

VOLUME 3 GENERAL TECHNICAL ADMINISTRATION**CHAPTER 53 PART 141 PILOT SCHOOLS****Section 2 Approve Training Course Outlines for a Part 141 Pilot School****3-4306 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.**

A. Initial/New or Major Revision: 1368.

B. Added Ratings (Per Rating): 1369.

3-4307 OBJECTIVE. Determine if training course outlines (TCO) for a Title 14 of the Code of Federal Regulations (14 CFR) part 141 pilot school are acceptable (including initial certification and amendment). Successful completion of this task results in approval or disapproval of a TCO.

3-4308 GENERAL. TCO approval may be granted for initial certification of the school, for amendment of a course, or for addition of a course to an existing school certificate. Each course of training requires a separate TCO. Approval of a TCO would result in placing the rating on the Air Agency Certificate along with a list of approved courses for the school. This entitles the school to train and certify pilots for that particular course. Addition of or amendment to a TCO for an already certificated school constitutes an amendment of the Air Agency Certificate held by the school. Definitions of the terms used in this chapter are located in Volume 3, Chapter 53, Section 1.

A. Authority. Part 141 subpart C describes the requirements for TCOs in detail.

B. Background. An applicant for or the holder of a school certificate must obtain Federal Aviation Administration (FAA) approval for each course of training to be given by the school.

1) A careful review of each TCO or special curriculum submitted for approval must be made to ensure compliance with the provisions of part 141 subpart C and to ensure that the TCO reflects appropriate completion standards.

2) A pilot school may use standards higher than those contained in the FAA Airman Certification Standards (ACS) or practical test standards (PTS), as applicable, but not less than those standards prescribed in the ACS or PTS.

3) The actual content of a TCO is outlined in part 141, § 141.55 and the appropriate appendix for that rating.

4) Each TCO must support, in full, the syllabus on which it is based. The school must be able to show that it has the appropriate facilities, aircraft, and personnel, and is able to conduct training as described in the TCO.

3-4309 EVALUATION OF A TCO.

A. Initiation. The initial request for FAA approval of a TCO comes from an existing pilot school or applicant seeking certification as a part 141 pilot school. Approval of an amendment or addition is accomplished in the same manner as the original approval.

B. Course Time Parameters.

1) The appendices to part 141 prescribe the minimum time requirements for each TCO syllabus. However, § 141.55(d) permits a pilot school to request and receive initial approval for a period of not more than 24 calendar-months for any of the training courses of part 141 without specifying the minimum ground and flight training time requirements of the regulation, provided the provisions of § 141.55(d) are met.

2) Section 141.55(e) permits a certificated pilot school to request and receive final approval for any of the training courses of part 141 without specifying the minimum ground and flight training time requirements of part 141, provided the conditions of § 141.55(e) are met.

3) Additionally, § 141.57 permits a pilot school or provisional pilot school to apply for approval to conduct a special course of airman training for which the appendices to part 141 do not prescribe a curriculum. This is permitted only if the applicant shows that the training course contains features that could achieve a level of pilot proficiency equivalent to that achieved by a training course prescribed in the appendices to part 141 or the requirements of 14 CFR part 61.

C. TCO Content (see Figure 3-160, Training Course Outline Checklist). Under § 141.55(a), each TCO must:

1) Have sufficient content to meet the minimum curriculum requirements of the appropriate appendix.

2) Describe the following:

a) The room used for ground school training, including size and maximum number of students that may be instructed in the room at one time.

b) The type of audiovisual aid, projector, tape recorder, mockup, aircraft component, and other special training aids used for ground training.

c) Each pilot ground trainer used for instruction.

d) The type of aircraft, including any special equipment, used for each phase of instruction.

3) List the airports where training flights originate.

4) Describe the facilities, including pilot briefing areas that are available for use by the students and operations personnel at each of those airports.

5) Include the minimum qualifications and ratings for each instructor who gives ground or flight training.

6) Include a training syllabus for each course of training.

D. Training Course Syllabus Content. Each TCO must contain a training syllabus that is a “building block” progression of learning with provisions for regular review and evaluation at prescribed stages.

1) Encourage each applicant to develop training syllabi in a format similar to that used in the current edition of Advisory Circular (AC) 141-1, Pilot School Certification, appendix 2, Sample Pilot Training Course Outline (TCO).

