



PIERPONT COMMUNITY AND TECHNICAL COLLEGE

Course Syllabus

Mission Statement

The Mission of Pierpont Community & Technical College is to provide accessible, responsive, comprehensive education that works.

Title IX and American Disabilities Act

Disability services are available to any enrolled student who has a documented disability and a need for services. To receive accommodations, students must register with the Office of Disability Services, provide any necessary documentation to verify a disability or need for accommodations, and give their professors a copy of their academic accommodation letter each semester. Faculty, students and the Office of Disability Services must cooperate to ensure the most effective provision of accommodations for each class. The Office of Disability Services is located in Room 121 of the Advanced Technology Center. For additional information, please call (304) 534-7878 or email access@pierpont.edu.

Equal Opportunity

Pierpont Community & Technical College is an Equal Opportunity institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other applicable laws and regulations, Pierpont provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit, without regard to race, sex, religion, age, national origin, disability, or sexual orientation as identified and defined by law.

Pierpont neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Questions, complaints, or requests for additional information may be directed to George Perich, Vice President of Human Resources and Organizational Development, at 200H Advanced Technology Center, (304) 362-9566.

Class Section Information	
Semester and Course Dates	
Term	
CRN	
Course Meeting Days and Times	
Course Location	

Instructor Information	
Instructor	
Email	
Office Location	
Office Hours	M-R 12:00 to 1:00 PM, R 7:45 to 9:45 or by appointment
Phone	304
Campus Mailbox	

Course Information	
School	Business, Aviation and Technology (BAT)
Department/Program	Aviation Maintenance Technology (AVMT)
General Education Outcome(s)	<i>This course meets the following General Education Outcome(s): Quantitative Literacy, Technical Literacy</i>
Course Prefix and Number	AVMT 2211-001

Course Information	
Course Title	<i>Aircraft Avionics and Information Systems</i>
Credit Hours	3
Course Schedule Type (check one)	Lecture <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Practicum <input type="checkbox"/> Internship <input type="checkbox"/> Independent Study <input type="checkbox"/>
Contact time/term (minutes)	5400
Scheduled Hours Per Week <i>Identify delivery format: face-to-face, online, distance learning (>75% of the course is online), hybrid (>25% but <75% of the course is online). Also address type(s) of instruction: lecture, lab, internship, preceptorship, practicum, on-the-job training, etc.</i>	6 Hours per Week 100% Face-to-Face Lecture / Lab
Catalog Course Description	This course will provide an overview of the communications, navigation, and instrument systems of the aircraft and power plant. Course outcomes will equip aviation maintenance technicians with the necessary knowledge, skills and work practices to positively impact their knowledge in advanced avionics and information systems. Successful completion with a grade of "C" grade or better is required.
Pre-requisites (catalog)	AVMT 1109
Co-requisites (catalog)	N/A
Essential Course Functions	<ol style="list-style-type: none"> 1. Work in small spaces and restricted areas, lift up to 40 pounds 2. Stoop, bend, and stretch 3. Use hand/eye coordination and manual dexterity 4. Work with a team or independently with minimal supervision

Course Information	
	<p>5. Work in a fast pace environment without sacrificing safety</p> <p>6. Communicate effectively, both orally and in writing</p> <p>7. Ability to read, write, and understand the English language (14 CFR 65)</p>
Course Textbooks	See <i>Required</i> and <i>Recommended</i> below.
<i>Required</i>	<p>Aviation Maintenance Technician Handbook – Airframe, (FAA-H-8083-31) Latest revision</p> <p>FAR-AMT 2023: Federal Aviation Regulations for Aviation Maintenance Technicians</p> <p>AC 43.13-1B & 43.13-2B Aircraft Inspection, Repair & Alterations: Acceptable Methods, Techniques and Practices</p>
<i>Recommended</i>	No additional textbooks are recommended for this course.
% Open Educational Resource (OER)	100%
Distance Learning Requirements	None
Other Materials or Costs	Basic Aircraft Tool Set

