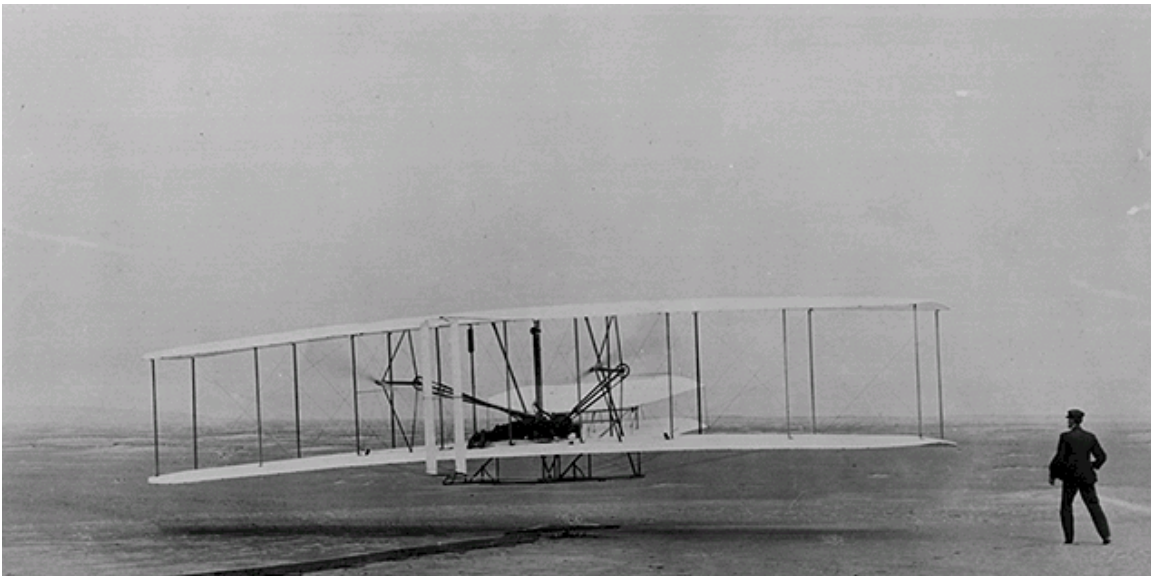




**Community College of Allegheny County  
South Campus**

**Aviation Technology (382.1)  
Private Pilot Certificate (718)  
Promotional Flyer  
2011/2012**



**One Hundred Years and Counting.....1903-2003**



Greeting future Aviators and Aviatrix:

Thank you for your interest in Community College of Allegheny County's Aviation Program. CCAC's Aviation program goals are best addressed in our Mission Statement:

*CCAC will provide Aviation Education to exceed Aviation industry standards, promoting ethics and quality while being responsive to the community and supplying the best candidates to fulfill the aviation industries needs.*

We have hundreds of graduates working in all facets of Aviation from Flight Instructor to Airline Pilot. For those interested in obtaining a Private pilot certificate or Instrument or Multi-engine rating, we have a Certificate program that is structured to the same standards as the Professional program.

If you have any questions, please contact me either by e-mail or phone. I will be happy to answer all your questions and start you on the adventure of a lifetime.

Regards,

*Bonnie Gilbert*

Bonnie Gilbert

Aviation Program Coordinator

Community College of Allegheny County

South Campus

1750 Clairton Rd. Rte 885

West Mifflin, Pa 15122

[bgilbert@ccac.edu](mailto:bgilbert@ccac.edu)

Office: (412)-469-6222 extension 3

**Community College of Allegheny County  
South Campus**

**Contact Information**

<b>Aviation Coordinator</b>	<b>Bonnie Gilbert</b>	<b>412- 469-6222</b>
<b>Chief Ground Instructor</b>	<b>Jerry Labuskes</b>	<b>412- 469-6222</b>
<b>Engineering Technology Department Head</b>	<b>Brad Sandrock</b>	<b>412-469-6297</b>
<b>Department's Faculty Secretary</b>	<b>Laura Keeney</b>	<b>412-469-4327</b>
<b>Dean of Academic Affairs, South Campus</b>	<b>Brenda Trettel</b>	<b>412-469-4315</b>
<b>Admissions</b>		<b>412-469-4301</b>
<b>Advisement</b>		<b>412-469-6238</b>
<b>Financial Aid</b>		<b>412-469-6241</b>
<b>Registration</b>		<b>412-469-6203</b>
<b>Student Accounts</b>		<b>412-469-6311</b>

