



ASSOCIATE DEGREE OF APPLIED SCIENCE, AVIATION ADMINISTRATION & MANAGEMENT (AAM)

ADMISSIONS/ ENROLLMENT REQUIREMENTS

- High School Diploma or GED
- Age 16 to fly solo; age 17 to earn Private Pilot Certificate
- Current government-issued photo ID
- Birth certificate or current passport
- Student Pilot Certificate
- FAA Medical Certificate – Basic Med

PROGRAM DESCRIPTION

The Associate Degree Program focuses evenly between management, supervisory and administrative positions in aviation and other aviation-related professional fields. This course of study combines technical and aeronautical courses with courses in management and information systems. Students enrolled in this program are expected to learn about the various business-related aspects of an airline or airport, including marketing, operations, financial accounting, public relations, sales and technical assistance. They also learn about contracts, labor laws, and human resource management techniques. Students must also learn those laws and regulations specific to the aviation industry, including ones put forth by the Federal Aviation Administration (FAA). Such laws govern most aviation-related jobs and are therefore of importance to students studying aviation management. In addition, the graduate of the Aviation Administration & Management Program will hold a Private Pilot Certificate.

PROGRAM OBJECTIVES

Upon completion of the program, the student should be able to:

- Operate as Private Pilot
- Have a working knowledge necessary to operate an aircraft fleet
- Understand the day to day operations of working at an airport
- File and navigate a flight plan, as well as provide flight following to aircraft
- Operate flights within FAA safety regulations
- Understand aircraft charter management and flight school management
- Develop, administer and evaluate administrative and operational policies and procedures to ensure achievement of goals and objectives
- Respond to critical incidents and coordinate aviation support resources when appropriate

PROGRAM OBJECTIVES (continued)

- Inspect and evaluate organizational operations, plans and programs
- Prepare and administer a budget and control expenditures for personnel, equipment and general operations
- Prepare comprehensive reports, staff studies and other written communications
- Evaluate and utilize data from information systems

POTENTIAL CAREER OPPORTUNITIES

Potential entry level job titles include but are not limited to small airport or FBO operations and management, flight and ground operations, aviation management staff, airport planning staff, coordinating or overseeing maintenance and safety.

BARRIERS FOR EMPLOYMENT

Occupational opportunities may be reduced for a criminal record and drug/alcohol offenses. All personnel working on an airport or on the airport environment may be subjected to extensive background checks. The background checks may be conducted by and are not limited to: the local, state and national law enforcement, the FBI, SEVIS, IRS, and ICE.

The FAA sets the enrollment requirements, skills required and graduation standards for pilot certificates and ratings. They are published in the FAR/AIM and Airman Certification Standards (ACS) book(s). The ACS has additional references. In addition, the FAA sets the standards for the medical certificates. The FAA holds the right to refuse anyone a pilot certificate(s)/rating(s) and/or medical certificate.

PROGRAM LENGTH

The average length of time for a student taking a full course load is 90 weeks. The enrollment agreement lists the students start date. (quarter system beginning on 1st of the month and ending on the last day of the quarter (ex: 04/01/2018 to 07/023/2018)).

GRADUATION REQUIREMENTS

The FAA sets the course curriculum and standards for certificates and ratings. The FAA makes no exceptions for not meeting the standards. Per the FAA regulations, the student must complete the required lessons and successfully pass all knowledge exams, stage checks, oral exams, and practical exams. All academic courses within a program are graded in accordance to the "Grading & Satisfactory Academic Progress Policy". Graduation credit hours 95.5.

CREDENTIALS AWARDED

Associate Degree of Applied Science, Aviation Administration and Management
FAA Private Pilot Certificate

COURSE	COURSE NAME	PREREQUISITES CO-REQUISITES	CREDIT HOURS
AV 100	Private Pilot Ground	Co-requisite: AV 100L	4.5
AV 100L	Private Pilot Flight	Co-requisite: AV 100	5.5
AV 352	Advanced Aircraft Familiarization	None	3.5
AV 353	Aviation Weather	None	4.5
AV 354	Crew Resource Management	None	4.5
AV 355	Federal Aviation Regulations	None	4.5
AV 375	General Aviation Operations & Management	None	4.5
AV 376	Airport Management	None	4.5
AV 377	Airport Operations & Administration	None	4.5
AV 378	Fleet Operations	None	4.5
AV 500	Internship #1	Prerequisites: AV 100 series AV 355, AV 375	5.0
AV 500	Internship #2	Prerequisites: AV 100 series AV 355, AV 375, AV 376	5.0
ACC 101	Accounting I	None	4.5
ACC 250	Accounting II	Prerequisites: ACC 101	4.5
BUS 105	Business Communication	None	4.5
COM 101	Introduction to Communications	None	4.5
ENG 101	English Composition I	None	4.5
IT 101	Info Tech Fundamentals	None	4.5
MAT 101	College Algebra	None	4.5
*The following accredited institution undergraduate courses may be given credit: trigonometry, geometry, and calculus.			
MAT 250	Business Statistics	Prerequisites: MAT 101	4.5
<u>Select either PSY 101 or SOC 101</u>			
PSY 101	Introduction to Psychology	None	4.5
SOC 101	Introduction to Sociology	None	4.5