

SPECIAL UPDATE AND INFORMATION PACKAGE

***THE SQUADRON BOATING COURSE
2004***

COURSE HIGHLIGHTS

8-HOUR COURSE SYLLABUS

12-HOUR COURSE SYLLABUS

INSTRUCTOR MANUAL

EXAMINATION INFORMATION

Course Highlights

The Squadron Boating Course (2004 Edition) is the USPS flagship for public education. It has no equal and no competition! The entire course is designed to be taught in 12 hours. However, it can also be taught in a shorter format of 8 hours, covering all of the NASBLA required topics. A new Instructor Manual and PowerPoint presentations have been developed for this 8 hour format. The 8-hr format will replace *Boat Smart* when the current *Boat Smart* inventory is gone. The 8-hr and 12-hr syllabuses are included later in this document. This change to one public boating course manual will occur in early 2007. There are a number of benefits to using just one student manual:

- better inventory management will be achieved;
- by observing the charting and plotting chapters, which will not be covered in the 8-hour format, students will gain an appreciation that there is more to recreational boating education than just the bare minimum;
- certification and maintenance expenses will be minimized for USPS.

The Squadron Boating Course Instructor Kit: New items in the Instructor Kit include a completely revised Instructor Manual and an updated PowerPoint CD. The Maptech Chart Navigator Training CD will continue to be part of the Kit. Squadrons should order the Kit prior to starting their next *The Squadron Boating Course*. The Instructor Manual includes material for the 8-hr and 12-hr course formats. The 8-hr course format is the replacement for *Boat Smart*.

PowerPoint: Instructor presentations of the various chapters should be conducted using the Microsoft PowerPoint slides provided on the Basic Boating Skills CD, version 6.1 or later, which is included in the Instructor Kit.

Supplement: An 18-page student handout titled *Notes & Updates* will be provided for each manual ordered in new orders. Download a PDF file from the BPECom/*The Squadron Boating Course* website if extra copies are needed.

Exams: *The Squadron Boating Course* examination is closed book and is available in one, two or three parts depending on whether the 8-hour course or the 12-hour course is presented and if state-specific exam questions are required. Exam Administrator Information is detailed at the end of this document.

8-Hour Course: Students pass the 8-hour course with knowledge adequate for:

1. Recreational boating in local waters.
2. Understanding the basic Federal and State navigation rules for which a boat operator is responsible.

12-Hour Course: Students pass the 12-hour course with additional knowledge adequate for:

3. Beginning charting and plotting skills
4. Safe navigation using a demonstrated ability to:
 - Identify and understand the significance of key information on a nautical chart.
 - Prepare and pre-qualify an intended course/route/path, prior to getting underway.
 - Monitor and keep track of progress along intended course while underway.

Course Syllabus – short course

The 8-hour class format covers all of the NASBLA required topics. It meets the minimum requirements of states having mandatory recreational boating education. All specified chapters must be covered as well as the supplement titled *Notes & Updates*. We have not added suggested timings to this syllabus; however testing has determined that each of the sessions can be completed in two hours. It is recommended that you limit the lecture/presentation time to **one hour and a half** in order to leave enough time for the homework review.

Important - The primary purpose of the multiple choice homework questions is to get the students into the book. The instructor should minimize the amount of classroom time spent reviewing these questions in order to maximize the time available for the lecture. Make sure you leave time for discussion by the proctors at individual tables. Where possible you are encouraged to NOT teach the course alone. Additional support (proctors) will make the course material more interesting with others contributing with their anecdotal experiences and teaching style.

The Squadron Boating Course **Short Course (8 hours plus exam)**

Class 1

Supplement 2007 – *Notes & Updates*

Chapter 1 – *You Are the Skipper*

Chapter 2 – *Boat Terms and Types*

Chapter 3 – *Marine Radiotelephone*

Class 2

Chapter 6 – *Aids to Navigation*

Chapter 8 – *Boat Handling*

Class 3

Chapter 10 – *Government Regulations*

Chapter 12 – *Navigation Rules*

Class 4

Chapter 14 – *Adverse Conditions and Emergencies*

Chapter 15 – *Trailing*

Chapter 16 – *Personal Watercraft Operation*

Introduction to Digital Charts and the Maptech *Chart Navigator* program

Class 5

Review

Exam – 50-question NASBLA approved examination; plus state-specific questions (if any)

Students interested in the following optional topics should read (not covered in the final exam):

Marlinespike – Chapter 4 *Knots and Lines*

Determining and following safe courses

- Chapter 5 *Charts*
- Chapter 7 *Piloting: Plotting a Course*
- Chapter 11 *Piloting: Distance, Speed, Time*
- Chapter 13 *Piloting: Determining Position*

Compasses – Chapter 9 *Piloting: The Mariner's Compass*

GPS and Digital Charts – Appendix A *Using Digital Charts*

Students interested in obtaining GPS proficiency should join USPS and take the member's courses of *Piloting* and *Advanced Piloting*.