Course Student Learning Outcomes	
Course Outcomes	This course will provide an overview of the communications, navigation, and instrument systems of the aircraft and power plant. Course outcomes will equip aviation maintenance technicians with the necessary knowledge, skills and work practices to positively impact their knowledge in advanced avionics and information systems. Successful completion with a grade of "C" grade or better is required
Methods of Assessment of Learning Outcomes	<p>Course work evaluation will be based upon student understanding of lecture materials, reading assignments, writing assignments, and lab projects. This will be demonstrated through quizzes, exams and practical application of learned skills. Students will also be graded on class participation. Comprehensive tests covering each section of material and a final exam will be given.</p> <p>All required labs and projects must be completed before taking the final exam.</p>
Common Assessment for All Course Sections	<p>Students must pass the final exam with a minimum grade of 70% in order to pass the course. Students failing the final exam but having a grade of 65% or better may be granted a re-test at the discretion of the instructor. Provided the student has been meeting satisfactory progress to that point. Items to be considered for the re-test procedure may include attendance history, previous quiz and lab results, reason for failure, and initial final exam grade. The re-test will be a revised version of the previous exam and the maximum final exam grade possible through the re-test process will be 70% maximum for the final exam grade recorded.</p>

Course Student Learning Outcomes

Special Projects to Be Included in the Course

TBA

Means of Evaluation and Grading Policies

Course Requirements

(i.e. exams, quizzes, class participation, essays, with corresponding weighted values)

Course work evaluation will be based upon student understanding of lecture materials, reading assignments, writing assignments, and lab projects. This will be demonstrated through quizzes, exams and practical application of learned skills. Students will also be graded on class participation. Comprehensive tests covering each section of material and a final exam will be given.

All required labs and projects must be completed before taking the final exam.

Quizzes and tests.....30%
Attendance and participation.....10%
Assignments.....25%
Final (min 70% pass).....35%

Late Work

Work that is submitted or attempted to be submitted beyond the date which it is due will NOT be accepted.

Statement on Return of Graded Materials

Grades throughout the semester will be available for student review as soon as possible.

Classroom Policies

Classroom Conduct and Professionalism

During instruction all unrelated conversation should be kept to a minimum

Do not, for any reason, take pictures or record (audio or video) any material that is written or otherwise presented in class unless specified within an accommodation letter and discussed with your instructor.

Respect all students' questions and opinions. Every student reserves the right to express their opinions

Cellphone use is not permitted during class or laboratory activities (emergencies only)

No food or drinks are permitted in the computer lab, LRC, or hanger areas. Light snacks may be consumed in the classroom so long as it does not interfere with or cause distractions during class

Students must maintain a professional appearance at all times

Clothing must fit well, not be distracting or unprofessional in appearance and in good repair

Laboratory/ Hanger Conduct and Professionalism

Certain segments of instruction will require work in hanger or lab situations. It is therefore required that during any lab/hanger work situation, each student have at his/her disposal the appropriate tooling required for this particular course. (reference mechanics tool list) Tool storage is available in the hallway between the composite lab and tool room.

Lab/workshop area(s) are to be cleaned thoroughly at the end of each class/lab. Everyone is expected to participate in tool control and clean up. Lack of participation will affect lab grades. Only the

Classroom Policies

instructor will release the class at the end of the session.

Sleeveless shirts and/or open toe shoes are not allowed in the lab or hanger areas. NO EXCEPTIONS. Students are advised to keep coveralls and closed toed shoes in their locker at all times

Clear safety glasses must be worn at all times when entering the

All laboratory safety measures must be observed at all times

Safety violations will begin with a verbal warning. Any subsequent violations will be cause for dismissal from the lab and time will be made up as per attendance policy.