2) The training syllabus must contain any prerequisites necessary for enrollment in the course, such as minimum pilot certificates and ratings, and the required class of medical certificate or statement of no medical deficiency (required for glider or balloon courses only).

3) In addition, the training syllabus must contain any training, pilot experience, or special knowledge required for enrollment in the course.

4) The training syllabus must contain a description of each lesson, including its objectives and standards, and the measurable unit of student accomplishment or learning to be derived from the lesson or course. The syllabus must include stages of training and the completion standards for each stage. Course, stage, and lesson objectives must be stated in relation to the performance expected of the student.

5) Each course, stage, lesson objective, and completion standard must meet the following general criteria:

a) Overall, objectives must describe what students are expected to know or are able to do at the end of a particular course, stage, or lesson. Objectives must be stated in terms of desired student learning outcomes.

b) Course objectives must state, in broad terms, the knowledge and skill goals to be reached by the student at the end of the course.

c) More limited stage objectives must state desired student goals in specific areas of knowledge and skill.

d) Consistent with the objective of the stage and course, lesson objectives must clearly specify the desired student outcomes for each lesson.

E. Assessing Course Content. The content must identify the specific subject matter that will be taught to develop the student’s knowledge and skills necessary to meet the course, stage, and lesson objectives and completion standards.

1) The content must support the objectives, be arranged in a logical sequence, and be attainable within the estimated stage and course times.

2) To accommodate for individual learning differences and other situations that may arise, reasonable variances in the timeframe should be considered when determining the adequacy of the estimated timeframes of lessons, stages, or courses.

F. Analysis and Review of Objectives, Content, and Completion Standards. Review each training syllabus to ensure that it conforms to the various operational training areas and other requirements of the appropriate part 141 appendix.

1) The course, stage, and lesson content must provide adequate instruction to obtain the knowledge and skills prescribed in part 61.

2) The scope of knowledge, procedures, and maneuvers that each lesson includes is left to the discretion of the school. In no case, however, may the completion standards be less than those outlined in the appropriate ACS or PTS.

3) Review the training syllabus for appropriate course content by an inspector experienced in the subject area. If qualified inspectors are unavailable in the Flight Standards District Office (FSDO), contact the Regional Office (RO) to obtain an inspector with the necessary expertise who can provide an objective review of the course.

4) The completion standards must state the observable, measurable level of knowledge and skill required at the end of the course, stage, or lesson. These standards must be consistent with the objectives.

G. Commercially Developed Training Syllabus. Part 141 was amended to give full recognition to the ability of a certificated school to develop its own course of training. There are, however, commercially developed training syllabi available for use by part 141 pilot schools. A part 141 pilot school may elect to purchase a commercially developed syllabus and present it to the FSDO for approval. The FSDO completes the approval process in the same manner as it would for a syllabus developed and submitted by the school. When evaluating the school's commercially developed syllabus, the inspector must determine whether the school fully understands the objectives and standards of the commercially developed syllabus and if the school will be able to fully comply with it.

1) Before approving a TCO that contains a commercially developed syllabus, the reviewing inspector will take whatever action is necessary to ensure such understanding, and record these actions in the FSDO's school file.

2) Carefully review the commercially developed training syllabus to determine whether the school is able to provide the training in the manner described in the syllabus, and whether the syllabus completely supports the curriculum.

3) A pilot school may use a commercially developed syllabus once it is approved. Any subsequent modifications to the commercially developed syllabus must be approved by the FSDO before the school may use them. Pilot schools should be alert to changes in the course content by producers of commercial syllabi.

4) The FSDO should understand that although the Airmen Training and Certification Branch (AFS-810) has reviewed the content of the commercially developed syllabus to determine if it is generally acceptable, AFS-810 has not approved it for use in a part 141 pilot school. That approval rests solely with the FSDO.

H. Contract Training. If a training contractor is used, verify that the contractor can provide the training specified in the TCO. The applicant may adapt a syllabus already in use by the contractor. If this syllabus is not already FAA approved, it must be approved following standard procedures.

I. Testing. The training syllabus must contain a description of the tests and checks used to measure a student's accomplishment at each stage of training. The applicant must submit copies of each written stage, the final test, and the TCO.

1) During the development of a training syllabus, ground training and flight courses must include an appropriate number of stage tests.