**Pittsburgh Flight Training Center: 412-466-1111 or 412-466-7126**

The PFTC is located inside Allegheny County Airport, West Mifflin, PA. Due to TSA security requirements, please contact PFTC for an appointment and directions before going to the airport.

## Aviation Technology (382.1) South

Associate of Science

This program trains you to meet the requirements for a Federal Aviation Administration (FAA) Commercial Pilot certificate with instrument and multi-engine ratings. Upon successful completion of this program, graduates will be able to:

- demonstrate flight competency and exceed FAA minimum requirements of pilot proficiency in the required aircraft;
- identify, analyze and operate in adverse meteorological conditions;
- synthesize and apply new and existing technologies in the field of aviation;
- apply crew resource management skills and demonstrate professional appearance; and
- define professional, ethical and social responsibilities of aviation professionals as they relate to the regional and national community.

A minimum of a second-class medical is required for program entry. Flight instruction for the student is through a college-approved, FAA and FAR141 fixed base operator.

**All flight-training fees are in addition to College tuition and fees.** Upon completion of this program, graduates may find employment as a corporate/charter pilot, freight pilot, flight instructor or an aerial/geographic mapping pilot. Preliminary training for military pilot is also provided. In some areas, additional education may be required and students can transfer to a four-year college.

### Degree Requirements

<b>First Semester</b>	<b>Credits</b>	<b>Third Semester</b>	<b>Credits</b>
AVT 101 Private Pilot Theory	3	AVT 201 Aircraft Systems	3
AVT 103 Air Traffic Control Systems	3	AVT 205 Flight/Commercial 1	4
AVT 105 Flight/Private	3	AVT 211 Flight Theory/Commercial	4
ENG 101 English Composition 1	3	PHY 113 Technical Physics 1	3
MAT 114 Mathematics for the Technologies 1	<u>4</u>	Social Science Elective	<u>3</u>
	16		17
<b>Second Semester</b>	<b>Credits</b>	<b>Fourth Semester</b>	<b>Credits</b>
AVT 110 Meteorology	3	AVT 215 Flight/Commercial 2	4
AVT 111 Flight Theory/Instrument	3	AVT 216 Flight Safety	3
AVT 115 Flight/Instrument	3	AVT 217 Legal Environment of Aviation	3
AVT 116 Navigation	3	AVT 225 Multi-Engine Flight	1
ENG 102 English Composition 2	<u>3</u>	SET 105 Technical Computing	3
	15	Humanities Elective	<u>3</u>
			17
<b>Minimum Credits to Graduate</b>			<b>65</b>

## Private Pilot (718) South Certificate

This Certificate program is designed for the student wishing to obtain a Federal Aviation Administration (FAA) Private Pilot Single-Engine Land certificate with instrument rating. Upon successful completion of this program, graduates will be able to:

- demonstrate flight competency and exceed FAA minimum requirements of pilot proficiency in the required aircraft; and
- identify and analyze adverse meteorological conditions. A minimum of a third class medical is required for program entry.

Flight instruction for the student is through a college-approved, FAA and FAR 141 fixed base operator.

