

APT A144: AVIATION FLIGHT COORDINATOR

Item	Value
Top Code	302000 - Aviation and Airport Management and Services
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S)

Course Description

This course provides an overview of the corporate aviation industry and levels of customer service. Students will be introduced to basic principles of flight and aviation operations which include: the coordination of aircraft schedules, mechanical requirements, weather, customs requests, and government regulations associated with chartered aviation operations. Subjects presented provides a comprehensive course of training for students who wish to enter the corporate aviation workplace as an entry-level flight coordinator. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. At the completion of the Flight Coordinator course, the student will have the necessary training and knowledge to demonstrate required tasks and activities with Part 91 and Part 135 flight departments.

Course Objectives

- 1. Demonstrates comprehensive knowledge of the corporate aviation industry and perform necessary duties of an aviation flight coordinator.
- 2. Monitor the status of all planned flights and flights in progress from the point of origin to final destination (flight following)
- 3. Identify corrective actions to minimize actual/potential delays due to scheduling operations, crew legality, and maintenance issues
- 4. Understand crew logistics arranging/coordinating crew ground transportation and hotel accommodations, as well as commercial airline arrangements
- 5. Identify duties and logistics associated with the Emergency Response Plans at airports
- 6. Demonstrates coordination of all ground handling, deicing, fuel, landing/departure slots, and landing/overfly permits are in order before releasing a flight
- 7. Demonstrate knowledge that each flight can be safely conducted and that all activities are in compliance with FAA regulations

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)