2) The conduct of stage tests is the responsibility of the chief instructor for the particular course of training. The chief instructor may authorize this stage check to be given by an assistant chief instructor or any other fully qualified instructor employed by the pilot school. However, the chief or assistant chief instructor must give the final check.

3) The student training records must retain test results to show the student's accomplishments in the enrolled course.

4) The part 141 appendices allow a certain amount of the time acquired during stage and final tests to be credited toward the ground training and flight time required by the particular curriculum.

3-4310 SPECIAL CONSIDERATIONS.

A. Training Devices. Flight simulation training devices (FSTD) are either flight training devices (FTD) or full flight simulators (FFS) and are regulated by 14 CFR part 60. Aviation Training Devices (ATD) are defined in the current edition of AC 61-136, FAA Approval of Aviation Training Devices and Their Use for Training and Experience. The training syllabus must clearly state the full extent to which an approved training course will use a training device. The training syllabus must also define the learning outcomes. This is necessary to provide the instructor with proper guidance and give the FAA a baseline from which to judge the adequacy of the trainer to be used. Section 141.41 prescribes the requirements for FFSs and FTDs that may be used to obtain the maximum flight training credit allowed for training devices in an approved pilot training course. The principal operations inspector (POI), the certificate-holding district office (CHDO), or the responsible FSDO are the authorized evaluators of FTDs at Level 5 and below. Before evaluating a Level 5 or lower level FTD, contact the National Simulator Program (NSP) (AFS-205) manager to obtain approval of the reference data used in a specific FTD. AFS-205 must evaluate for qualification a Level 6 or higher FTD and any level of FFS. All FTD and FFS evaluation qualifications conducted prior to approval for use are regulated by part 60 and either part 60 appendix B for airplane FTDs or part 60 appendix D for helicopter FTDs.

- 1) Certain operations meeting the requirements of § 141.41(b) may use FTDs and ATDs that do not meet the more complex requirements of § 141.41(a). The training syllabus must clearly define the use of ATDs and FTDs.
- 2) Because of their limitations, full credit flight time is not to be allowed for instruction in § 141.41(b) FTDs. The appendices to part 141 prescribe credit for instruction in an FFS or FTD.
- 3) Use discretion when approving a training syllabus that substitutes ATD, FTD, or FFS instruction for the flight time required in a complex airplane. Any use of an FFS or training device in lieu of flight time in a complex airplane must be justified with clearly stated objectives applied against the skills expected to be achieved.
- 4) Approval of the TCO must be based on the ability of the ATD, FTD, or FFS to provide effective training for the particular airplane.
- 5) A pilot school may submit a curriculum that exceeds permitted time usages for ATDs, FTDs, or FFSs. In general, a training provider should not be discouraged from additional utilization of these devices. However, when a training course outline contains time that exceeds the permitted usage of an ATD, FTD, and/or FFS, only that time permitted by the appropriate appendix to part 141 or by the device's letter of authorization/approval, as appropriate, may be credited/logged to meet the aeronautical experience requirements for a certificate. A device's letter of authorization/approval may not exceed a regulatory limitation. For example, if the aeronautical experience requirements permit 5 hours in a training device to be credited, the device's letter of authorization/approval cannot be used to authorize crediting of more than 5 hours toward the aeronautical experience requirements.

B. Special Curricula. A pilot school or a provisional pilot school may apply for approval to conduct a special course of pilot training for which a curriculum is not contained in the appendices to part 141. Such special curricula must contain features that can be expected to achieve a level of pilot competency equivalent in scope and depth to that achieved by the curricula prescribed in the part 141 appendices.

- 1) The original and two copies of a proposed special curriculum must be submitted along with a cover letter requesting FAA approval at least 60 days before the training is scheduled to begin.

NOTE: At the POI's discretion, a copy of each TCO may be submitted electronically for review. By submitting an electronic copy of each TCO, the need for two copies may be reduced, as appropriate.

- 2) Approval or denial must be accomplished within 30 days to allow the school sufficient time to develop a TCO based on the special curriculum.
- 3) When a special curriculum is approved, the POI should date and sign each page of the original and office copies. The original copy of the special curriculum must be returned to the school promptly.

C. Part 141 Appendix K, Special Preparation Courses. The FAA established criteria in appendix K for special preparation courses, similar to those courses that existed in part 141 appendix H. These proposed courses are similar to the old test preparation courses, but expand the concept of specialized courses. Part 141 appendix K includes:

1) Basic Criteria for a Test Pilot Course. Refer to part 141 appendix K for the course requirements for ground training.

