

Estonian Aviation Academy
SYLLABUS

| I. GENERAL DATA ON SUBJECT COURSE | |
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| CODE AND NAME OF SUBJECT (<i>in Estonian and English</i>) | MT.C.065 Lennujaama töö korraldamine <i>Organisation of Airport Operations</i> |
| ACADEMIC YEAR, TERM, FORM OF STUDIES | 2018/2019 autumn term, daytime study |
| CURRICULUM, SPECIALITY AND MODULE WHERE THE SUBJECT BELONGS TO | Aviation Management (2284): AM, ER |
| SCOPE OF SUBJECT (ECTS) | 3.0 ECTS |
| FORM OF CONTROL | Examination |
| WORKLOAD AND FORMAT OF STUDIES | Contact hours – 33 hrs; independent work – 45 hrs; practical training 0 hrs. |
| LANGUAGE OF INSTRUCTION | English/Estonian |
| ADDITIONAL INFORMATION (prerequisite subject courses, restrictions on participating in the course, etc) | - |
| LECTURER | Allan Nõmmik, Andres Lainoja |

| II. ÕPPEAINE EESMÄRK, ÕPIVÄLJUNDID JA LÜHIKIRJELDUS | |
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| GOAL OF SUBJECT COURSE | The goal of the course is to provide students with the knowledge about airport management |
| LEARNING OUTCOMES | The student having covered the subject course: <ol style="list-style-type: none"> 1. understands the operational structure and working principles of an airport; 2. orients in international requirements for the development of an airport infra structure; 3. understands the role of an airport within the whole air transportation system; 4. knows the various business interests of general stakeholders of airports; 5. has the knowledge related to operational assets of airports; 6. orients in the modern methodologies of airport planning and is able to apply the knowledge gained in solving practical tasks. |
| SHORT DESCRIPTION OF THE COURSE | Airport Operations includes activities performed at an airport such as facility and organization management, planning of development, businesses activities at airports. |

| III. GRADING SYSTEMS AND CRITERIA | |
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| PREREQUISITES TO BE ALLOWED TO TAKE EXAMINATION/PRELIMINARY EXAMINATION | |

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| FORMATION OF EXAMINATION MARK/OF PRELIMINARY EXAM | Maximum 40% shall be awarded for 4 home/seminar tasks. Maximum 60% can be scored at the exam (TEST: MULTIPLE CHOICE QUESTIONS) |
| OPPORTUNITIES FOR SETTling ARREARS /INSUFFICIENCIES IN ACADEMIC PROGRESS | Examination can be re-taken. |
| GRADING SYSTEM | RESPECTIVE MARKING CRITERIA |
| | Percentage for final evaluation: 91–100% grade A 81–90% grade B 71–80% grade C 61–70% grade D 51–60% grade E |

| IV. SCHEDULE AND LIST OF TOPICS | | |
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| WEEK OF YEAR | WORK FORMAT | TOPICS |
| | Lecture, 3h | Introduction to airport management, airport definitions |
| | Lecture, 3h | Airport capacity management, critical points, ground access |
| | Lecture, 2h | Airport planning, ICAO Annex 14 |
| | Lecture, 2h | ICAO Annex 14, continues |
| | Lecture, 2h | Airport certification regulations and procedures |
| | Seminar, 2h | Airport certification |
| | Lecture, 2h | Airport incomes, expenses, forecasting of aviation activity by airport |
| | Seminar, 2h | Forecasting of aviation activity by airport, airport marketing |
| | Lecture, 2h | Airport master plan vs business plan |
| | Seminar, 2h | Airport planning and development |
| | Lecture, 2h | Airport safety |
| | Seminar, 2h | Airport safety |
| | Lecture, 2h | Airport security |
| | Lecture, 2h | The future of airports, economic trends, technological developments |
| | Consultation, 2h | Consultation |
| | Exam, 2 h | Test (multiple choice questions) |

| V. LEARNING MATERIALS |
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| Compulsory materials: Lecture notes |

Additional materials recommended:

1. ICAO Annex 14.
2. Neufille, R., 2003, Airport systems planning, design and management, McGraw-Hill Professional.
3. Wells, Alexander T, 2004, Airport planning & management, McGraw-Hill Professional.
4. Jarach, D., 2005, Airport Marketing: Strategies to Cope With the New Millennium Environment, Ashgate.
5. Czerny, Achim I, 2008, Airport slots, Ashgate