Course Syllabus – full course

We have not added suggested timings to this syllabus; however testing has determined that each of the sessions can be completed in two hours. It is recommended that you limit the lecture/presentation time to **one hour and a quarter** in order to leave enough time for the many hands on exercises and homework review. Many of the chapters have extensive exercises and we suggest that some of them be assigned as homework or they can be partially done in class and completed as homework.

The primary purpose of the *A Day's Cruise* is to get the students into Appendix A of the book. This topic is completely optional, but feedback indicates this material is what the public and our members want. It is recommended that the solution to the problems in *A Day's Cruise* be covered in an optional class, after the exam is completed. All students may not have a computer to work the problems, or even be interested. The instructor should be familiar with the *Chart Navigator* features and have worked all problems using the program.

The Squadron Boating Course **Full Course (12 hours plus exam)**

Class 1

Supplement 2007 – *Notes & Updates*

Chapter 1 – *You Are the Skipper*

Chapter 2 – *Boat Terms and Types*

Chapter 3 – *Marine Radiotelephone*

Class 2

Chapter 4 – *Knots and Lines*

Chapter 5 – *Charts*

Chapter 5 – *Plotting Exercise*

Introduction to Digital Charts and the Maptech *Chart Navigator* program

Chapter 6 – *Aids to Navigation*

Class 3

Chapter 7 – *Piloting – Plotting a Course*

Chapter 8 – *Boat Handling*

Chapter 9 – *Piloting – The Mariner's Compass*

Class 4

Chapter 10 – *Government Regulations*
Chapter 11 – *Piloting – Distance, Speed, Time*
Chapter 12 – *Navigation Rules*

Class 5

Chapter 13 – *Piloting – Determining Position*
Chart Navigator installation, operation and selected features

Class 6

Chapter 14 – *Adverse Conditions and Emergencies*
Chapter 15 – *Trailing*
Chapter 16 – *Personal Watercraft Operation*

Class 7

Review

Exam – 50-question NASBLA approved examination; plus 25-question Piloting exam; plus state-specific questions (if any)

Class 8 (optional)

Appendix A – *A Day's Cruise*

Instructor Manual

A completely revised and expanded Instructor Manual has been prepared and is now included in *The Squadron Boating Course* Instructor Kit. The table of contents of the new IM follows to indicate the topics covered. All instructors should have this comprehensive manual prior to teaching either the 8-hr or 12-hr courses.

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The Squadron Boating Course (8-hr and 12-hr courses)

Introduction.....

- Course Highlights.....
- Classroom Materials
- On-the-Water Training.....
- PowerPoint Presentations
- Membership Recruitment
- Course Syllabus – short course.....
- Course Syllabus – full course
- Supplement Discussion.....

1. Overview of the Course - You are the Skipper!
2. Boat Terms and Types
3. Marine Radiotelephone
4. Knots & Lines (12-hr course only)
5. Charts (12-hr course only).....
- 5a. Hands On Exercise
6. Aids to Navigation
7. Piloting – Plotting a Course (12-hr course only)
8. Boat Handling
9. Mariners Compass (12-hr course only).....
10. Government Regulations
11. Piloting – Distance, Speed, Time (12-hr course only).....
12. Navigation Rules
13. Piloting – Determining Position (12-hr course only).....
14. Adverse Conditions and Emergencies
15. Trailering
16. Personal Watercraft Operation.....
17. Review

Appendices

Appendix A – An Introduction to the Maptech Digital Chart CD (8-hr and 12-hr courses)

Appendix B – Using Digital Charts – Simulated Cruise (12-hr course only).....

Appendix C – A Day’s Cruise (Optional; 12-hr course only)

Appendix D – Homework

Appendix E – Exam Information.....

- 2007 Exam Administrator Information.....
- 2007 Closed Book Examination – Part 2 -- Piloting.....
- 2007 Exam Answers – Part 1 and Part 2
- 2007 Exam Answer Sheet Overlay for 8-hr short course (ED26 with 50 answers).....
- 2007 Exam Answer Sheet Overlay for 12-hr full course (ED26 with 75 answers)

Appendix F- Notes and Updates

IMPORTANT – A NEW NASBLA EXAMINATION IS NOW REQUIRED FOR 2007

Exam Administrator Information for the 2004 Edition of *The Squadron Boating Course*

The following instructions are for USPS personnel who are administering the closed book examination for *The Squadron Boating Course*. The exam and these instructions apply to all *The Squadron Boating Course* exams.