NAEC Dress Code

Students will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others while at school or participating in NAEC activities. Students will not dress in a manner that is distracting or indecent, to the extent that it interferes with the teaching and learning process. This shall include but not be limited to any clothing that is reasonably considered disruptive or inappropriate by the school faculty and/or administration. No clothing shall be allowed that exposes any undergarments or the mid part of the body, shorts/skirts/dresses shorter than fingertip length, no tank tops, spaghetti straps or halters. No sunglasses in the shop, including tinted safety glasses. No see-through mesh or fishnet clothing. No clothing or tattoos that evidence gang membership or that contain depictions of or references to, or is suggestive of violence, sex, alcohol, drugs, obscenities, or profane language. No articles such as chains or spiked jewelry that could be used as weapons shall

Classroom Policies	
	be allowed. No baggy clothing that is considered to be a safety hazard will be allowed.
Class Attendance Policy	<p>Any student missing more than 10% (12 hours) of the scheduled class hours will receive a failing grade "F" for the course. The student must then retake the entire course</p> <p>Accurate attendance records will be kept for the class. For the purpose of recording attendance, any part of an hour missed by the student will be counted as an entire hour missed.</p> <p>All absences will be made up. This will be accomplished by completing an assignment related to the material missed. The makeup assignment will be determined by the instructor and accomplished by the student outside of normal class hours.</p> <p>It is the responsibility of the student to arrange for all makeup assignments. Makeup assignments must be completed before the final exam can be taken.</p>
Two-Week Attendance Reporting	During the second week of the term, in compliance with Department of Education Financial Aid regulations, faculty must report student non-attendance. Students who have not attended any class meeting during the first two weeks and who have not withdrawn from the institution will be administratively removed from the respective classes in the subsequent week to adjust Title IV funding.
Class Arrival and Departure	<p>As noted in the attendance policy, any part of an hour missed by the student will be counted as an entire hour missed. BE ON TIME</p> <p>Class will be dismissed by the instructor once everything is complete and orderly.</p>

Classroom Policies

Participation	All students will be encouraged to participate in classroom activities and are required to complete all labs presented within the course. Reference the participation grading rubric that is provided for a breakdown of how participation will be assessed in this course.
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Class Schedule

Tentative Class Schedule or Outline <i>(This schedule is a guide for course delivery and subject to change. This schedule should include calendar dates and/or a course schedule by week, and identify test dates/times, assignment due dates, etc.)</i>	See the attached Appendix A.
Registrar's Academic Calendar	See the academic catalog for the Registrar's Academic Calendar . ¹
Midterm Date	October 6 th
Final Exam Date	December 4-8 Date and Time TBD

Additional Institutional Information

Board of Governors Policy 18 (Section 3.1.3), mandates that a student be given a written copy of a course's academic requirements—a syllabus—during the first scheduled class meeting. The syllabus should include attendance expectations and any penalty imposed for absences, as well as evaluation criteria and other course requirements. Even if the syllabus is only available electronically, faculty and students must still discuss the syllabus on the first day of class.

Academic Integrity and Academic Dishonesty

Pierpont values the integrity of its student scholars. See the academic catalog for the [institutional policies on academic integrity and academic dishonesty](#),² which includes the process to initiate a charge of academic dishonesty.

Assessments, Surveys, and Course Evaluations

Pierpont values student opinions. Student participation in special assessments, surveys, and course evaluations assists the institution in improving student services and the effectiveness of classroom instruction. A student should view such assessment tools viewed as course requirements, give them full attention, and complete them to the best of the student's ability.

Attendance

Students are expected to attend regularly the class and laboratory session of courses in which they are registered. Regular attendance is an integral part of a student's educational experience and is necessary to the successful completion of a course of study. Each course syllabus, which is provided on the first day of class, will clearly state the attendance requirements and provide the penalties associated with nonattendance. See the academic catalog for a detailed statement of the [institutional policy on student attendance](#).³

Start of Semester Attendance

In compliance with Department of Education Financial Aid regulations, all faculty are required to report student non-attendance by the end of the second week of classes for each term. Students who have not attended any class meeting during these first two weeks and have not withdrawn from the institution will be administratively removed during the subsequent week from the respective classes to adjust Title IV funding appropriately.

