safety and efficiency. For example, rearranging furniture or training aids in a room or shop area for safety and/or efficiency is acceptable. However, moving a function from one room to another room needs to be coordinated with the Certificate Holding District Office, CHDO, principal inspector before relocating the function.

See Appendix E for layout diagram

TOOLS

MASTER TOOLS AND EQUIPMENT LIST

A tools and equipment list is maintained on site by the Lead Instructor in Aviation Technology or at the main campus with the V.P. for Workforce Technology. Tooling may bear special tags designating purchase with United States Government grant funds.

TOOL CALIBRATION POLICY

Coverage:

All testing and measuring equipment/tools must be included in one of two calibration programs. This calibration program includes equipment such as torque wrenches, scales, and pressure gauges.

Simulated Calibration Program:

Each tool will receive 2 general labels. One is a standard “calibrated” sticker complete with identification (ID) number and dates. These labels will be filled in with blue or black ink. The 2nd label is a disclaimer that states “Calibration reference is for training use only”. All tools labeled in this manner are not actually calibrated and are not for use on active/airworthy aircraft.

Actual Calibration Program:

Instructors may wish to maintain other tools with actual calibration. Calibrated tools maintained by instructors will not be included on the master tool list. Shop tools requiring actual calibration will be the responsibility of the Lead Instructor in Aviation Technology. Instructor tools will be the responsibility of the instructor. All tools requiring actual calibration will be calibrated to National Institute of Standards & Technology (NIST) Standards. Tools with actual calibration will have calibration labels issued by the calibrating agency.

Calibration Lists:

School tools with either type of calibration label will be placed on separate lists with ID numbers, tool manufacturer, tool description and serial number, if appropriate. For tools in the simulated calibration program, the list will have the due date of the next calibration in pencil. Tools on the simulated calibration program will be assigned department 3-digit ID numbers from 001 to 999.

Responsibility:

All tool room tools will be listed and labeled by the Lead Instructor in Aviation Technology. The Lead Instructor in Aviation Technology, in cooperation with the instructional faculty, will accomplish subsequent calibration/labeling. All calibrated tools in shop areas will be separately listed, labeled in ink, and maintained by the Lead Instructor. The master calibration list will be maintained in the tool room.

EXPLANATION AND USE OF FORMS

FAA Record Folder

MSCC will keep all individual student record forms required in this manual in a student record folder for review by representatives of the FAA. The folder will contain the Student record of Attendance & Grade Report, the Student Attendance and Grade Card for each subject area, and the Description of Make Up Work cards as required. The folder will also contain completion certificates, awards, and any miscellaneous information. This information will be secured in the main AMT office and maintained for a minimum of two years after graduation.

Student Record of Attendance & Grade Report (Appendix A)

The student Record of Attendance & Grade Report form includes student identifying information and consolidated grades and attendance from the Student Attendance and Grade Cards. As subjects and sections are completed, grade averages, time, and attendance information, will be recorded.

Student Attendance and Grade Card (Appendix B)

Roll will be taken at the beginning of each class session and every hour thereafter. The Student Daily Attendance Card will include student number, first name, and last name. There will be an “/” in the box to indicate the student is present for one hour. A \ mark indicates the second hour. An X indicates the student was present for the whole 2 hours.

Mark a .25 .5 .75 or 1 to indicate the increments in quarter hours of time missed for each portion of each hour. Mark a C for class or L for lab time missed.

The subject material missed will be noted by the instructor and make up time will be required by the student.

DESCRIPTION OF MAKE UP WORK (See Appendix C)

Make up work will be documented by the instructor on the Description of Make Up Work Form. This Form includes the date and time spent along with a description of the make-up work.

Instructors should include their name and signature and place the completed form in the student's records. The Program Coordinator will append the make up time to the Student Record of Attendance and Grade Card Report (Appendix C).

Semester Schedule

The schedule may be viewed online at www.midsouthcc.edu and be subject to change.

Certificate of Completion (Appendix D)

Upon satisfactory completion of all subject area requirements in the General, Airframe, and/or Powerplant curricula, MSCC will present each student with an original copy of the Certificate of Completion. (See Appendix D).

