



T-104
2022

Course Specification





T-104

2022

Course Specification



Course Title:	Aviation Security Awareness
Course Code:	AVM 0209
Program:	Aviation Management
Department:	Aviation Management
College:	Applied College
Institution:	Imam Muhammad Bin Saud Islamic University
Version:	<i>1st version</i>
Last Revision Date:	27 July 2023



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A. General information about the course:

Course Identification	
1. Credit hours:	4
2. Course type	
a.	University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Track <input type="checkbox"/> Others <input type="checkbox"/>
b.	Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered:	Second Year
4. Course general Description	
<p>The first recorded hijack of an aircraft took place in Peru in 1931. Since then, hijacks and airport attacks have occurred on far too many occasions. Airport security systems are put in place to minimize the number of such high-profile events which are predominantly perpetrated for political purposes (terrorism) but may be for gain through some form of ransom demand. Failures in security systems lead to fatalities, life changing injuries and have a significant economic impact. This course introduces the threats and counter measures involved and delivers essential knowledge and understanding relating to this key issue in air transportation. Several case studies are considered.</p>	
5. Pre-requirements for this course (if any):	
6. Co- requirements for this course (if any):	
7. Course Main Objective(s)	
<p>Upon completion of this course students will be able to:</p> <ol style="list-style-type: none"> 1. Describe threats to aviation security (AvSec) using case studies for clarification and as examples. 2. Explain basic risk assessment techniques. 3. Describe the AvSec role of international regulatory agencies and professional associations. 4. Discuss, in outline, the security related documents published by ICAO and IATA. 5. Describe airport access control measures and discuss their effectiveness and weaknesses. 6. Describe passenger and baggage security measures and discuss their effectiveness and weaknesses. 7. Describe cargo, mail and catering security measures and discuss their effectiveness and weaknesses. 8. Describe bomb threat response: characteristic, evaluation and resolution. 9. Describe a holistic approach to "total security" systems. 10. Explain the impact of human factors on the effectiveness of security systems. 	



1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	60	100%
2.	E-learning		
3.	Hybrid <ul style="list-style-type: none"> Traditional classroom E-learning 		
4.	Distance learning		

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	60
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	60



B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Become familiar with the role of airport and airline employees in regard to security systems.	K1	Lectures, Class discussion, Homework and Questions/Answers session in class	Quizzes, Homework and Assignments. Exams
1.2	Review in-flight security measures.	K3	Lectures, Class discussion, Homework and Questions/Answers session in class	Quizzes, Homework and Assignments. Exams
2.0	Skills			
2.1	Relate your role as a future security professional in the overall aviation security framework	K8	Lectures, Class discussion, Homework and Questions/Answers session in class	Quizzes, Homework and Assignments. Exams
2.2	Recognize the steps for enforcing security in work areas	K7	Lectures, Class discussion, Homework and Questions/Answers session in class	Quizzes, Homework and Assignments. Exams
3.0	Values, autonomy, and responsibility			
3.1	Become aware of the security measures and regulations you need to know to work responsibility in the industry.	S1	Lectures, Class discussion, Homework and Questions/Answers session in class	Quizzes, Homework and Assignments. Exams
3.2	Identify and prevent potential security threats.	S4	Lectures, Class discussion, Homework and Questions/Answers session in class	Quizzes, Homework and Assignments. Exams

C. Course Content

No	List of Topics	Contact Hours
1.	Threats to Aviation	8
2.	Role of ICAO, IATA and ACI in AVSEC	8
3.	Regulating AVSEC—Annex 17, Document 8973/8 & IATA Security Manual	8



4.	Managing Access Control—People & Vehicles	7
5.	Security Measures for Passengers' & their Baggage	7
6.	Security Measures for Cargo, Mail and Catering	6
7.	Response to Threats (Bomb Threats)	4
8.	Awareness of Security in the Airport	6
9.	In-flight Security Measures	6
Total		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quiz 1	4	5%
2.	Quiz 2	8	5%
3.	Participation	Continuous Assessment	5%
4.	Midterm Exam	6	20%
5.	Homework	Continuous Assessment	5%
6.	Project	10	30%
7.	Final Exam	12	30%

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	IATA Aviation Security Awareness Textbook
Supportive References	<p>1. Managing Airports: An International Perspective, 3rd Edition. 2008 (pp121 – 134). Anne Graham. Elsevier Ltd ISBN: 978-0-7506-8613-6</p> <p>2. Airport Operations, 2nd Edition. 1997 (Chapter 9). Norman Ashford, H.P. Martin Stanton, Clifton A. Moore. McGraw-Hill ISBN-13: 978-0-07-003077-0, ISBN-10: 0-07-003077-4</p>
Electronic Materials	



