

### 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:

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Syllabus Comments:

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Stage Comments:

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Lesson Comments:

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**RESERVED.** Paragraphs 3-4317 through 3-4330.