To maintain the 2007 NASBLA certification of the 2004 edition of *The Squadron Boating Course* student manual, *The Squadron Boating Course* exam administrator is responsible for the actions described below.

Supplement for 2004 Student Manual:

An eighteen page supplement, titled *Notes & Updates*, has been provided to students using the 2004 edition of the student manual. The student is expected to study and know this material along with the contents of *The Squadron Boating Course* student manual and local and state boating regulations. Answers to certain examination questions will be found in this supplement.

Examination:

NASBLA requires the use of an approved examination for all courses certified by NASBLA after 1/01/2005. This is a departure from prior USPS examination practices. Previously, USPS' public-course examination questions were taken from the homework, or were modifications of homework questions. *The Squadron Boating Course* examination has been provided by NASBLA and has not been created from the student manual homework. All prior versions of *The Squadron Boating Course* examinations must be discarded.

The new examination for 2007 and beyond consists of multiple parts:

- The Course examination is closed book and is available in one, two or three Parts depending on whether the 8-hour course or the 12-hour course is presented and if state-specific exam questions are required.

8-Hour Course:

1. 50-question NASBLA approved examination booklet;
2. plus, state-specific exam questions (if any).

12-Hour Course:

1. 50-question NASBLA approved examination booklet;
2. plus, 25-question Piloting examination booklet;
3. plus, state-specific questions (if any).

Use the USPS answer sheet (ED-26) for recording answers and the student's personal data.

- 8-hour Course: use the *Boat Smart* circle at the top of the ED-26 form.
- 12-hour Course: use *The Squadron Boating Course* circle at the top of the ED-26 form.
- Refer to the *2007 Instructor's Manual* for all exam answers.

The student must answer 80% of all the questions correctly to pass the examination. All questions have equal point value. For example, on a 60-question examination the student must answer at least

48 questions correctly to pass. On an 85-question exam, 68 correct answers are required. Some states may require that their state-specific questions be graded separately; in such situations, follow the state requirements. Consult your District Educational Officer to determine if special grading of state exam questions is necessary.

8-Hour Course: If the state requires their questions to be graded separately, the student will have to get 80% or better of the 50 questions AND 80% or better of the state questions to pass the 8-hr course. When the students pass the 8-hr course and exam(s), they should be given a **Boat Smart** certificate and wallet card. We will not be printing new certificates/wallet cards for the 8-hr syllabus.

12-Hour Course: All parts of the exam will be administered at the end of the course. There is no need to break the 12-hr course into segments and to take the exam in parts. Just run the course the way you have been and hold the exam at the end. Consider the two part exam to be one exam even though it is being printed in two separate packets. At the end of the 12-hr course, conduct the 75-question exam, plus the state-specific questions. Score the state-specific questions the way you do today; there is no change on how to score the state questions - - the state rules always prevail. If the state requires their questions to be graded separately, the student will have to get 80% or better of the 75 questions AND 80% or better of the state questions to pass the 12-hr course. When the students pass the 12-hr course and exams, they should be given **The Squadron Boating Course** graduation certificate and wallet card.

Instructions to Exam Administrator: Order the examinations Parts required for your course.

- **8-hr course:** order **02-73-139 Public Boating Course Exam** with 50 questions.
- **12-hr course:** order **02-73-139 Public Boating Course Exam** with 50 questions; **PLUS, 02-73-138 Boating Course Piloting Exam** with 25 additional questions.

Ensure that the exam is closed-book and proctored by USPS personnel. No other materials are to be used during the examination. Be sure to collect all (repeat – ALL) exam materials from the student after the exam is completed. There is no time limit on the exam. If the examination booklet is to be reused, ensure that there are no marks inside the booklet from prior use.

Scoring the Exam: The answer key used with the prior *The Squadron Boating Course* exam is no longer valid. A new answer key overlay template must be created by the squadron. The 2004 and 2006 *Boat Smart* answer keys will properly score the 50-question NASBLA approved exam; that is, the a, b, c, d, options have been structured such that the '04 and '06 answer keys properly score the NASBLA Form-A exam. The 25-question Piloting answer key is unique.

Refer to the *2007 Instructor's Manual* for all exam answers; the *2007 Instructor's Manual* is part of *The Squadron Boating Course* Instructor Kit, USPS Materials Catalog item 03-73-109.

Reminders: Order the Instructor Kit from the USPS Materials Catalog, item 03-73-109.

Order the new examination Parts as required: 02-73-139; 02-73-138.

Destroy all prior versions of *The Squadron Boating Course* exam.