2) Minimum Criteria for Special Operations Courses. These courses include pipeline patrol, shoreline patrol, and aerial photography. The requirements of each course are not specifically designated. These courses are to provide the incentive and flexibility for part 141 pilot schools to develop specialized courses and improve business opportunities.

3) Pilot Refresher Course. The course requires 4 hours of ground training and 6 hours of flight training. Refer to part 141 appendix K for the requirements.

4) Flight Instructor Refresher Course (FIRC). The FIRC consists of at least 16 hours of ground training, flight training, or any combination of ground and flight training. FSDOs may accept FIRCs for approval from operators within their jurisdiction and are not required to forward the courses to AFS-810. When approving these courses, FSDOs will use the current edition of AC 61-83, Nationally Scheduled, FAA-Approved, Industry-Conducted Flight Instructor Refresher Course, for general guidance on approving these FIRCs. Some schools may act in accordance with § 141.55(d) and (e), which allows them to submit courses without specifying the minimum ground and flight training time requirements of part 141. Any school that submits a course for approval without specifying the minimum ground and flight training time requirements of part 141 may not use its own on-staff examiners. Approval of a course with less than 16 hours is dependent on an 80 percent overall pass rate of its graduates for the school to retain its part 141 certificate (refer to § 141.83(a)(2) and (b)). The pass rate must be based on the graduate passing on the first attempt at the test that is given by an outside examiner or an FAA aviation safety inspector (ASI). Otherwise, the part 141 school could lose its part 141 approval.

5) Ground Instructor Refresher Course. Refer to part 141 appendix K for the required contents of this course.

6) Airline Transport Pilot (ATP) Certification Training Program (CTP). The ATP CTP is required for applicants of an ATP Certificate with airplane category multiengine class rating or an ATP Certificate issued concurrently with an airplane type rating, and is intended to prepare the applicant to operate safely in those operations which require an ATP Certificate by rule. The ATP CTP is a prerequisite for the FAA's highest certificate and includes training in:

- Aerodynamics,
- Automation,
- Adverse weather conditions,
- Air carrier operations,
- Transport airplane performance,

- Professionalism, and
- Leadership and development.

a) Refer to part 61, § 61.156 and part 141 appendix K, for the specific requirements of the course and refer to the current edition of AC 61-138, Airline Transport Pilot Certification Training Program, for additional information and courseware guidelines for the ATP CTP.

b) Volume 3, Chapter 62, Section 2, provides guidance on the initial approval process for the ATP CTP provided by a part 141 pilot school.

3-4311 ASSESSMENT RESULTS.

A. Approval for an Initial Certification. When an application for original certification is evaluated, the TCO detailing the specifics of each course is approved during the Document Compliance Phase. The certification team must be satisfied that the syllabus adequately measures student accomplishments at each stage of training. A chief instructor must be approved for each course of training (see Volume 5, Chapter 12, Section 1). When all certification requirements are met, approval is indicated on the application as detailed in this chapter. The TCO is approved by the certification team for an initial certification and by the POI for a renewal or amendment.

B. Additions to Current Air Agency Certificate. To add a course of training, the applicant must develop a TCO for that course. The applicant will have to meet the same requirements as those for initial certification. However, a certification team will not be designated. An inspector assigned to review the application for amendment and the accompanying TCO will approve the TCO.

C. Disapproval of TCOs. When a TCO is disapproved, the school may not train for that particular rating. The school is eligible to reapply when it corrects the discrepancies.

3-4312 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of part 141, FAA policies, and qualification as an ASI (Operations).

B. Coordination. This task may require coordination with the ASI (Airworthiness), the Airman Testing Standards Branch (AFS-630), and AFS-205, if applicable.

3-4313 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- Title 14 CFR Parts 1, 61, 91, 141, and other appropriate regulations.
- AC 61-83, Nationally Scheduled, FAA-Approved, Industry-Conducted Flight Instructor Refresher Course.
- AC 141-1, Pilot School Certification.
- Pilot school's current TCOs (if an amendment).

B. Forms:

- FAA Form 8000-4, Air Agency Certificate.
- FAA Form 8420-8, Application for Pilot School Certification.