**All flight-training fees are in addition to college fees and tuition.**

### Certificate Requirements

<b>First Semester</b>	<b>Credits</b>
AVT 101 Private Pilot Theory	3
AVT 103 Air Traffic Control Systems	3
AVT 105 Flight/Private	<u>3</u>
	9
<b>Second Semester</b>	<b>Credits</b>
AVT 110 Aviation Meteorology	3
AVT 111 Flight Theory/Instrument	3
AVT 115 Flight/Instrument	3
AVT 116 Navigation	<u>3</u>
	12
<b>Minimum Credits to Graduate</b>	<b>21</b>

# Community College of Allegheny County South Campus

Aviation Technology (382.1)  
Private Pilot Certificate (718)

## **Policies and Procedures Manual** **2011 - 2012**

The Community College of Allegheny County and Pittsburgh Flight Training Center welcomes you to our flight-training program. We feel our program offers the student the highest quality training in a challenging flight environment. Aviation requires dedication. We, the Community College of Allegheny County and Pittsburgh Flight Training Center, are committed and dedicated to producing the best pilots. We require the student to be equally dedicated and willing to do the work required to succeed in the Flight Technology Program. Your success in the program will only be realized if you pursue it with dedication and perseverance.

### **Registration**

1. A student must adhere to prerequisites and co-requisites for all courses.
2. A student must adhere to all Federal Aviation Administration requirements.
3. A student must obtain a second-class medical/student pilots certificate prior to receiving flight authorization. Students enrolling in the Private pilot certificate program 718 are required to obtain a third-class medical/student pilot certificate prior to receiving flight authorization.
4. Each flight course must be completed with a passing grade (or permission of Dean or Program coordinator) before a student is permitted to begin the next flight course.
5. All flight lessons must be taken with the CCAC's approved vendor, Pittsburgh Flight Training Center, located at the Allegheny County Airport, West Mifflin, PA 15122.

### **Ground School Classes**

1. Attendance is mandatory. Excused absences include illness, bereavement, and military leave. Excused absences provide students with the opportunity to make up the missed assignments. Any costs associated with assignment/make up hours will be the student's responsibility.
2. Ground School Course completion: AVT 101, 111, 211, 220, 250, 260 at CCAC, the student must submit a copy of his/her appropriate FAA written test score to the Aviation Coordinator or an Aviation faculty member by the end of the six-week semester completion date to change his/her grade. All students will fill out an Incomplete Grade Contract and receive an "I" grade at the completion of the course; the "I" automatically becomes an "F" six weeks after the semester ends. FAA documentation must be received before the deadline to change the student's grade.

## Flight Training Fees

1. The Aviation Coordinator or an Aviation faculty member will distribute a signed “Flight Fee Payment Authorization” form before the first day of ground school or by appointment. The FPPA form will allow the student to open his flight account for the AVT class he is enrolled in as long as the pre/co-requisites has been met. No flight lesson may be conducted prior to the first day of the scheduled class. The Aviation Coordinator can be reached at (412) 469-6222. Academic Advisors for non-aviation classes are available at Registration or by calling (412) 469-6265.
2. Flight classes must be completed prior to payment for the next course level, AVT 105, 115, 205, 215, 225, 255, and 265. Students must submit to the Aviation Coordinator an FAA approved course completion letter and copy of their FAA certificate. Students have 12 months from the date they are registered for the course to complete their flying. Any delay in meeting these goals must be brought, in writing, to the attention of the Aviation Coordinator immediately.
3. Flight training will not occur until payment is made to the Pittsburgh Flight Training Center and the coordinator receives a copy of receipt of payment. All Flight Fees must be paid in full 60 days after the first day of class or the student’s account will be frozen.

Two fee plans are available:

- a. Full payment
  - b. First payment of 50 percent and the remaining 50 percent as determined by the Pittsburgh Flight Training Center.
4. Refunds for flight fees follow the student pilot contract issued by PFTC. Which states, “ During the first five (5) months of enrollment in the AVT-105 course and the student has completed not more than twenty (20) hours of combined flight and ground instruction by PFTC, PFTC will refund 50% of the student’s portion of the AVT-105 course less any fuel surcharge which may have been assessed”.
  5. If a student requires additional hours beyond the allotted number necessary to reach the College established competency level for each flight course (AVT 105, AVT 115, AVT 205 and AVT 215, AVT 225, AVT 255, AVT 265), the student is responsible for the full cost of the extra flight hours. The student is responsible for monitoring his/her account status. Students must fly only CCAC approved aircraft. Differences in cost for flight in aircraft not approved by the curriculum are the sole responsibility of the student and will not be subsidized.
  6. Flight training fee’s are in addition to College credit costs and fees.

