



**I. COURSE DESCRIPTION:**

This course explores the remainder of the radio navigation aids not covered in AVF242, and puts to practice radio navigation as well as dead reckoning skills in preparation for writing the Transport Canada Commercial Written Exam (CPAER).

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

1. use Radio Navigation aids

Potential Elements of the Performance:

position fixes, identify position using cross bearings, identify waypoints and intersections, intercepting tracks and airways

2. apply dead reckoning and radio navigation

Potential Elements of the Performance:

review of basic dead reckoning navigation, calculate time and distance using bearing changes, reciprocal track, radio reception range

3. demonstrate that they have the knowledge required to pass the navigation section of the Transport Canada Written Exam (CPAER)

Potential Elements of the Performance:

final preparation for the Sault College Qualification exam and the Transport Canada exam

**III. TOPICS:**

1. Radio Navigation
2. Other nav aids
3. Dead reckoning navigation
4. The Transport Canada Commercial Pilot Written Exam

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

From the Ground UP  
Aeronautical Information Manual (AIM)  
LO charts  
VNC charts  
Canada Flight Supplement

**V. EVALUATION PROCESS/GRADING SYSTEM:**

The student will be assessed by a combination of tests and a final exam. Weighting of each will be as follows: 10% for the projects, 40% for the tests and 50% for the final exam. The final exam will cover all material taught throughout the semester and will approximate the navigation portion of the Transport Canada written exam. Marks will be deducted for unexcused absences (see special notes for details) or for not having navigation equipment with them in class. In order to pass the course, a minimum grade of B must be achieved, otherwise the course must be repeated in accordance with the Aviation Standard Operating Procedures.

- In order to be excused from class due to illness or other unforeseen circumstance, students must call the professor at extension 2666 and leave a message prior to the start of class. An email is also acceptable, but must be sent prior to the start of class.
- 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.**
- Dates of tests will be announced at least 1 week in advance.

<b>Grade</b>	<b><u>Definition</u></b>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 – 69.4%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
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:**Attendance:

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. It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers may not be granted admission to the room.

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. To avoid losing marks due to illness, you must contact the professor and leave a voice message (which is time-stamped) or an email **PRIOR TO THE START OF THE CLASS**. Calling after the class begins will indicate that the student simply slept in and was not in fact sick.

Navigation materials and equipment for each class

There will be many exercises for students to do in class in order to practice the skills that they learn. It is vital that each student get a chance to practice these skills, as it is the only way to properly learn them. It is also vital that each student works alone so they can learn to accomplish those skills unassisted, such as when they have to do it in an airplane or during a Transport Canada written test. If a student does not have the proper material for an exercise, they will not be allowed to work with others, since this would cause a considerable distraction to those classmates. Since not being able to do the in-class exercises is tantamount to not attending class, a deduction of 2% per class will assessed.

For each class, students must have on hand:

- A current Sault Ste Marie VFR navigation chart (VNC)
- ICAO ruler or similar
- Douglas Protractor or similar
- Flight computer
- a current Canada Flight Supplement (CFS)

Cell phones and computers

Cell phones are not required for any part of the class activities. Texting and web use will only cause unnecessary distraction, and therefore is not allowed. Anyone using their cell phone during class may be asked to leave for the duration of the class hour. No deduction in marks will occur. Some students like to use their laptop. This is not necessary since all course material is available both in their textbooks or on LMS. Students are allowed to use them but this permission will be withdrawn if a student is caught using their laptop for non-class related use.

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**VII. COURSE OUTLINE ADDENDUM:**

1. Course Outline Amendments:  
 The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.
2. Retention of Course Outlines:  
 It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.
3. Prior Learning Assessment:  
 Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

4. Accessibility Services:  
 If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Accessibility Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.
5. Communication:  
 The College considers ***Desire2Learn (D2L)*** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of this Learning Management System (LMS) communication tool.

6. Plagiarism:  
Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. Students who engage in academic dishonesty will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.
  
7. Tuition Default:  
Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *March* will be removed from placement and clinical activities due to liability issues. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.
  
8. Student Portal:  
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.
  
9. Electronic Devices in the Classroom:  
Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