C. Job Aids:

- Sample letters and figures.
- Job Task Analyses (JTA): 3.4.1, 3.4.7, 3.4.16, 3.4.17, 3.4.18, 3.4.21, 3.4.38.

3-4314 PROCEDURES.

A. PTRS Record. Upon receipt of an original and two copies of each proposed TCO, open a PTRS record.

NOTE: At the POI's discretion, a copy of each TCO may be submitted electronically for review. By submitting an electronic copy of each TCO, the need for two copies may be reduced, as appropriate.

B. Application Review (Amendments Only). Review FAA Form 8420-8 for completeness and accuracy (see Volume 2, Chapter 9, Section 1, paragraph 2-1071).

1) If the application is not complete or accurate, advise the applicant how to correct it. If necessary, confirm in writing, and include a reasonable date for submission of a new application (see Figure 3-159, Letter Disapproving Special Curriculums or Training Course Outlines).

2) If the application is acceptable, proceed with the TCO review.

C. TCO Review.

1) Ensure that each TCO contains at least the following:

a) A statement indicating which curriculum in part 141 or the name of the special curriculum upon which the TCO is based.

b) A description of each room used for ground training, including its size, location, and the maximum number of students that may be instructed in the room at one time.

c) A description of each type of audiovisual aid, projector, tape recorder, mockup, aircraft component, and any other special training aid to be used for ground training.

d) A description of each FTD, ATD, or FFS used for instruction, in sufficient detail that the inspector can readily determine if the device may be used for the pilot training credit requested.

e) A list of the airports where training flights originate.

f) A description of school facilities, including pilot briefing areas available for use by the students and operating personnel at each of the originating airports.

g) A description of the type (make and model) of each aircraft, including any special equipment used for each phase of instruction.

h) The name of each chief instructor and assistant chief instructor designated for the course.

i) The minimum qualifications and ratings for each instructor who will instruct in ground or flight training.

2) Check the qualifications of the chief instructor (and assistant chief instructor, if applicable), proposed for each TCO.

a) If the chief instructors are qualified (under § 141.35), proceed with the chief instructor practical test.

b) If the chief instructor is not qualified, inform the applicant that the TCO cannot be approved until a qualified candidate is offered. Establish a date for submission of the TCO with the new candidate's name and qualifications.

3) If an Airworthiness inspector is not available, inspect the aircraft to be used in the practical test to determine if it complies with §§ 141.39 and 141.75.

D. Conduct a Chief Instructor Practical Test (see Volume 5, Chapter 12, Section 1).
Conduct Chief Instructor/Assistant Chief Instructor Practical Test-Skill Portion.

E. Approve TCO.

1) The POI must stamp the Record of Changes page and the listing of effective pages of the original TCO and office copy with the stamp "FAA-Approved." The POI must sign and date the Record of Changes page of the original TCO and office copy.

2) If the TCO is a commercially-developed syllabus, the POI must stamp the Record of Changes page and the listing of effective pages of the original TCO and office copy with the FAA-Approved stamp. In addition, the POI must sign and date the Record of Changes page of the original TCO and office copy.

3) Whenever a pilot school submits a change to its TCO, the POI must stamp the newly submitted Record of Changes page and the listing of effective pages of the original TCO and office copy with the FAA-Approved stamp. In addition, the POI must sign and date the Record of Changes page of the original TCO and office copy.

4) Return the original copy of the TCO to the school.

5) Place the office copy in the FSDO file on the school.

6) In the section marked “For FAA Use Only” on the application, indicate approval, provisional pilot school or pilot school, the effective date and expiration date of the certificate, and whether the application is an amendment. On the reverse side, make any necessary comments and sign. Request that the FSDO manager sign the application.

7) If this is an amendment that requires a certificate change, prepare and issue the amended Air Agency Certificate new list of approved courses. Give the originals to the school, and place the copies in the school file.

F. Disapprove TCO.

1) If the content of the TCO is incorrect, indicate how to correct the TCO. Set a suspense date for submission of a corrected TCO.

2) If the TCO is disapproved because the chief instructor candidate failed the practical test, follow the procedures in Volume 5, Chapter 12, Section 1.

I G. Close the PTRS Record.