## Insurance

1. The flight vendor (PFTC) has the ability to provide the student with non-owned Aircraft Personal Liability Insurance in the amount of \$1,000,000 for each occurrence including but limited to \$100,000 for each passenger.
2. The College advises that a student purchase a non-owned/renters Aircraft Personal Liability Insurance policy in their name before engaging in flight training. If no outside coverage is taken the student must sign a waiver stating that this coverage was rejected (the waiver is included on the Flight Fee authorization form). If private coverage is purchased, the College must be presented a file copy of the student's non-owned Aircraft Personal Liability Insurance policy. A current policy or copy of the student's waiver to reject this coverage must be presented before the student will be permitted to engage in the flight training.
3. **NOTE: Only Pittsburgh Flight Training Center approved personnel, Community College of Allegheny County approved personnel and students are permitted to be passengers during the solo component of the advanced flight training.**

## Student Conduct

A student in Flight Technology is subject to all policies related to student conduct at Community College of Allegheny County as outlined in the Student Handbook. Questions related to conduct should be directed to Dr. Renee S. Clark, Dean of Students, at (412) 469-6201. All students are encouraged to become familiar with the Student Handbook.

## Aviation Program FAQ's

### ***Is it hard to learn to fly?***

This one always surprises me. Yes and no – it is a skill that takes discipline and practice. It can be dangerous if you don't prepare by learning the regulations, respecting the weather and applying good judgment.

### ***Is the program regulated?***

Yes. We are overseen by the Federal Aviation Administration (FAA) and certified to operate as a flight school under FAA regulation Part 141. This allows for the overall reduction in flight time requirements due to the structured status of the syllabus.

### ***What is a Second Class Medical?***

The medical certification you obtained through an FAA certified medical examiner. Your first medical certification should be a **second-class/student pilot license**. Pilots must submit to a physical examination according to the requirements set forth for *that* class of medical certificate, given by an FAA designated Flight Surgeon/Medical Examiner.(AME) Commercial pilots must maintain health levels to a Second-class level. Those enrolling in the Private Pilot certificate program are required to obtain at least a Third-class medical. If you are planning a career in commercial airlines or in turbo jet aircraft that requires an Airline Transport Pilot certificate (the Ph.D. of Piloting) it is recommended that you receive a First-class medical to prepare for the future. Some pre-existing conditions may prohibit you from obtaining and maintaining a First-class medical.

An Aviation Medical Examiner can best counsel you in these matters. A list of these medical professionals can be obtained from [www.faa.gov](http://www.faa.gov).

### ***What if I wear glasses?***

Corrected vision is acceptable. Your Flight surgeon/Medical Examiner could be more specific. Part of your medical exam is an eye test.

### ***Can I fly with color blindness?***

Yes, depending on the severity of the condition. You could be restricted to daytime operations or be required to demonstrate your ability to distinguish between primary colors used in aviation (amber, red, blue, green, and white). This is accomplished through a practical test with the FAA.

### ***How much flying do I need to do?***

The FAA minimum for a FAR 141 program is 190 hours to test for your Commercial Certificate. Our program allows for approximately 220 hours.

### ***How often do I need to fly?***

You will be *required* to schedule three times per week. However, you are not locked in to a specific time slot, and you can schedule more than three lessons. PFTC's hours are liberal, and you can schedule 7

days a week, depending on the lesson, 24 hours a day. In scheduling flights, more is definitely better. We do live in Western Pennsylvania and must deal with weather issues.

### ***How expensive is it to fly?***

First, there is the tuition based on CCAC credit hours per class. There are also flight fees, FAA test fees, books and supplies. Please note: The Veterans Administration does not participate in this program.

Current credit hour cost is \$85.25 per credit plus college fees based on residency in Allegheny County (As of 1/1/2011). If you are not a resident of Allegheny County, the credit hour costs are slightly higher and can be found at <http://www.ccac.edu/default.aspx?id=137210>.

