CERTIFICATE IN AVIATION BUSINESS ADMINISTRATION (CABA)

COURSE OBJECTIVE:

This short course is designed for Aviation Enthusiasts and persons seeking to join the fast growing and exciting Aviation industry (jobs in airlines, airports and other aviation related jobs). Persons holding simple undergraduate degrees like BA, BCom, BSc or even BBA do not have a very bright chances of employment in the job markets. The reason being their education is not industry specific. The objective of this short course is to provide specific education about the aviation industry and thus provide a golden opportunity to jump start to enter in the Aviation industry or go for higher studies related to the aviation industry.

DURATION OF COURSE / STRUCTURE:

This course is spread over **three months** with only two hours duration classes from Monday to Friday. It is based on five modules; the details and description of modules are given in the following table.

MODULES	Contact Hours	No. Classes	Subjects
CABA101	28	14	**Introduction to Aviation**
CABA102	28	14	**Aviation Business Administration & Operations**
CABA103	28	14	**Essential Mathematics & Statistics**
CABA104	20	10	**Grooming & Presentation Skills**
CABA105	20	10	**English Language/Communication Skills**
Presentations	6	3	**Students' Presentation**
Counselling	4	2	**Career Counselling/ Reviews/Discussions**
Three Assignments	12		**Aviation Industry Research**
TOTAL	**146**	**67**	

MODULES DESCRIPTION:

CABA101

This module covers the Introduction to Aviation and its historical Development. There are 14 classes with 2 hours duration.

The subjects covered in this module include:

1. Aviation History from Inception
2. History of Pakistan's Aviation
3. Differentiation of Classes of Aviation

4. Aeronautics, Aerospace and Avionics
5. How does an aircraft fly and major controls and instruments?
6. Props, Turboprops, Jet engines, Turbo-jets and Rockets (basic intro and characteristics)
7. Navigation & ATM
8. Global Aviation & its Commercial & Military Utilization
9. Weather & Atmosphere
10. Aviation Terms used in Aviation Management
11. Introduction to Aviation Law
12. Impact of Aviation on Global Economy
13. Green Technology in Aviation
14. Case Studies on current incidents & recent national & international mishaps

REFERENCE BOOKS

a) Flight. The Complete History of Aviation by RG Grant. A Smithsonian publication 2017
b) Introduction to Aviation Management by Andreas Walt, et al. Transaction publishers 2010
c) Introduction to Flight by John Anderson. McGraw-Hill 2010
d) Introduction to Flight by John Anderson. Smithsonian Institute 2018

CABA102

This module covers extensive details of Airlines Planning & Operation. There are 14 classes with 2 hours duration.

The subjects covered in this module include:

1. Airlines Operation
2. Airlines Management & Commercial Terms
3. Strategic & Fleet Planning
4. International Aviation Management
5. Airlines & Airport Marketing
6. Management of Air Cargo
7. Aviation Information Systems
8. Regulatory Agencies
9. Aviation Safety
10. Air Traffic Control (ATC)
11. Aviation Security Management
12. Airlines Operating Costs
13. Alliances / Liveries / Airlines & Aircraft Codes & Call Signs
14. Airlines Business Strategies & Future Trend

REFERENCE BOOKS

a) Airline Operations & Management by Gerald Cook, et al. Routledge 2017

b) Airline Industry, Strategies, Operations and Safety by Cannor Walsh, Nova 2011
c) Air Traffic Control and Automated Systems by Bestugin A. R. et al. Springer 2020
d) Air Freight & Global Supply Chain Management by Michael Sales, Taylor & Francise 2016
e) Aircraft Operating Cost & Profitability by Mark Anthony Camilleri, Springer Nature, Cham, Switzerland, 2018
f) The Management of Aviation Security (Hardcover) by D. Phipps (shelved 1 time as *aviation-security*)— published 1991
g) "Aviation Information Management from Document to Data" by Barbara G Kanki & Thomas L Seamster, London Routledge, 2002

CABA103

This module includes essentials of mathematics & statistics. This is very helpful for airline professionals to strength their ability to do extensive analysis of huge data encountered in aviation industry. There are 14 classes with 2 hours duration.

