

Air Cargo Management Executive-Detailed Syllabus

Mod ule & Units	Topics	Theory Hours	Practi cal Hours	Tot al Hou rs
M1	MODULE-1			10hrs
	Transportation Industry			
M1/U1	1.1.1.Modes of Transportation: Air, Ocean, Cruises & Ferries Land: Railways, Road 1.1.2.Current Trend 1.1.3.Future & Opportunities of Travel, Hospitality & Logistics Industry 1.1.4.Water: Ocean, Cruises & Ferries 1.1.5. Land: Railways, Road 1.1.6.Multimodal Transportation	10 hrs	0	
M2	MODULE-2			15hrs
	Introduction to Air Transportation Industry			
M2/U1	Roles and functions of IATA/FIATA/ACCAI/ICAO			5
	2.1.1 Roles and Functions of IATA/FIATA/ACCAI/ICAO in Airlines, Aircraft, Cargo and Logistics 2.1.2. What are the above 2.1.3. Aims and activities of IATA/FIATA/ACCAI/ICAO 2.1.4. IATA- Terminologies and abbreviations for Airlines, Cities Airports and Currencies	5 hrs		
M2/U2	International Regulations and Conventions			5hrs

	2.2.1. The Chicago Convention 2.2.2. Bilateral Agreements 2.2.3. The Warsaw convention 2.2.4. IATA General conditions of carriage	5 hrs		
M2/U3	Roles and functions of IATA			5hrs
	2.3.1 History and Organisations 2.3.2 Trade Association activities 2.3.3 Tariff Coordination Activities 2.3.4 IATA-UFTAA dialogue 2.3.5 IATA Cargo Accounts Settlement System(CASS) 2.3.6 IATA Members	5 hrs		
	MODULE-3			60hrs
M3/U1	Aviation Geography (Indian Geography & World Geography)			45hrs
	3.1.1 Longitude, standard time and DST 3.1.2 Time difference & International Dateline 3.1.3 Calculation of transportation time for flight journeys 3.1.4 Study of the world to be done in accordance with IATA outlines	30 hrs	15 hrs	
M3/U2	Aircraft and Airports			15hrs
	3.2.1. Different types of aircrafts 3.2.2. Cargo capacities	10 hrs	5 hrs	
	MODULE-4			10hrs
M4/U1	Air Cargo Concept			
	4.1.1. Concept of Cargo 4.1.2. Types Of Air Cargo	8hrs	2hr	

	(Domestic/International /Bonded Cargo) 4.1.3.Cargo Acceptance			
	MODULE-5			35hrs
M5/U1	Cargo Rates			
	5.1.1.Different Types of Cargo Rates 5.1.2.Export Cargo and Import Cargo 5.1.3.Types of Contract between Consignor (Shipper) & Consignee 5.1.4.Currency Regulations	10 hrs	25 hrs	35
	MODULE-6			35hrs
M6	Documentation			
M6/U1	Air Way Bill(AWB)			30hrs
	6.1.1.AWB Concept 6.1.2.Filling of AWB 6.1.3.It's Importance	10 hrs	20 hrs	
M6/U2	Documentation			5hrs
	6.2.1.Documentation required in handling Cargo 6.2.2.Customs rules and applications	3 hrs	2hrs	
	MODULE-7			5hrs
M7/U1	ULD Management			
	7.1.1.Different types of ULDs 7.1.2.Handling of ULDs 7.1.3.It's Importance	3hrs	2hrs	
	MODULE-8			18hrs
M8/U1	Special Cargo Handling			
	8.1.1.Perishables 8.1.2.Dangerous Goods 8.1.3.Carriage of Live Animals 8.1.4.Valuable Cargo 8.1.5.Human Remains 8.1.6.Restricted articles on board 8.1.7.Unaccompanied baggage(UB)/Personal Effect	8 hrs	10 hrs	

	MODULE-9			30hrs
M9/U1	Handling Cargo in Airport			
	9.1.1.The cargo Handling organisations in Airports 9.1.2.Cargo Handling Procedures 9.1.3.Handling of Equipments at airport-loading and unloading	10 hrs	20 hrs	
	MODULE-10			6hrs
M10/U1	Courier as Cargo			
	10.1.1.Consolidation as a marketing Tool 10.1.2.Courier traffic-Domestic and International	6 hrs		
	MODULE-11			6hrs
M11/U1	Air Safety			
	11.1.1Safety of the Aircraft/Passenger/Crew 11.1.2.Safety of the Cargo 11.1.3. Time Management	6 hrs		
	MODULE-12			10hrs
M12/U1	Concept of an IATA Cargo Agent			
	12.1.1.Formation 12.1.2. IATA Recognition 12.1.3.Agents Duties and Responsibilities 12.1.4.Payment procedures	5 hrs	5 hrs	
	MODULE-13			10hrs
M13/U1	Air Cargo-Sales & Marketing			
	13.1.1.Qualities required for a sales person 13.1.2Concepts of Sales Management	5hrs	5hrs	

	13.1.3.The current trend in marketing 13.1.4Cargo the world scene			
	MODULE-14			50hrs
M14/U 1	Communications Skills			
	14.1.1.What is good communication 14.1.2.Effective Communication and it's types 14.1.3Personality Traits 14.1.4.Command over language-Case study,Group Discussions,Roleplays, Speaking Discussions	10 hrs	40 hrs	
	Total Working Hours	300(Theory+Practical)+150(Internship)		450hrs