Campus Participation of Individuals with Felony and/or Sexual Offense Records

Please notify the instructor if you are given an assignment or activity that you cannot complete due to a criminal record, and an alternative arrangement will be offered. Students in Health Science, Early Childhood Education, and Criminal Justice programs are subject to criminal background checks while in the program of study. Additional programs may also require background checks for a course or program activity.

Results of a background check may affect a student's ability to complete certain courses and/or be eligible for employment after graduation.

Campus Safety

Upon activation of a building fire alarm, all building occupants must exit to a position safely away from the building. All students should familiarize themselves with the locations of their classrooms and emergency exits. Information concerning emergency exits is posted at or by each classroom location.

If you are aware that you may need assistance during an emergency, please inform the instructor immediately so that arrangements can be made in advance.

Copyright Notice

Material presented in this course may be protected by copyright law.

Counseling Service

Pierpont's Support Services, Office of Counseling, serves all enrolled students, except for dual enrollment students. Student tuition and fees completely cover counseling services, so students incur no "out-of-pocket" expenses. The counseling staff holds student contacts in strict confidence.

The Office of Counseling consists of trained clinical professionals who provide professional assistance to students who may be experiencing a variety of personal and social problems. If you are distressed or life is not working out the way you had planned, you may find it very helpful to speak with a counselor. Reasons that students come for counseling include adjusting to college life; transitioning in or out of college; managing stress; coping with family problems; feeling sad, depressed, anxious, or overwhelmed; dealing with problems associated with drug or alcohol use; working through identity issues (sexuality, gender, race, religion, or disability); or recovering from a sexual assault or other traumatic experience. Benefits of counseling include increasing self-awareness, maximizing potential, and making the college experience more productive and meaningful.

You may schedule a counseling appointment by emailing access@pierpont.edu, calling (304) 534-7878, or stopping by Room 121 in the Advanced Technology Center (ATC). If you are concerned about the well-being of another student, you may complete the [Care Report Form](#)⁴ to describe your concerns.

The [Counseling Center web page](#)⁵ contains additional information, including helpful resources and web links.

Disability Services

Pierpont works closely with all enrolled students, including part-time and dual enrollment students, to determine reasonable accommodations that will help students be successful in their schooling. Students who had an Individualized Educational Plan (IEP) or a 504 Plan during high school should qualify for services, but so will many other students who may not have received specialized services during K-12.

Students must register with Pierpont's Support Services, Office of Disability Services, to receive accommodations. The registration process involves discussing any disability, whether physical or psychological, that may interfere with educational pursuits and providing the required documentation.

After a student has completed an intake with Disability Services, the Office will provide the student with accommodation letters that outline the student's recommended accommodations, which are determined on an individual basis. Students must then provide their professors with a copy of their accommodation letter each semester to receive accommodations. Instructors should not offer academic accommodations unless the student provides the instructor with a letter from the Office of Disability Services outlining the necessary accommodations.

Students may make appointments with the Office of Disability Services by emailing access@pierpont.edu, calling (304) 534-7878, or stopping by Room 121 in the ATC. The [Disability Services web page](#)⁶ contains additional information about the registration process, disability services FAQs, and student resources.

Email Accounts

The Pierpont email address assigned to a student is a student's official email address. All students are required to use their college-assigned email accounts to communicate with the institution's faculty and staff. See the [Email Account Policy](#)⁷ for more information.

If you are uncertain how to activate your email account, follow the instructions in [How to Activate My Pierpont Account](#).⁸

Equal Opportunity

Pierpont is an open admissions institution and does not discriminate in admissions or access to its educational programs.

