



KENTUCKY AVIATION CAREER PREPARATION COURSE

ONE SEMESTER COURSE



Through a combination of classroom instruction and real-world experience, this course will provide students with the knowledge and skills they need to succeed in today's aviation workforce. Over the span of a semester, students will have the opportunity to learn and hone "soft" skills such as communication, professionalism, time management, collaboration, and more—as well as technical skills that will make them competitive in the job market. As students learn, they will be able to apply their knowledge in an internship or apprenticeship with an employer in the aviation industry, gaining valuable experience while taking an important first step toward their aviation career goals.

Unit 1: Plotting Your Course

In the first unit, students will learn about the myriad of careers that exist within the aviation industry. From pilots to air traffic controllers, maintenance personnel to airport managers, aerospace engineers to aviation attorneys—the sky is truly the limit when it comes to potential pathways that students might take on their professional journeys. Students will have the opportunity to research the careers that most interest them, and to reach out to mentors in the aviation industry who can help them as they pursue their goals.

		No. of Sessions Per Lesson	Day of Semester
Lesson 1	Careers in Aviation	2	2
Lesson 2	Who Are You?	2	4
Lesson 3	Where Are You Going and How Will You Get There?	5	9
Lesson 4	The Power of Networking	4	13
Total Sessions Unit 1	13		
Semester Total	13		



Unit 2: Safety and the Workplace

The sheer diversity of careers within the aviation industry means that students might find themselves in many potential workplaces—from the flight deck of an aircraft to the floor of a maintenance shop to an office space. This unit looks at some of the expectations for conduct, attire, and procedures that exist in these different contexts. It also shines a spotlight on the importance of workplace safety, with students learning how to adopt a safety mindset by analyzing and mitigating potential risks.

		No. of Sessions Per Lesson	Day of Semester
Lesson 1	Workplaces in Aviation	6	19
Lesson 2	Medical Considerations in Aviation	1	20
Lesson 3	Safety First: Analyzing and Managing Workplace Risk	4	24
Lesson 4	Real-World Safety: Assessing Airport Risks	6	30
Lesson 5	Ethics Corner: Safety and Ethics	2	32
Total Sessions Unit 2		19	
Semester Total		32	

PROPRIETARY



Unit 3: Becoming a Professional

Unit 3 introduces students to soft skills that will set them up for success in any workplace, regardless of the career they choose. In it, students will learn how to write resumes and answer common interview questions, communicate effectively, manage time, and present themselves as professionals. They will also learn what good customer service looks like and have opportunities to hone their interpersonal skills by practicing professional interactions in a variety of realistic aviation scenarios.

		No. of Sessions Per Lesson	Day of Semester
Lesson 1	Making Introductions Count: Resumes and Interviews	4	36
Lesson 2	What Does it Mean to Be Professional?	4	40
Lesson 3	Effective Communication	3	43
Lesson 4	Managing Time	1	44
Lesson 5	How Can I Help You?	2	46
Lesson 6	Tools of the Trade	2	48
Lesson 7	Job Research	3	51
Total Sessions Unit 2	19		
Semester Total	51		

PROPRIETARY



Unit 4: Theory to Practice: Organizational Behavior

In the final unit of the semester, the focus will turn to organizations and how they function. Students will learn about different organizational structures, what is meant by corporate culture, and how to deal with change in the workplace. They will also learn strategies for management and leadership and important ways in which the two terms differ. The unit will culminate in a lesson that allows students to take on the role of business consultants in a scenario where they will apply what they have learned throughout the semester to help a struggling flight school.

		No. of Sessions Per Lesson	Day of Semester
Lesson 1	Group Structure and Processes	2	53
Lesson 2	What is Workplace Culture?	2	55
Lesson 3	Organizational Change	2	57
Lesson 4	Managing in Every Direction	2	59
Lesson 5	Ethics Corner: Organizational Behavior and Ethics	2	61
Lesson 6	Problem Solving	7	68
Lesson 7	You are the Expert: Bringing it All Together	4	72
Total Sessions Unit 2	21		
Semester Total	72		