Other Learning Materials

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classroom
Technology equipment (projector, smart board, software)	X
Other equipment (depending on the nature of the specialty)	N/A



F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Faculty	Direct Method Assessment KPI indicator
Effectiveness of students assessment	Students	Indirect Method Survey
Quality of learning resources		
The extent to which CLOs have been achieved		
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)





G. Specification Approval Data

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	



Course Title:	Aviation Laws
Course Code:	AVM 207
Program:	Aviation Management
Department:	Aviation Management
College:	Applied College
Institution:	Imam Muhammad Bin Saud Islamic University

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A. Course Identification

1. Credit hours: 3
2. Course type a. University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Others <input type="checkbox"/> b. Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered: second year
4. Pre-requisites for this course (if any): ADM 103, AVM 201
5. Co-requisites for this course (if any): n/a

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	43	100.0
2	Blended		
3	E-learning		
4	Distance learning		
5	Other		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	43
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	Total	43

B. Course Objectives and Learning Outcomes**1. Course Description**

The course exposes students to laws that impact aviation in the KSA, identifying specific national and international organizations responsible for the development, implementation, and enforcement of such laws. Applicable international treaties will also be examined.

2. Course Main Objective

This course will provide students with an understanding on how laws and regulations impacting aviation are developed, implemented, and enforced on both a domestic and international level.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	Show basic knowledge of legal principles related to civil aviation.	1.1
1.2	Recall primary KSA civil aviation regulations.	1.1
1.3	Relate civil aviation regulations to operations.	1.2
2	Skills :	
2.1	Interpret moral, ethical, and legal concepts that impact civil aviation.	3.1
2.2	Develop solutions to civil aviation issues using basic legal materials.	2.1
3	Values:	
3.1	Utilize research into discussions of legal issues to resolve civil aviation issues.	2.1
3.2	Organize the undertaking and presenting of research involving civil aviation laws and regulations.	5.1

C. Course Content

No	List of Topics	Contact Hours
1	Introduction to Civil Aviation Regulations.	4
2	Fundamentals of the Legal System and Civil Aviation	3
3	International Air Transport Association IATA	3
4	General Authority of Civil Aviation GACA	3
5	Commercial Law in Civil Aviation	3
6	International Traffic in Arms Regulations	3
7	Employment Law in Civil Aviation	3
8	Administrative Law in Civil Aviation	3
9	Criminal Law in Civil Aviation	3
10	Montreal Convention of 1999	6
11	Saudi Civil Aviation	9
12	Human Factors in Civil Aviation	6
Total		43

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge and Understanding		
	Show Basic knowledge of legal		
1.1	Examination principles that relate to Civil Aviation.		
	Recall general knowledge of KSA		
1.2	Lecture Examination civil aviation regulations.		
	Relate civil aviation regulations to		
1.3	Lecture Examination operations.		

2.0	Skills		
	Interpret moral, ethical, and legal		
2.1	Lecture Examination concepts that impact civil aviation.		
	Develop solutions to civil aviation		
2.2	Lecture Examination issues using basic legal materials.		
3.0	Values		
	Utilize research into discussions of legal issues to resolve civil aviation	Experiential	Research Project issues.
3.1	Organize the undertaking and		
3.2	presenting of research involving civil aviation laws and regulations.	Experiential Oral Presentation	

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Major Exam 1 (Written test)	4	15%
2	Major Exam 2 (Written test)	8	15%
3	Term Research Paper	10	20%
4	Oral presentation / project	11	20%
5	Final Exam (Written test)	12	30%

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :

Lecturer provides regularly scheduled office hours, as well as availability by email if the matter cannot wait until the next scheduled availability during scheduled office hours.

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	Speciale, R. (2006) Fundamentals of Aviation Law: McGraw Hill. ISBN: 9780071458672.
Essential References	
Materials	
Electronic Materials	Kingdom of Saudi Arabia (2010) Civil Aviation Law https://www.gaca.gov.sa/scs/Satellite?blobcol=urldata&blobheader=application%2Fpdf&blobheadervalue1=Content-Disposition&blobheadervalue1=inline&blobkey=id&blobtable=MungoBlobs&blobwhere=1442842616346&cssbinary=true
	International Air Transport Association (1999) Montreal Convention of 1999 https://www.iata.org/policy/documents/mc99_en.pdf
Other Learning Materials	

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Lecture Room

Technology Resources (AV, data show, Smart Board, software, etc.)	X
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	n/a