This page intentionally left blank

APPENDIX

Appendix A	Student Record of Attendance & Grade Report
Appendix B	Student Attendance and Grade Card
Appendix C	Description of Make Up Work
Appendix D	Certificate of Completion
Appendix E	Facility Layout Diagrams

APPENDIX A STUDENT RECORD OF ATTENDANCE & GRADES FINAL REPORT

STUDENT RECORD OF ATTENDANCE & GRADES FINAL REPORT

Student Name	Student Number											
Subject Area	Hours Required	Hours Missed	Make Up Hours	Total Hours Present	Theory Score	Lab Score	Final Exam	Final Grade	Instructor Identification	Course Completion Date	Recorder Identification	Date Recorded
General												
Mathematics	30											
Basic Physics	30											
Basic Electricity	120											
Materials & Processes	30											
Fluid Lines & Fittings	30											
Cleaning & Corrosion Control	30											
Ground Operations & Servicing	30											
Maintenance Publications	24											
Mechanic Privileges & Limitations	6											
Maintenance Forms & Records	24											
Weight & Balance	42											
Aircraft Drawings	24											
Total	420											
Airframe												
Sheet metal & Non-metallic Structures	150											
Wood Structures	12											
Aircraft Covering	24											
Aircraft Finishes	42											
Welding	12											
Cabin Atmosphere Control	30											
Ice & Rain Control Systems	30											
Fire Protection Systems	30											
Aircraft Electrical Systems	150											
Airframe Inspection	45											
Assembly and Rigging	45											
Hydraulic & Pneumatic Power	30											
Aircraft Fuel Systems	30											
Aircraft Landing Gear	30											
Aircraft Position & Warning Systems	30											
Aircraft Instrument Systems	30											
Communication & Navigation Systems	30											
Total	750											

Student Name		Student Number										
Subject Area	Hours Required	Hours Missed	Make Up Hours	Total Hours Present	Theory Score	Lab Score	Final Exam	Final Grade	Instructor Identification	Course Completion Date	Recorder Identification	Date Recorded
Engine Lubrication Systems	30											
Engine Cooling Systems	30											
Engine Fire Protection Systems	30											
Ignition & Starting Systems	90											
Engine Electrical Systems	40											
Engine Instrument Systems	35											
Turbine Engines	80											
Auxiliary Power Units	10											
Engine Inspection	60											
Induction & Engine Airflow Systems	30											
Engine Exhaust & Reverser Systems	30											
Fuel Metering Systems	30											
Engine Fuel Systems	45											
Propellers	56											
Unducted Fans	4											
Total	750											

APPENDIX B STUDENT DAILY ATTENDANCE AND GRADE CARD

Mid-South Community College DEPARTMENT OF AVIATION

STUDENT DAILY ATTENDANCE AND GRADE CARD

Student Name:			Student Number:			Subject Area			Begin Date		
Last First MI									End Date		

Date Day Attendance																												

																			Total Missed		
Date																				Total Time Missed	
Time Missed C-class L-Lab																					

																			Total Made up		Hours Pending	
Time made up C-Class L-Lab																				(C)	(C)	
																				(L)	(L)	

Laboratory Projects	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Average
	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	

												Examinations																	Average
												Quizzes																	

		Final Exam	
		Final Grade	

Instructors Signature _____

FAA Approved

Revision Date 1 June 2012

APPENDIX C DESCRIPTION OF MAKE UP WORK

Description of Make Up Work:

<i>Month Day Year</i> Date: / /			Subject Area
Time IN: <i>Instructor Initials</i> _____			
Time OUT: <i>Instructor Initials</i> _____			
Description of Make Up Work: <i>[Note: Be Specific]</i> Deficit Hours _____			
<i>Note: Any work made up as essays, questions, or other paper documentation must be attached</i>			
<i>I certify that the above described missed time has been made up in accordance with FAA approval.</i>			
_____ <i>Instructor Print Name</i>		_____ <i>Instructor Signature</i>	

APPENDIX D COMPLETION CERTIFICATE

Mid South Community College

West Memphis, Arkansas

This Certifies That

*Has completed in a satisfactory manner the _____ Program of Study in Accordance 14 CFR Part 147 Appendix B
FAA Certified Aviation Maintenance Technician School (MSCC Cert. Nbr).*

