

# University of Management and Technology

## Course Outline

Course code: PT 301

Course title: Operational Procedures

Program	BS Professional Pilot Program
Credit Hours	3-0
Duration	01 Semester
Prerequisites	PT 122
Resource Person	TBD
Counseling Timing (Room# )	TBD
Contact	TBD

Chairman/Director signature.....

Dean's signature.....

Date.....

## Course Learning Outcomes: (CLOs)

S No	CLO Statement	Learning Domain and level
1	Explain the operational requirements of ICAO Annex 6, operating manuals, noise abatement, and procedures for icing, bird strike, and dangerous goods transport.	C1
2.	Analyze and apply standard operating procedures for abnormal and emergency scenarios decompression, fire and smoke, fuel jettisoning, wake turbulence, wind shear/microburst, security threats, and contaminated runways.	C2
3.	Demonstrate the ability to evaluate and recommend safe operational decisions during take-off, landing, and enroute phases of flight using knowledge of augmentation systems, precautionary landings, and traffic crossing procedures.	C3

## CLO – PLO Mapping:

CLOs	PLO 1	PLO 2	PLO 3	PLO 4 Safety & Risk Management	PLO 5 Communication Skills	PLO 6 Ethical Responsibility	PLO 7 Technological Adaptability	PLO 8 Teamwork & Leadership	PLO 9	PLO 10 Lifelong Learning
1	★		★			★				
2	★		★	★						
3	★		★						★	★

## Learning Methodology:

1. Learning methodology will include interactive class sessions followed by Power Point Slides containing Flight videos.
2. Students would be regularly evaluated through quizzes to keep them in pace with the course flow.

### Grade Evaluation Criteria

Following is the criteria for the distribution of marks to evaluate final grade in a semester.

Marks Evaluation	Marks in percentage	Details
Quizzes (x 4)	15%	QUIZ 1: CLO 1
		QUIZ 2: CLO 2
		QUIZ 3: CLO 2
		QUIZ 4: CLO 3
Assignments (x3)	10%	Assignment 1: CLO 1
		Assignment 2: CLO 2
		Assignment 3: CLO 1, CLO 2, CLO 3
Mid Term Examination	35% (CLO 1, CLO 2)	
End Term Examination	40% (CLO 1, CLO 2, CLO 3)	
Total	100%	

### Recommended Text Books:

EASA textbook for the Operational Procedures. Soft copies will be provided

### Reference Books:

EASA Oxford

### Course Curriculum Reference:

Please Visit Pakistan Civil Aviation Authority (PCAA), Learning Objectives (LOs) for Personnel Licenses – ATPL, MPL, CPL (Aero plane And Helicopter).

### Calendar of Course contents to be covered during semester

Course code: PT 301

Course title: Operational Procedures

<b>Week</b>	<b>Course Contents</b>	<b>Reference Chapter(s) as per PCAA Learning Objectives</b>	<b><u>Course Learning Objective (CLO)</u></b>
1	ICAO ANNEX 6	071 01 01 01	CLO 1
2	OPERATIONAL REQUIREMENTS	071 01 02 00	
3	LONG-RANGE FLIGHTS , QUIZ 1	071 01 03 00	
4	OPERATING MANUAL , Assignment 1	071 02 01 00	
5	ICING CONDITIONS AND BIRD-STRIKE RISK AND AVOIDANCE	071 02 02 00, 071 02 03 00	
6	NOISE ABATEMENT AND FIRE AND SMOKE	071 02 04 00, 071 02 05 00	CLO 1 & CLO 2
7	Ground, satellite and airborne-based augmentation systems	062 06 02 00	CLO 3
8	DECOMPRESSION OF PRESSURISED CABIN, QUIZ 2	071 02 06 00	CLO 2
9	WIND SHEAR AND MICRO BURST, Mid Term	071 02 07 00	
10	WAKE TURBULENCE , QUIZ 3	071 02 08 00	
11	SECURITY (UNLAWFUL EVENTS) , Assignment 2	071 02 09 00	
12	EMERGENCY AND PRECAUTIONARY LANDINGS	071 02 10 00	CLO 2 & CLO 3
13	FUEL JETTISONING	071 02 11 00	CLO 2

14	TRANSPORT OF DANGEROUS GOODS	071 02 12 00	CLO 1
15	CONTAMINATED RUNWAYS , Assignment 3	071 02 13 00	CLO 2
16	Actions to be taken when crossing traffic, during take-off and landing , QUIZ 4	071 02 08 03	CLO 3
17	Final Exam	All CLOs	

## Class Policy

**STUDENTS ARE REQUIRED TO READ AND UNDERSTAND ALL ITEMS OUTLINED IN THE PARTICIPANT HANDBOOK**

**CLASS ATTENDANCE:** Students need to be in class at the assigned time. After 10 minutes past the assigned time, the students will be marked absent.

**TURN OFF MOBILE PHONE!** It is unprofessional to be texting or otherwise.

**READ EMAILS!** Participants should regularly check their university emails accounts regularly and respond accordingly. Students would be responsible if they miss a deadline because of not reading the emails.

**CLASS ATTENDANCE POLICY:** A minimum of 75% attendance is required for a participant to be eligible to sit in the final examination. Being sick and going to weddings is absence and will not be counted as present. Participants with less than 75% of attendance in a course will not be allowed to take end term exams. International students who will be leaving for visa during semester should not use any days off except for visa trip to avoid reaching short attendance.

**MOODLE:** UMT –LMS (Moodle) is an Open Source Course Management System (CMS), also known as a learning Management System (LMS). Participants should regularly visit the course website on MOODLE Course Management system, and fully benefit from its capabilities. In case of any problem while using MOODLE, visit <https://lms.umt.edu.pk/login/index.php>.

**HARASSMENT POLICY:** Sexual or any other harassment is prohibited and is constituted as punishable offence. Sexual or any other harassment of any participant will not be tolerated. All actions categorized as sexual or any other harassment when done physically or verbally would also be considered as sexual harassment when done using electronic media such as computers, mobiles, internet, emails etc.

**USE OF UNFAIR MEANS/ HONESTY POLICY:** Any participant found using unfair means or assisting another participant during a class test/quiz, assignments or examination would be liable to disciplinary action.

**PLAGIARISM POLICY:** All students are required to attach a “Turnitin” report on every assignment, big or small. Any student who attempts to bypass “Turnitin” will receive “F” grade which will count towards the CGPA. The participants submit the plagiarism report to the resource person with every assignment, report, project, thesis etc. If student attempts to cheat Turnitin, a second “F” will be awarded that will count towards the CGPA. There are special rules on plagiarism for final reports etc. all outlined in your handbook

**COURSE WITHDRAWAL POLICY:** Students may withdraw from a course till the end of the 12th week of the semester. Consequently, grade ‘W’ will be awarded to the student which shall have no impact on the calculation of the GPA of the student. A Student withdrawing after the 12th week shall be automatically awarded “F” grade which shall count in the GPA.

**COMMUNICATION OF RESULTS:** The results of quizzes and assignments are communicated to the participants during the semester and answer books are returned. It is the responsibility of the course instructor to keep the participants informed about his/her progress during the semester. The course instructor will inform a participant at least one week before the final examination related to his or her performance in the course.

Date.....