Maharashtra State Board of Vocational Education Examination, Mumbai – 51

1	Name of Course	**Certificate Course in Cargo Management & Import Export Documentation**
2	Course Code	417103
3	Max. Nos. of Student	25 Students
4	Duration	6 Months
5	Type	Part Time
6	Nos. of Days / Week	6 Days
7	Nos. of Hours/Days	4 Hrs
8	Space Required	Theory Class Room – 200 sqft Practical – 1000 sqft
9	Entry Qualification	S.S.C.
10	Objective of Syllabus/ Introduction	To get knowledge about Customer Care in Aviation Sector.
11	Employment Opportunity	Can get job in Aviation Sector.
12	Teacher's Qualification	Diploma / Certificate Course in Concern Subject.
13	Training System	**Training System Per Week**

Theory	Practical	Total
6 Hours	18 Hours	24 Hours

14 Exam. System

Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks
1	41710311	Cargo Management	TH-I	3 hrs	100	35
2	41710312	Import Export Documentation	TH-II	3 hrs	100	35
3	41710321	Cargo Management	PR-I	3 hrs	100	50
4	41710322	Import Export Documentation	PR-II	3 hrs	100	50
		Total			400	170

Theory - I
Cargo Management
Subject Code : 41710311

1. Introduction to Aviation

1) History of World Aviation / Indian Aviation
2) Aircraft Manufactures
3) Theory of Flight
4) Important Aviation Body :- IATA / ICAO / DGCA / AAI
5) World Geography :- Geography World Continents / Three Letter Codes / Airport Codes /
6) International Airlines Code / Country & Currency Code / India Code / GMT & IDL
7) Phonetic Alphabet
8) Airlines Terms & Definitions, Abbreviation, Aviation Terminologies, Configuration of
9) Aircrafts / Airlines
10) How to read a time table
11) Documents: - Passport, Visas, Health Certificate, Insurance and Customs & Airport
12) Taxes, Emigration, Types of Currency, Foreign Exchange.

2.Cargo Management

1) Introduction to Cargo / Logistics
2) Types of Cargo
3) Air Cargo
   - Introduction To Air Cargo
   - Airport & Aircraft Cargo Handling
   - Types Of Cargo
   - Cargo Tariff Rates
   - Rules & Regulations
   - Acceptance Of Cargo
   - Booking Of Cargo – Counter To Counter Package
   - Cargo Holds
   - Ramp & Ground Handling
   - ULD
   - Custom Clearance
   - Bonded Warehouse
   - Liabilities / Claim / Compensation
   - Floor Loading Limitation
   - Tracing
   - Demurrage
   - Carriage
4). Marine / Rail / Road Cargo
5) DGR Regulations
6) Cargo & Container Handling
7) Container Transport / Packing & Labeling
8) Custom Procedures

Theory - II
Import Export Documentation
Subject Code : 41710312

1. Import Export Documents

<u>Import Documents</u> – Offer

1. Purchase Order
2. Insurance
3. Invoice
4. Letters
5. Certificate & Origin
6. Bill Of Lading
7. Bill Of Exchange
8. Survey Report

<u>Export Documents</u> - Inquiry

1. Performa / Quotation
2. Sales Contract / Export Order
3. Invoice
4. Shipping Instruction / Bill Instruction
5. Packing List
6. Marine Insurance
7. Post Shipment Invoice
8. Bank Guarantee
9. Certificate Or Origin

2. **Custom Duties**

Custom Procedures For Export Goods

Custom Clearance Of Import Goods

3. International Law

4. Setting Up Of Cargo Agency

5. Glossary (Import – Export)

6. Abbreviations And Terminology In Cargo

7. Communication Skill / Personality Development

1. Preparing vocabulary (2500 words)
2. Preparing phrases / idioms
3. Preparing complete sentence
4. Oratory / speech hailing
5. Letter writing
6. Précis
7. Comprehension
8. Correcting of sentence
9. Rapid reading skills
10. Rapid listening skills

11. Practical spoken English
12. Day to day conversational practice
13. Creating practical situations for practical demonstration
14. Rules and regulation for speaking English
15. Final self assessment
16. Group discussions
17. Learning effective communication skill
18. Public speaking and business presentation

Personality Development

1. Introduction to Personality Development
2. Grooming Presentation
3. Public Speaking / Oratory
4. Motivation
5. Leadership
6. Stress Management
7. Empathy
8. Persistence
9. Attitude
10. Time Management
11. Interpersonal Relationship, Team Work
12. Transactional Analysis
13. Character Building & Morals
14. Body Language
15. Telephone Etiquettes
16. Emotional Intelligence
17. Goal Setting
18. Interview skills

Practical – I

Cargo Management

Subject Code : 41710321

1. Aircraft Model
2. Map Work for Geography physical & political
3. Codes (City, Airlines, Airports, Currency etc)
4. Time Table
5. Filling up of the documents which is required for cargo
6. Handling of Cargos
7. Packing & Labeling
8. Filling up of Import Export Documents
9. Customs Procedures
10. DGR Training visit to any Cargo Agency
11. First Aid Training

Practical - II

Import Export Documentation

Subject Code : 41710322

Import Exports Documents

1. Procedures of Import Exports Documents
2. Setting Up Of Cargo Agency
3. Custom Procedures in Documentation
4. Abbreviations And Terminology In Cargo
5. Setting Up of Cargo Agency

Communication Skills & PD

1. Speeches on general topics.
2. Communication – Preparing Complete sentence, Group discussion on various topics, Paragraph writing, written communication, Practical Spoken English
3. Presentations on various topics of PD
4. Interview Skills

List of Equipment :

1.	Aircraft Model
2.	Maps (India / World)
3.	First Aid Box (For demonstration in emergencies)
4.	Audio Visual / LCD Projector
5.	Computers (5 Nos)

Material Required For Teachers :

1	Notes	3.	Modules
2	Maps & Charts	4.	Cd's

Reference Book

Name of the Books	Written By
Module I – Introduction to Aviation **	Late Capt. Ashis Roy
Cargo Management & Import Export ** Documentation	Late Capt. Ashis Roy
Other reference book - Career in Aviation	By Mapels
Indian Aviation Industry - Opportunity & Challenges	V.V. Ravi Kumar
Aviation Industry – Global and Scenario	Suresh K, Amit Kumar Singh

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