Firearms Policy

Possession of weapons on property owned or controlled by Pierpont Community and Technical College or at any college-sponsored event is prohibited. See the academic catalog for the [institutional policy on firearms, weapons, and explosives](#).⁹

Incomplete Grades

A grade of "Incomplete" may only be given if a student fails to complete less than 25% of a course due to circumstances beyond a student's control. See the academic catalog for a description of Pierpont's [grading system](#).¹⁰

IT Help Desk

To assist the campus community, Pierpont's IT Help Desk offers telephone, walk-in, and live chat support during regular business hours (8 a.m. to 4 p.m.). The Help Desk also offers some evening and weekend hours. To obtain assistance, call (304) 333-3731 or submit a help ticket by emailing help@pierpont.edu.

Learning Strategies

To help students succeed in their academic pursuits, Pierpont provides training in time management, organization, note-taking, study skills, test-taking, and other skills. Information and self-help videos are available on the [Learning Strategies web page](#).¹¹ For more information or to make an appointment with a Learning Strategies counselor, email learningstrategies@pierpont.edu, call 304-534-7878, or stop by Room 121 at the ATC.

Library Services

Library services are available to all students, faculty, and staff. See the academic catalog for information on Pierpont's [libraries](#).¹²

Practices for the Campus Community

Promote inclusiveness of all cultures and views and seek to create a safe place where members of different cultural and social backgrounds may feel welcome.

Require oneself to be ethically consistent, act with integrity, and follow the Student Code of Conduct.

Interact and conduct oneself with a sense of equality, respect, and dignity toward all students, faculty, and staff.

Demonstrate common politeness to all members of the campus community without exception to race, national origin, religion, creed, gender, disability, or age, and seek to engage and improve civic organizations, goals, and values of the community.

Encourage honest communication be it speaking, writing or listening, both in and outside of the classroom.

Procedures for Emergency Closings/Cancelations

In the event of an emergency or inclement weather, Pierpont may alter the regular class schedule. For the official word and full details on any delay or cancellation of classes, students should check the Pierpont website for [Emergency Closing Updates](#)¹³ or call the general number (304) 367-4000 to listen to a message. Students can also access the announcement toll-free at (800) 641-5678.

When public schools close in Doddridge, Preston, Barbour, Taylor, Randolph, Calhoun, Gilmer and Upshur counties, regional courses for Pierpont in that particular county are canceled, and no media announcement will be made.

Pierpont classes offered at the Robert C. Byrd National Aerospace Education Center and the Gaston Caperton Center in Harrison County, as well as any classes offered in Monongalia, Lewis, and Braxton counties, follow the same closings/delay schedule as the main campus.

In the event of a two-hour delay, classes scheduled before 10 a.m. will be canceled. All classes starting at 10 a.m. or later will operate on their normal schedule. Students should use good judgment in deciding if they can arrive to campus safely when weather is unfavorable.

Professionalism

Students and faculty are expected to act in a professional nature inside and outside of the classroom.

- Turn off cell phones or place on vibrate before class begins.
- Arrive for class on time and stay for the whole session, if you must arrive late, sit in a spot so as not to disrupt others.
- Arrive for class prepared for the session.
- Be polite and respectful of others.
- Come with a positive attitude and willingness to participate and be engaged.

Social Media

Social media is a powerful tool to connect with others but is not without risks. Read [Best Practices for Social Media](#)¹⁴ for Pierpont's social media guidelines. Should you have any questions, contact Kristen Cosner, Director of Social Media and Community Affairs, at kcosner@pierpont.edu.

Student Handbook

The [Student Handbook](#)¹⁵ contains the student code of conduct; general rules, principles, and guidelines; information about support services and resources; student rights and responsibilities; and institutional and academic policies.

Tobacco-Free Campus Policy

Pierpont prohibits the use of tobacco and tobacco-related products on college property. See the academic catalog for the [Tobacco-Free Campus policy](#).¹⁶

Tutorial Services

Pierpont offers free in-person and online tutoring to all enrolled students. Students registered with documented academic accommodations through the Office of Counseling and Disability Services may receive additional tutoring services as needed and available.

Tutoring is provided each semester for English, mathematics, and a variety of other courses. Professional tutors are available in person at the Tutorial Services Center at

the ATC and online via Microsoft Teams. Peer tutors are available through Tutorial Services on a drop-in basis and by appointment.