H. Enhanced Vital Information Database (eVID) File. Update the air agency eVID.

3-4315 TASK OUTCOMES. Completion of the task results in one of the following:

- A new Air Agency Certificate and list of approved courses for initial certification or renewal valid for 24 calendar-months, or if a rating is added to a current certificate, the new certificate retains its original expiration date. Amendment to an existing TCO does not require an amendment to the school certificate or a new list of approved courses.
- A record on file consisting of a letter notifying the applicant of denial of the new rating and an indication of the return of all original documents to the applicant.
- A letter indicating termination of the approval process at the applicant’s request.

3-4316 FUTURE ACTIVITIES. Review the TCO during any future surveillance of the school.

Figure 3-159. Letter Disapproving Special Curriculums or Training Course Outlines

FAA Letterhead

[date]

Carolyn Brannon
Brannon Aviation
Fairfax Airport
P.O. Box 123
Fairfax, VA 23456

Dear Ms. Brannon:

We are unable to approve your [name of course] training course outline (TCO) [or special curriculum] for the following reasons:

[List reasons]

All other TCOs (and/or special curriculums) have been approved and are reflected in your list of approved courses. If you wish to continue to seek approval for the [above course or special curriculum], you may reapply when appropriate corrections have been made.

Sincerely,

[POI's signature]

Figure 3-160. Training Course Outline Checklist

(Review 14 CFR part 141, § 141.55)

1.	The name of the chief and any assistant chief instructors designated for the course.
2.	A statement indicating which curriculum in part 141 or the name of the special curriculum upon which the TCO is based.
3.	A description of each room used for ground training, including room size and maximum number of students that may be trained at one time.
4.	A description of each type of training aid used for ground training.
5.	A description of each FSTD and ATD used for flight training in sufficient detail that the inspector can readily determine if the device may be used for the amount of flight training credit requested.
6.	A listing of airports at which training flights originate (main and satellite bases) and a description of the facilities, including pilot briefing areas available for use by school's students and personnel.
7.	A description of each type of aircraft and any special equipment used for each phase of training.
8.	The minimum qualifications and ratings for each instructor assigned to ground or flight training. (Review §§ 141.79 and 141.81; FAA Order 8900.1, Volume 2, Chapter 9, Section 1, subparagraph 2-1072D; and the appropriate part 141 appendix.)
9.	A method for tracking revisions (such as a Record of Changes page) to the TCO.
10.	A training syllabus that is a "building block" progression of learning with provisions for regular review and evaluation at prescribed stages. (Review § 141.55; AC 141-1; Order 8900.1 V3 C53 S2, subparagraph 3-4309D; and the appropriate part 141 appendix.)

Syllabus Course

1.	Must contain any prerequisites necessary for enrollment in the course, such as minimum pilot certificates and ratings, class of medical, any training, pilot experience or special knowledge required.
2.	Course objective must contain a description of what the course is expected to accomplish with regard to student learning, and state in broad terms, the knowledge and skill goals to be reached by the student at the end of the course.
3.	Course content must identify the specific subject matter that will be taught to develop the student's knowledge and skills necessary to meet the course, stage and lesson objectives and completion standards.
4.	The content must support the objectives, be arranged in a logical sequence, and be obtainable within the estimated stages and course times.
5.	Reasonable variances in timeframes should be considered to accommodate for individual learning differences when determining the estimated timeframes of lessons, stages, and courses.
6.	Course content and syllabus should conform to the appropriate part 141 appendix or 14 CFR part 61 knowledge and skill requirements if a Special Curriculum (§ 141.57). Completion standards should never be less than the appropriate ACS or PTS.

Figure 3-160. Training Course Outline Checklist (Continued)

Syllabus
Stage

1.	Each stage must contain a stage objective which must state desired student goals in specific areas of knowledge and skill.
2.	Each stage must identify the standards for successful completion of the stage.
3.	Must contain description of the checks and tests to be used to measure a student's accomplishments for each stage of training.

Syllabus
Lesson

1.	Consistent with the objective of the stage and course, each lesson objective must clearly specify desired student outcomes.
2.	Each lesson must contain a detailed description of the training to be accomplished in that lesson.
3.	Each lesson must contain a measurable unit of student accomplishment or learning for successful completion. (Completion standards.)
4.	Each lesson must contain a planned completion time.

TCO Comments:

Syllabus Comments:

Stage Comments:

Lesson Comments:

RESERVED. Paragraphs 3-4317 through 3-4330.