



Southwestern Illinois College
Course Syllabus
Aircraft Dispatcher Practical I AVIA 240
Spring 2017

GENERAL INFORMATION:

Instructor: Eric T. Stake
Class time: 7 - 9:50 p.m. Monday & Wednesday
Semester Hours: 3cr
Class Location: BC 2460 **Campus:** Belleville
Phone: (all 618) 530-1961 (cell) / 229-8597 (work) / 632-9663 (home)
Toll Free in Illinois: 1-800-222-5131
Office Hours: By appointment
E-mail: eric.stake@swic.edu
Website: www.swic.edu or www.stakenet.com

COURSE DESCRIPTION:

This course prepares the student for the FAA Dispatcher computer test to include: Regulations, Equipment, Navigation & Facilities, Aerodynamics, Performance, Weight and Balance, Flight Operations, Emergencies, Hazard & Flight Physiology, Meteorology & Weather Service, based on the Federal Aviation Regulations, ASA and Gleim Test Prep Books.

At the completion of this course, the student will have gained the knowledge and skills required to successfully pass the Federal Aviation Administration Aircraft Dispatcher (ADX) written exam.

COURSE OBJECTIVES:

- 1)** To know how to prepare a aircraft dispatch package demonstrating knowledge of all subject areas in compliance with FAA regulations
- 2)** To successfully pass the FAA Aircraft Dispatcher (ADX) written examination.

PREREQUISITES:

AVIA 101 (Private Pilot Flight Theory) or equivalent
AVIA 131 (Air Traffic Control Systems)
AVIA 141 (Federal Aviation Regulations)
AVIA 201 (Instrument Flight Theory) or equivalent
AVIA 260 (Aviation Meteorology)

TEXTBOOK(S) & TOOLS:

TBA

GRADING PROCEDURE:

Letter Grade Points (total possible points is 150)

A	135 – 150
B	120 – 134
C	105 – 119
D	90 – 104
F	89 and below

Points for Homework Assignments and Examinations

Task	Value
Test # 1	25
Test # 2	25
Test # 3	25
Test # 4	25
Test # 5	25
Test # 6	25

Total Course Points: 150

EXTRA CREDIT:

There is no extra credit available for this course.

FAA minimum passing for all exams is 80%. If you do not pass an exam, you will retake the exam; however, your final course grade is based upon the first grade. You must pass each exam with 80%.

It is *highly recommended* that you read each chapter prior to class. This will help you to understand subject material, prepare you to discuss the material in class, and help the instructor to answer any questions and clear up any misconceptions you might have.

ATTENDANCE POLICY:

College Attendance Policy: You are expected to be present for all assigned classes, lectures or laboratory sessions. If you are absent, you must show your instructor that your absence has been for a good cause. If you are absent more times during the semester than the number of times the class meets per week, you may be dropped from the course at the discretion of the instructor. When a student is dropped by an instructor with an effective date before the midterm date of the class a "W" will be recorded. When a student is dropped for non-attendance by an instructor with an effective date after the midterm date, the instructor will have the prerogative to assign a grade of "F" or "W".

FAA Attendance Requirement: FAA Attendance Requirement: In order to go on and take your FAA Aircraft Dispatch (ADX) examination, you must attend **every** session. Absences **must be made up with additional coursework & instruction** or you cannot obtain your signoff to take the FAA written examination.

FAA Performance Requirement: In order to go on and take your FAA Aircraft Dispatch (ADX) examination, you must score **80% or better** on all course tests. If you score less than this, you must make up your score by retaking the applicable test and **scoring 80% or better** or you cannot obtain your signoff to take the FAA written examination.

FAA minimum passing for all exams is 80%. If you do not pass a course exam, you will retake the exam; however, your final course grade is based upon the first grade. You must pass each exam prior to moving on. Attendance is taken for each class. The instructor is available by appointment for additional instruction.

ADDITIONAL INFORMATION:

Special Services – Students with disabilities who believe that they may need accommodations are encouraged to contact the Special Services Center at (618) 222-5368 to ensure that such accommodations are implemented in a timely fashion.

Academic Dishonesty-College Policy – Academic misconduct including, but not limited to, cheating, plagiarism, and forgery; failure or refusal to follow clinical

practice standards; and soliciting, aiding, abetting, concealing, or attempting such acts; may result in one of the following being imposed by the Vice President for Student Development: Disciplinary Reprimand, Probation, Social Probation, Suspension, and Expulsion.

Cheating – Working on a class assignment with others, including student tutors, when the instructor has not said that such collaboration activity is permitted. (While it is permissible to have general discussion about course work, unless your instructor tells you otherwise, any work you hand in must be a result of your individual effort and not the result of collaboration or plagiarism.)

Plagiarism – Failing to enclose quotations in quotation marks, failing to cite a source, or incorporating another's work into your own.

Phones/Pagers in Classroom – No phones/pagers are allowed in class; all phones/pagers should be turned off prior to entering the classroom. Failure to follow this policy will be considered a student disruption under the Student Conduct Code.

FAA WRITTEN EXAMINATION:

Upon successful completion of this class, you will have to take the FAA Aircraft Dispatch written examination (ADX) prior to beginning AVIA 241. To help you prepare for the FAA written exam, you will have the ASA test prep book. The book has enough information to help you pass your FAA written exam with flying colors!

You will also have access to the Gleim software in the SWIC library. This offers both study and testing options for your test preparation.

NOTE: It is highly recommended you schedule your FAA exam *immediately* after the class while the information is fresh in your mind. If you wait...you will have to spend *MORE* time studying the information you just learned.

Once you complete the FAA Written Test, you must follow up with your instructor with your written test score via call, text, or e-mail.

Keep your test certificate as you will need to bring a copy to AVIA 241 and the original certificate to your FAA examiner for your Dispatch Practical examination following successful completion of AVIA 241.

TOPICAL OUTLINE/COURSE SCHEDULE/HOMEWORK ASSIGNMENTS:

Date	Course Schedule
18 January 2017	Regulations I
23 January 2017	Regulations II
25 January 2017	Navigation
30 January 2017	Aerodynamics
	Test: Regulations
1 February 2017	Performance I
6 February 2017	Performance II
	Test: Navigation / Aerodynamics
8 February 2017	Performance III
13 February 2017	Lincoln's Birthday Observed (College Closed)
15 February 2017	Weight & Balance I
	Test: Performance
20 February 2017	Weight & Balance II
22 February 2017	Flight Operations I
27 February 2017	Flight Operations II
	Test: Weight & Balance
1 March 2017	Meteorology I
6 March 2017	Meteorology II
	Test: Flight Operations
8 March 2017	Emergencies / Physiology
	Test: Meteorology