Brainfuse and *Tutor.com* are online tutoring services that provide 24/7 live help to all currently enrolled students. Brainfuse offers tutoring primarily for math, writing, and reading, while Tutor.com tutors cover a variety of subjects. To access online tutoring, log in to Blackboard and select a course. External links to Brainfuse and Tutor.com are the last two folders in the course menu.

For further information, contact Jeff Noel, the Coordinator of Tutorial Services, at (304) 333-3769 or jnoel@pierpont.edu. The [Tutoring web page](#)¹⁷ also contains additional information on tutorial services.

Withdrawal from a Course

Students withdraw from courses by logging into their Pierpont account but should speak with their academic advisor and the Financial Aid Office before withdrawing from any course. The Registrar's Calendar contains the dates and deadlines for a student to withdraw from a course. After that deadline date but prior to the last week of classes, students may withdraw from the institution with grades of "W" being recorded.

Students who fail to follow this procedure will receive grades of "F" for any courses not completed. Students withdrawing from the institution must also drop any classes for which they have preregistered in any semester beyond the semester in which they are currently enrolled. Students are responsible for making printed copies of all transactions for documentation of their actions.

For students who receive a printed syllabus, the following are the URLs for the linked web content:

¹ https://catalog.pierpont.edu/mime/media/9/639/Registrars+Academic+Calendar+2023_2024.pdf

² <https://catalog.pierpont.edu/content.php?catoid=9&navoid=1198#academic-integrity-policy>

³ <https://catalog.pierpont.edu/content.php?catoid=9&navoid=1198#student-attendance>

⁴ <https://www.pierpont.edu/current-students/care-report-form/>

⁵ <https://www.pierpont.edu/current-students/counseling-center/>

⁶ <https://www.pierpont.edu/current-students/disability-services/>

⁷ <https://catalog.pierpont.edu/content.php?catoid=9&navoid=1198#email-account-policy>

⁸ <https://www.pierpont.edu/wp-content/uploads/2022/07/Pierpont-Account-Activation-Updated-1.pdf>

⁹ <https://catalog.pierpont.edu/content.php?catoid=9&navoid=1198#firearms-weapons-and-explosives-policy>

¹⁰ <https://catalog.pierpont.edu/content.php?catoid=9&navoid=1198#grading-system>

¹¹ <https://sites.google.com/view/pierpont-learning-strategies-2>

¹² <https://catalog.pierpont.edu/content.php?catoid=9&navoid=1206#libraries>

¹³ <https://www.pierpont.edu/emergency-closing-updates/>

¹⁴ https://www.pierpont.edu/wp-content/uploads/2023/07/SocialMedia_Web_2023-1.pdf

¹⁵ <https://catalog.pierpont.edu/content.php?catoid=9&navoid=1228>

¹⁶ <https://catalog.pierpont.edu/content.php?catoid=9&navoid=1267#tobacco-free-campus>

¹⁷ <https://www.pierpont.edu/current-students/tutoring/>

Appendix A

Tentative Course Schedule

Week 1	Program Orientation Introduction to course, Classes of instruments, Instrument design
Week 2	Flight instruments
Week 3	Navigation Instruments
Week 4	Temperature instruments. Fuel instruments
Week 5	Complete instrument removal and inspection labs
Week 6	Instrument Removal Labs. Test 1 Instrument classes and instrument design
Week 7	Compass Systems H.S.I and AHARS
Week 8	Compass swings Test 2-Compass swing
Week 9	Radio Theory Radio waves, Frequency, Transmitters, Receivers and Antennas,
Week 10	Antennas and antenna labs
Week 11	Radio communications and Navigation systems (VOR,ADF,ILS,GPS,WAAS) Test 4 Comm and Nav
Week 12	Marker Beacon, DME, RNAV, Transponder
Week 13	TCAS,ADSB, RAD ALT

Week 14	Thanksgiving Break No Classes
Week 15	TEST 5
Week 16	Final Exam Week