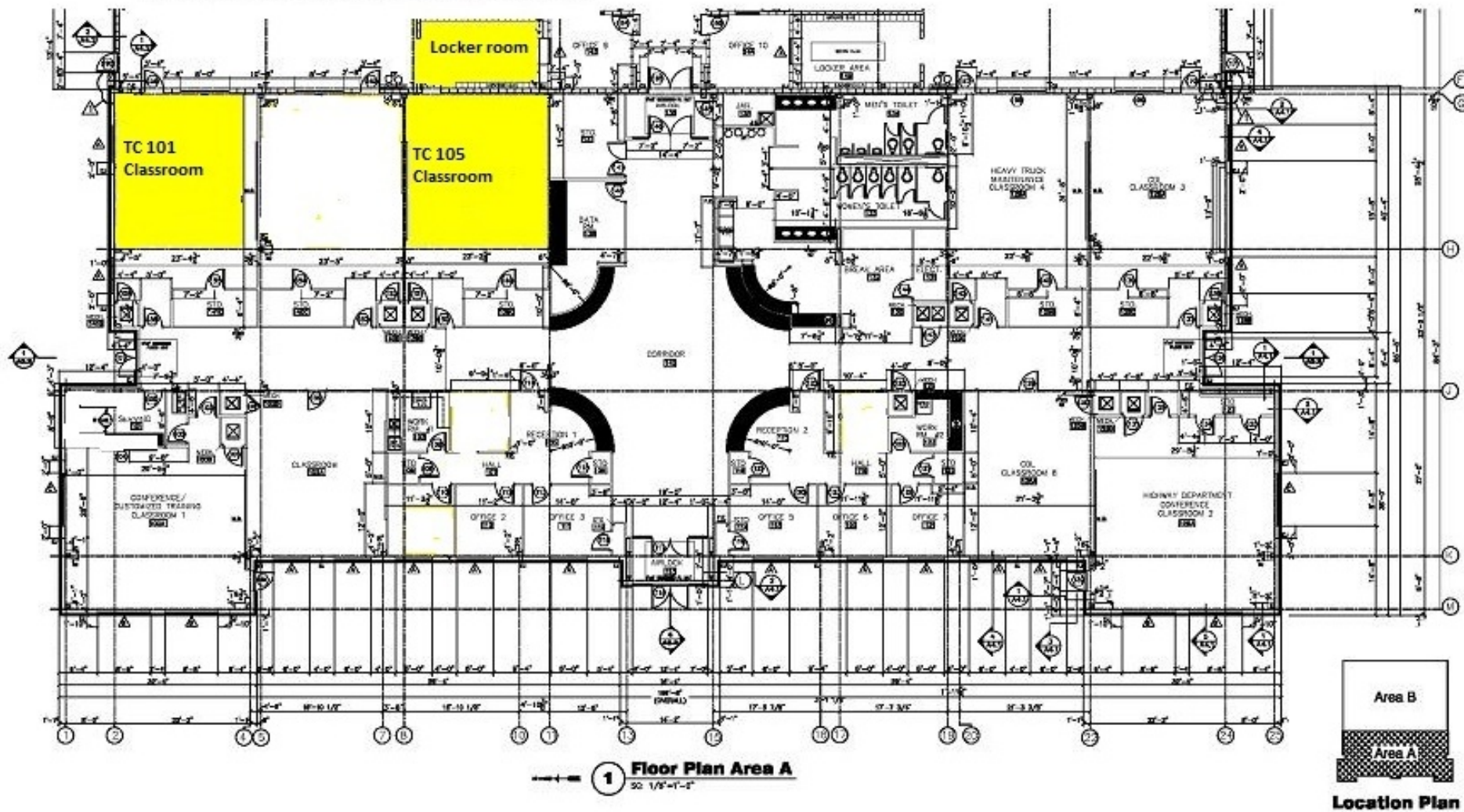
This _____

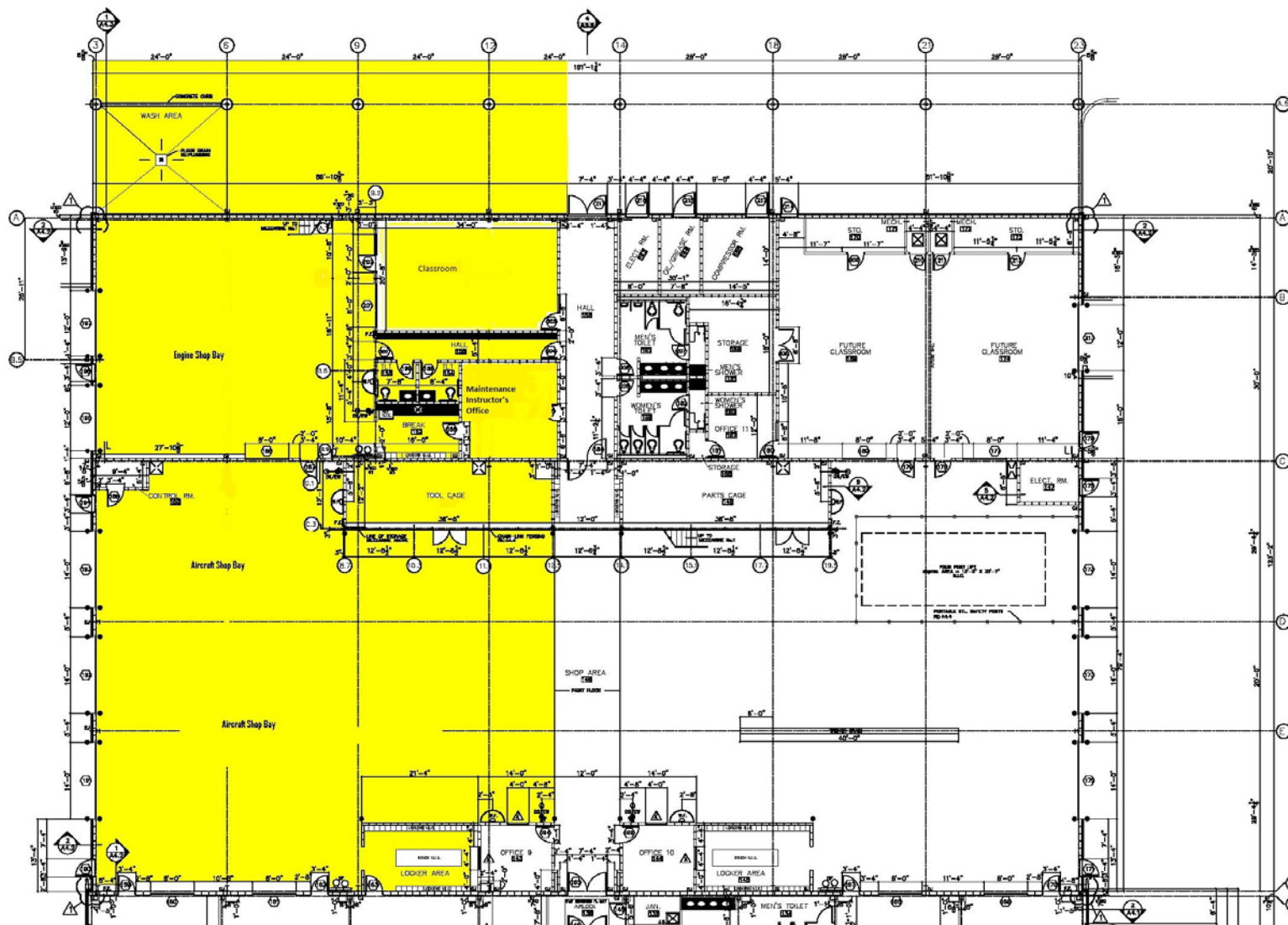
V.P., Technical Programs & Training

Instructor, Aeronautics

APPENDIX E FACILITY LAYOUT DIAGRAMS

Yellow areas are dedicated for aviation Technology

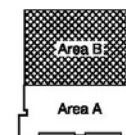




Floor Plan Area B

SC: 1/8"=1'-0"

Yellow areas are dedicated for Aviation Technology



Location Plan