**GAU, School of Aviation, Civil Aviation and Cabin Services**

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| **Course Unit Title** | **Organization and Duties** |
| **Course Unit Code** | CACS111 |
| **Type of Course Unit**  | Elective, Civil Aviation and Cabin Services  |
| **Level of Course Unit**  | 2nd Year |
| **National Credits** | 2 |
| **Number of ECTS Credits Allocated** | 3 ECTS |
| **Theoretical (hour/week)** | 2 |
| **Practice (hour/week)** | - |
| **Laboratory (hour/week)** | - |
| **Year of Study** | 2 |
| **Semester when the course unit is delivered** | 4 |
| **Course Coordinator** |  |
| **Name of Lecturer (s)** |  |
| **Name of Assistant (s)** |  |
| **Mode of Delivery**  | Face to Face |
| **Language of Instruction**  | English |
| **Prerequisites and co-requisites**  | - |
| **Recommended Optional Programme Components**  |  |
| **Objectives of the Course:**  |
| * Authorities and controls of Civil Aviation Authorities and Organizations, general organization and responsibilities,
* Duties and responsibilities of the pilot-in-command, co-pilot, cabin chief and cabin attendant,
* personnel rules and regulations
* Responsibilities and awareness of cabin crew, airline management and hierarchical structure, team formation and national and international inspections.
* What needs to be done, the documents that the cabin crew must carry, the practices and all the responsibilities that the cabin crew must comply with and implement, the legislation are explained and taught.
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| **Course Description** |  |
| The aim of this course is to understand all the duties and responsibilities of cabin crew regarding flight operations in air transportation within the framework of national and international rules and to raise awareness about their profession, get to know the national and international civil aviation organizations/authorities, to ensure that they are informed about their duties and inspections. |
| **Course Contents** |
| Week |  | Exam**s** |
| 1 | Mission, vision, terms, abbreviations in airline companies; Pilot-in-command authority, duties and responsibilities​ |  |
| 2 | Duties and responsibilities of the Second Pilot,​duties and responsibilities of the Cabin Chief and Cabin Crew |  |
| 3 | Personnel rules and duty time, Cabin Crew arrivals and departures ​ |  |
| 4 | Places where the teams will stay outside the main base,​Points to be taken into consideration in hotels |  |
| 5 | Rules that pass flight crews and pass cabin crew must follow during the flight​. Customs, foreign exchange, postal rules, customs-related rules​ |  |
| 6 | Documents required for cabin crew to carry​. Personal identification documents and their validity |  |
| 7 | Exercises, Tutorials and Revision Class |  |
| 8 | Midterm Exam | Midterm |
| 9 | Flight briefcase (Co-mail bag), Representation and uniform rules of airline companies​. Items that cabin crew should carry with them, appearance and personal behavior, points to be considered when wearing uniforms​ |  |
| 10 | Crew briefing table, cabin chief, inexperienced cabin crew member, availability of staff for translation purposes, communication language​ |  |
| 11 | Psychoactive drug use, alcohol use Drugs, hypnotics, drugs with narcotic side effects accination, deep water/sea diving, Blood donation​ |  |
| 12 | In-flight service to the flight crew, Sleeping and resting, Pregnancy, anesthesia, cosmic radiation, Getting sick on the day of duty, work accident​ |  |
| 13 | Flight duty periods and rest periods limitation tables.​ Abbreviations |  |
| 14 | Revision, Exercises and Tutorial Class |  |
| 15 | Final Exam | Final |
| **Recommended Sources** |
| **Textbook:** IATA, ICAO, SHGM Regulations & Annexes. |
| **Assessment** |
| Attendance | 5% |  |
| Assignments | 5% |  |
| Project-Seminar | 15% |  |
| Midterm Exam | 30% | Written |
| Quizzes | 5% |  |
| Final Exam | 40% | Written  |
| Total | 100% |  |
| **ECTS Allocated Based on the Student Workload** |
| Activities | Number  | Duration (hour)  | Total Workload (hour) |
| Hours per week (Theoretical) | 15 | 2 | 30 |
| Presenting of observations and tutorials as report | 5 | 3 | 15 |
| Preparation of the homework | 5 | 3 | 15 |
| Mid Term | 1 | 11 | 11 |
| Supervision  | 1 | 14 | 14 |
| Final Exam | 1 | 11 | 11 |
| Total Workload  | 96 |
| Total Workload/30 (h) | 3.2 |
| ECTS Credit of the Course | 3 |