

COURSE OUTLINE

1. GENERAL INFORMATION

FACULTY	ECONOMY AND MANAGEMENT		
DEPARTMENT	ORGANIZATIONS MANAGEMENT, MARKETING AND TOURISM		
LEVEL OF STUDY	UNDERGRADUATE		
COURSE CODE	1605-230818	SEMESTER	6 th (dir. Tourism)
TITLE	ADMINISTRATION AND ORGANIZATION OF AIR TRANSPORT AND GOODS		
Autonomous Teaching Activities		WEEKLY TEACHING HOURS	CREDITS
Lectures, Laboratory Exercises		3	5
COURSE TYPE	SPECIAL BACKGROUND		
PREREQUISITE COURSES	NONE		
TEACHING LANGUAGE	GREEK AND ENGLISH		
COURSE OFFERED TO ERASMUS STUDENTS	YES		
COURSE WEBPAGE (URL)			

2. LEARNING OUTCOMES

Learning outcomes
<p>After successfully attending the course:</p> <ol style="list-style-type: none"> 1. KNOWLEDGE: the student can describe the organization and operation of the airport. 2. UNDERSTANDING: the student can distinguish and classify the functions of the airport so that he can facilitate the safe movement of passengers through organized procedures. 3. APPLICATION: the student examines the types of different aircraft and classifies them based on users. 4. ANALYSIS: the student designs and combines the types of aircraft and directs the passengers according to the flight you indicate on their ticket. 5. COMPOSITION: the student can organize and compose conditions to serve passengers of different airlines and nationalities through specific procedures and rules of passenger service. 6. EVALUATION: the student can compare and evaluate case studies in the field of aviation.
General Skills
<ul style="list-style-type: none"> • Search, analysis and synthesis of data and information, using the necessary technologies • Adaptation to new situations • Decision making • Autonomous work • Teamwork

- Work in an international environment
- Work in an interdisciplinary environment
- Production of new research ideas

3. COURSE CONTENT

1. Organizational structure - Organizational chart
2. Baggage check
3. Travel documents and procedures
4. Travel Information Manual - TIM
5. Land Services and Freight Management
6. Passenger and luggage check-in procedures
7. Passenger and baggage check-out procedures
8. Passenger categorization
9. Passenger traffic regulations
10. International regulations in passenger air transport
11. International regulations on air freight
12. Fare issuance procedure
13. Aviation legislation

4. TEACHING AND LEARNING METHODS - ASSESSMENT

TEACHING METHOD	Face to Face	
ICT USE	PC, projector, internet, e-mail, support of the learning process through electronic platform http://exams-sod.the.iuh.gr	
TEACHING ORGANIZATION	<i>Activities</i>	<i>Working Load per Semester</i>
	Lectures	39
	Individual/Group Project	31
	Bibliographic study and analysis	40
	Self-study	40
	TOTAL	150
ASSESSMENT	<p>A. Written Final Exam (100%) (Includes Open-ended, Development, Troubleshooting, Multiple Choice questions) The test material is posted on Moodle and time is spent before the test solving questions about the test material. A file of students' examination documents is kept until they receive their degree. After the exam, time is available to each student to clarify his / her mistakes and explain his / her grade.</p>	

5. REFERENCES

-Suggested bibliography:

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