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Student Achievement of Fundamental Knowledge of Legal Principles in Civil Aviation	Faculty	Examination Results (Direct)
Student Capability to Undertake and Report on Research Involving Legal Issues in Civil Aviation	Faculty	Research Paper and Oral Presentation Results (Direct)
Student Feedback on Course Knowledge Acquisition	Students	Course Exit Survey (Indirect)

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)



T-104
2022

Course Specification



T-104
2022

Course Specification

Course Title: Passenger Ground Services
Course Code: AVM 0208
Program: Aviation Management
Department: Aviation Management
College: Applied College
Institution: Imam Muhammad Bin Saud Islamic University
Version: <i>1st version</i>
Last Revision Date: 27 July 2023



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b.	Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered:	Second year
4. Course general Description	
<p>The air passenger experience commences with making a reservation and purchasing a ticket. A brief overview of this process is presented in this course. The main focus, however, is on the passenger's experience as he or she proceeds from arrival at the airport to boarding an aircraft. Disembarkation and baggage collection is dealt with briefly. An overview of airline and airport passenger services operations, check in procedures, baggage services, gate procedures, passengers with special needs, security and safety issues.</p>	
5. Pre-requirements for this course (if any):	
6. Co- requirements for this course (if any):	
7. Course Main Objective(s)	
<p>Upon completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> • Apply Passenger and Baggage handling standards • Respond professionally to customer requests and complaints • Maintain composure when dealing with difficult passengers, converting crisis situations into opportunities • Manage irregular operations and execute strategies to get back on track quickly • Understand how computer reservations and departure control systems operate • Comply with passenger and baggage handling standards • Transfer your knowledge to your colleagues and employees • Identify all airport passenger services functions 	

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	60	100%
2.	Blended		
3.	E-learning		
4.	Correspondence		
5.	Other		

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	60
2.	Laboratory/Studio	
3.	Tutorial	
4.	Others (specify)	
	Total	60

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Ability to be both customer-focused and knowledgeable in the many roles you may fill as a front-line employee	K1	A combination of class lectures, Class discussion and tutorials	Presentations and Examinations
1.2	Provide superior customer service in a demanding customer facing environment	K2	A combination of class lectures, Class discussion and tutorials	Presentations and Examinations
2.0	Skills			
2.1	Ensure a memorable customer experience at every customer touch point	K7	A combination of class lectures, Class discussion and tutorials	Presentations and Examinations
2.2	Improve your technical and customer service skills to assist passengers according to industry standard	K8	A combination of class lectures, Class discussion and tutorials	Presentations and Examinations
3.0	Values, autonomy, and responsibility			
3.1	Add value to existing and future employers looking to hire and retain knowledgeable and high performing personnel	S6	Experiential	Oral Presentation
3.2	Become familiar with customer service best practices, conflict management and the development of other soft skills combined with a review of international passenger and baggage handling standard	S5	Experiential	Oral Presentation



C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to airport and airline operation	5
2.	Computer Reservations (CRS) and Departure Control Systems (DCS) function	8
3.	Passenger and Baggage check-in procedures (airport and off-site)	10
4.	Conditions of passenger and baggage carriage, boarding procedures and flight close-out messaging	10
5.	Dangerous Goods regulations awareness for passenger service agent	8
6.	Managing passenger interaction	7
7.	Aviation security procedures for passenger and baggage transport	7
8.	Enhanced passenger facilitation, latest innovations and career opportunities	5
Total		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quiz 1	4	5%
2.	Quiz 2	8	5%
3.	Participation	Continuous Assessment	5%
4.	Midterm Exam	6	20%
5.	Homework	Continuous Assessment	5%
6.	Project	10	30%
7.	Final Exam	12	30%

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)





E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	<p>Passenger Ground Services IATA e-book</p> <p>“Airport Planning & Management” by Seth Young and Alexander Wells</p> <p>“Introduction to Air Transport Economics: From Theory to Applications” by Bijan Vasigh, Ken Fleming, and Thomas Tacker</p>
Supportive References	N/A
Electronic Materials	N/A
Other Learning Materials	N/A

2. Required Facilities and equipment

Items	Resources
Facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms
Technology equipment (projector, smart board, software)	X
Other equipment (depending on the nature of the specialty)	None

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Faculty	Direct Method Assessment KPI indicator
Effectiveness of student's assessment	Students	Indirect Method Survey
Quality of learning resources		

Assessment Areas/Issues	Assessor	Assessment Methods
The extent to which CLOs have been achieved		
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)





G. Specification Approval Data

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	