Beginning with student enrollments for CCAC flight courses that start as of January 1, 2011 and beyond, the following shall apply:

- a) Students shall pay all flight fees directly to PFTC in accordance with the established rates.
- b) CCAC will pay a “Performance Incentive” to each qualifying flight student once the student has successfully completed a flight course within a 12-month period, also having earned a “C” grade or better, as follows:

The student will be required to make formal application within 60 days of the change of grade of a flight course to CCAC South Campus Student Accounts Office. Students will be notified when their change of grade is processed. Once the application is received, CCAC will obtain verification from PFTC that the student had paid PFTC the proper flight fees and flew the required number of hours. Students who receive financial aid may be required to have any Performance Incentive they receive directed back to their financial aid account. All flight courses shall be eligible regardless of whether the student is pursuing a degree or certificate program. The Performance Incentive and all associated flight program rules are under the direct control of CCAC, and shall be subject to change at CCAC’s sole discretion and direction.

The individual flight classes, AVT-105 Flight/Private, AVT-115 Flight/Instrument, AVT 205 Flight/Commercial 1, AVT-215 Flight/Commercial 2 and AVT-225 Multi-Engine, are taken in sequential semesters and require additional payments.

## FLIGHT FEES (As of 1/1/2011)

Fuel surcharge - PFTC will begin the January 1, 2011 contract with a \$5.00 per flight hour fuel surcharge. The surcharge will be assessed independently of the flight fees and will not be utilized in the College's calculation of the Performance Incentive. PFTC reserves the right to adjust this amount.

<u>Flight Course</u>	<u>Total</u>
AVT 105 Flight/Private	\$7,980
AVT 115 Flight/Instrument	6,480
AVT 205 Flight/Commercial 1	6,105
AVT 215 Flight/Commercial 2	8,295
AVT 225 Multi-Engine Flight	3,390
<b>TOTAL</b>	<b>\$32,251</b>

<u>Elective Flight Course</u>	
AVT255 Certified Flight Instructor Airplane Flight	\$2,385
AVT265 Certified Flight Instructor Instrument Airplane Flight	\$1,620

*Note: Flight fees are in addition to tuition credit costs and college fees.*

### **Other Important Facts:**

1. Student must be registered in the designated courses.
2. Student must present the Flight Payment Authorization Form signed by the Aviation Coordinator or authorized CCAC personnel to the Student Accounts Office at South or Allegheny Campus.
3. No payment for flight will be accepted without the Flight Payment Authorization Form. No flight lesson will be completed until the first scheduled day of class.
4. Students must have a current Student Pilot certificate/2<sup>nd</sup> class medical for the Aviation Technology Program.
5. Students must have a current Student Pilot certificate/3<sup>rd</sup> class medical for admission to the Private Pilot Certificate Program.
6. Students shall pay all flight fees directly to PFTC in accordance with the established rates.

7. (Refer to the approved training syllabus for block hour totals and training requirements.)
8. Contact the financial aid department at 412-469-6241 (Director of Financial Aid) and identify yourself as a prospective aviation student.

***Can I enroll in the Private Pilot Certificate program and transfer to the degree Program?***

Yes, the certificate program is completely transferable to CCAC's Aviation Technology program.

***Can I transfer my credits to a four year institution?***

Yes, we have students who have successfully transferred to Kent State, Ohio State, Embry Riddle, Purdue, Geneva, Robert Morris and Jacksonville University, to name a few.

***Are there other Flight Certifications offered at CCAC?***

Yes, we also offer Certified Flight Instructor Airplane and Instrument Instructor.

***How do I get started?***

Submit an application for admission to CCAC--either online or paper copy. Then make an appointment to speak with an advisor to register for classes--or contact registration for an appointment to get the process started. Contact numbers are located on page 2.

***What ratings and certificate will I earn at graduation?***

Upon completion of all program requirements, the student will have earned a Commercial Pilot Single/Multi-Engine Land Instrument Airplane Certificate and an Associate of Science in Aviation Technology.