The subjects covered in this module include:

1. Numbers. Natural Numbers. Whole Numbers
2. Commutative Law of Addition/Multiplication; Associative Law of Addition/Multiplication
3. Factors/Multiples, Fractions/Decimals, Rational/Irrational Nos., Ratios/Proportions
4. Fundamentals of Algebra; Variables, Coefficients and Constants terms
5. Geometric Figures, Perimeter and Area of Area of Geometric Figures
6. Population/Samples. Frequency Distribution, Charts & Graphic Representation
7. Introduction to Central Value and Dispersion, Normal Distribution
8. Probability, Sample Space, Event & Probability of Event
9. Additive Rules
10. Multiplicative Rules
11. Mean and Variances. Coefficient of Variation
12. Conducting Surveys & Compiling Results
13. Bench Marking and drawing Inferences
14. Thorough review

REFERNCE BOOKS

a) Math and Problem-Solving Skills by Terry Stickels. Wiley imprint 2016
b) Basic Stats for Business by Lind, Marchal et al. McGraw Hill, 9th Edition.
c) Introduction to College Maths and Stats by Nathan Frey. Independently published 2019

CABA104

This module is essential for aviation professionals. Grooming personality and learning the presentation skills are very important in an international and competitive environment of aviation business.

There are 10 classes with 2 hours duration. The subjects covered in this module include:

1. Foundation of Communication, Barriers, Types & Model
2. Power of Listening Skills
3. Science of Assertive Skills
4. Professional Presentation Skills
5. Conflict Management
6. Giving Feedback
7. Business Email Writing
   Foundation of Happiness at Workplace
9. Building Self Awareness for Self- Empowerment
10. Leadership

REFERENCE BOOKS

a) Seven Habits of Highly Effective People by Steven Covey. Infographics, Mango Media 2016

b) Presentation Skills by Theo Theobald. Kogan Page publishers 2019

c) The Ethical Life, ethics and moral problems by Shaffer et al. Oxford University Press 2018

CABA105

The airline business is international business. English is an international language. One must have full command on English language to be successful professional in aviation industry. There are 10 classes of 2 hours duration of this module.

There are 10 classes with 2 hours duration. The subjects covered in this module include:

1. Foundation of Communication, Barriers, Types & Model
2. Present Tenses with Practice
3. S.P.E.A.K.I.N.G Code & Past Tenses with Practice
4. Future Tenses with Practice & Giving & Taking Permission
5. Subject Verb Agreement
6. Verbal Communication
7. Non-Verbal Communication
8. Use of Imperatives & Giving Advice in a Business Setting
9. Talking about Ability-Can/Be Able to & Professional Idioms

10. Basic Introduction to Aviation English & Key Differentiating Aspects

REFERENCE BOOKS

a) Business English, writing & communication by Masterclass International School 2020
b) The Art of Conversation, Refining Social Skills by Stephen Haunts. Unknown Publisher 2019
c) Communication Skills Training by James Williams. Published by Williams 2019

COURSE ACTIVITIES

Besides the above modules, this short course includes following activities as part of this course:

1. Three classes of 2 hours each are dedicated for each student to make presentation covering subject matter taught in CABA101 or CABA102.
2. Two classes of 2 hours each are dedicated for students counselling. This includes discussion on various subjects of aviation industry and career counselling by institute's management
3. The students are given 3 assignments on different subjects. This will include discussion with the students about their assignment and tips for improvement.

PRE-REQUISITES FOR STUDENTS ENROLLED IN THE COURSE

- Students must be at least intermediate or equivalent.
- Students must be able to understand basic English and be able to communicate in English.
- Students must have a passion for Aviation.

PRE-REQUISITES FOR INSTITUTIONS APPLY FOR CONDUCTING THE COURSE

- Must have at least two Aviation subject's faculty with at least Masters' level education in Aviation & Aerospace related disciplines. The faculty must have at least two (2) years teaching experience to college level or students of higher level.
- For Mathematics/Stats, English, and Grooming & Presentation subjects, faculty must have at least three years' experience in teaching college level or above students.
- The institute must have at least an MBA qualified manager/faculty for management and administration of the course.
- The course may be conducted online (synchronous), face-to-face or in a hybrid mode.