

I. COURSE DESCRIPTION:

A study of the topics necessary to determine that an aircraft is ready for flight, including the systems and performance for the aircraft used for flight training, documents and airworthiness, dispatch procedures, record keeping, weight and balance, servicing and elementary maintenance)

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Describe the aircraft and its systems with sufficient detail to demonstrate a practical working knowledge.
Potential Elements of the Performance:
 - Have a clear understanding of the terminology, abbreviations and definitions used in the flight manual.
 - Have a clear understanding of the technical description of the aircraft and its systems.
 - Know the operating limitations of the aircraft.
2. Apply the Normal and Emergency Procedures applicable to the aircraft.
Potential Elements of the Performance:
 - Practical knowledge of all checklist items including the rationale for each item.
 - Memorization of necessary memory items.
 - Ability to satisfactorily determine a procedure to use where there is no checklist procedure.
3. Accomplish all necessary pre-flight calculations applicable to the aircraft.
Potential Elements of the Performance:
 - Perform weight & balance calculations.
 - Calculate performance requirements for take-off, climb, cruise, landing etc.
4. Determine that the aircraft is certified & fit for flight
Potential Elements of the Performance:
 - Have a clear understanding of the appropriate sections of the Maintenance Policy and Control Manual.
 - Have a clear understanding of the maintenance requirements for the aircraft.
 - Have a clear understanding of the Sault College Dispatch Procedures.
 - Know the actions to take following an abnormal occurrence or

- the discovery of an aircraft defect.
- Be able to make the appropriate flight sheet and log entries.

III. TOPICS:

1. General description of the aircraft and its systems.
2. Aircraft operating limitations.
3. Normal and emergency procedures.
4. Aircraft performance charts and weight & balance.
5. Maintenance requirements and the MPCM

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

1. Sault College Ground School Manual – Zlin Z-242 L.
2. Sault College Aviation Technology Maintenance Policy and Control Manual (MPCM) *
3. Sault College Aviation Technology Maintenance Schedule – Zlin Z-242 L *
4. Canadian Aviation Regulations (CARs) *

* Downloadable from the Internet.

V. EVALUATION PROCESS/GRADING SYSTEM:

The student will be assessed by a combination of attendance and deportment, quizzes, tests and a final exam. Weighting of each will be as follows: 20% for quizzes, 30% for all tests prior to the final exam and 50% for the final exam. A minimum mark of 70% overall, as well as a minimum of 70% on the final exam is required to pass the course. Make-up tests are not permitted except in accordance with section VI of this outline.

- Unexcused absences will result in 2% deduction of the final mark for each occurrence, arriving for class late will result in a 1% deduction of the final mark for each occurrence, and violations of the dress code will result in a 1% deduction of the final mark for each occurrence. Refer to the SOP GEN 1.3 for dress code policies and SOP GEN 1.6.7 for policy regarding absence from classes
- Quizzes will be given without prior notice.
- If it is necessary to write a second final exam in order to pass the course, the highest grade achievable will be a "C". (See make-up policy in section VI)
- Students may request a deferment of a test for compassionate reasons. Compassionate Grounds for deferment will include but not be limited to death of an immediate family member, personal illness, or recent diagnosis of a serious illness of a family member. **Make-ups will not be permitted after the fact for compassionate reasons.**

- A classroom code of conduct can be found in the SOP General section, and will be adhered to.
- Attendance is mandatory for all Aviation classes unless approval is granted in advance. In the case of illness, a phone call , voice mail or e-mail message is expected.
- If a student expects to be late or will be delayed for any reason, every attempt should be made to contact the professor, or leave a message on voice mail or e-mail.
- Although attitude, co-operation, etc., are not graded, students may be terminated based on their performance in this area (see section VI). These attributes are also considered in the selection of the Air Canada Award and other scholarships.
- Dates of tests will be announced at least 1 week in advance.
- Note: a pass mark of 70% on the final exam is necessary to indicate that the student has sufficient knowledge to safely operate the aircraft systems and is a necessary part of the qualifications which allow the student to fly the aircraft.

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	assigned if a make-up exam was required to complete the course	2.00
F (Fail)	69% and below, or 69% and below on final exam	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:

Attitude and Conduct

Attitude plays an important role in your ability to exercise good judgement. Although attitude is not being graded, it affects your ability to learn as well as your safety as a student and future as a professional pilot. Students who display a strong tendency towards any of the five hazardous attitudes pose a grave risk to themselves and others. For this reason, students exhibiting one or several hazardous attitudes will be counseled and if necessary, will be put on a behavioral contract. If this is ineffective in modifying unacceptable behavior, then the student will be withdrawn from the program.

The five hazardous attitudes are identified as Anti-authority, Impulsivity, Invulnerability, Machismo, and Resignation. These hazardous attitudes are described in “Human Factors for Aviation – Basic Handbook” on pages 151 and 152.

Attendance:

Attendance is mandatory in this course. Please read the bullet on “Unexcused Absences” under **Section V: EVALUATION**

PROCESS/GRADING SYSTEM

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Make-up Policy

- No make-ups on tests occurring prior to final exams.
- No make-ups on quizzes.
- Make-up exams will only be done under a learning plan.
- If the overall mark achieved for this course is less than 70% or if the mark on the final exam is less than 70%, a second final exam may be written at the discretion of the professor for this course. The second exam will be averaged with the first exam to determine the resulting exam mark, and this will be used to determine the final overall mark.
- In the event that a make-up exam is required, the highest achievable overall grade for this course will be a C
- Any student that requires 100% or greater on a make-up exam to pass the course will not be allowed to write a make-up exam.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.