



# **SCHOOL OF AVIATION** **(Flight Attendant Division)**

**Onboard with Cal America**



**2019**

CUP and CAEI School of Aviation Handbook  
Department of Flight Attendant

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Christ's University in Pacific / Cal America Education Institute  
Nuku'alofa, Tonga / Long Beach, Los Angeles  
KINGDOM OF TONGA / UNITED STATE OF AMERICA

## **I. WELCOME TO YOUR 2019 STUDY YEAR!**

Welcome to Christ's University in Pacific, (CUP), School of Aviation! This is a merge programme between Christ's University in Pacific of Tonga and Cal America Education Institute of America.

To prepare you for a successful and fulfilling career, we both offer and coordinate all the requirements for study program in flight attendant. We look forward to assisting you and providing many opportunities to enhance your future career.

### Cal America – Flight Attendant

- Cal America Education Institute operates with a very simple purpose to provide the most comprehensive, advanced and safe flight training for our students.

### FAA 141 Approved Flight School

- Local Flight Training and International Students from All Countries Welcome!

As flight attendant student you are advised to use this handbook, along with other important information sources, for guidance in the program. Official information sources include the CUP website, CAEI website, Class Schedule, and department academic advisor. Regularly meeting with an academic advisor is a good way to stay informed.

## II. CUP CALENDAR YEAR 2019

<b>FEBRUARY</b>							
M	T	W	R	F	Sa	Su	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28				<ul style="list-style-type: none"> <li>• 18<sup>th</sup> of February: CUP Teachers &amp; Staffs General Meeting @ 11:00am</li> <li>• 26<sup>th</sup> – 28<sup>th</sup> of February: CUP UNDERGRADUATE ORIENTATION</li> </ul>
<b>MARCH</b>							
M	T	W	R	F	Sa	Su	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	<ul style="list-style-type: none"> <li>• 5<sup>th</sup> of March: CUP UNDERGRADUATE SEMESTER 1 BEGINS @ 11:00am</li> <li>• 15<sup>th</sup> of March: LAST DAY FOR DROP AND ADD FOR UNDERGRADUATE</li> <li>• 15<sup>th</sup> of March: SCHOOL FEES INVOICE AVAILABLE FROM THE TREASURER'S OFFICE AND LATE REGISTRATION FEE EFFECT (TOP\$50.00).</li> <li>• 29<sup>th</sup> of March: DEADLINE FOR UNDERGRADUATE SCHOOL FEES PAYMENT OF SEMESTER 1</li> </ul>
<b>APRIL</b>							
M	T	W	R	F	Sa	Su	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						<ul style="list-style-type: none"> <li>• 15<sup>th</sup> – 19<sup>th</sup> of April : CUP UNDERGRADUATE MID-SEMESTER BREAK</li> <li>• 19<sup>th</sup> of April: GOOD FRIDAY</li> <li>• 22<sup>nd</sup> of April: EASTER MONDAY</li> <li>• 25<sup>th</sup> of April: ANZAC DAY</li> </ul>
<b>MAY</b>							
M	T	W	R	F	Sa	Su	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			<ul style="list-style-type: none"> <li>• 1<sup>st</sup> of April – 31<sup>st</sup> of May: LATE FEES UNTIL 30<sup>th</sup> APRIL = TOP\$50 ; LATE FEES UNTIL 31<sup>st</sup> MAY = TOP\$100</li> </ul>
<b>JUNE</b>							
M	T	W	R	F	Sa	Su	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> – 7<sup>th</sup> of June : CUP UNDERGRADUATE STUDY WEEK</li> <li>• 10<sup>th</sup> – 20<sup>th</sup> of June: CUP UNDERGRADUATE SEMESTER 1 FINAL EXAMINATION!</li> <li>• 21<sup>st</sup> of June: SEMESTER 1 ENDS! – LAST DAY FOR ALL STUDENTS</li> <li>• 25<sup>th</sup> of June: SEMESTER 1 ENDS! – LAST DAY FOR STAFFS &amp; TEACHERS!</li> </ul>
<b>JULY</b>							
M	T	W	R	F	Sa	Su	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					<ul style="list-style-type: none"> <li>• 24<sup>th</sup> of June – 26<sup>th</sup> of July : CUP UNDERGRADUATE WINTER BREAK</li> <li>• 24<sup>th</sup> of July: ALL STAFFS &amp; TEACHERS RESUME</li> <li>• 29<sup>th</sup> of July: CUP UNDERGRADUATE SEMESTER 2 BEGINS @ 11:00am</li> </ul>
<b>AUGUST</b>							
M	T	W	R	F	Sa	Su	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		<ul style="list-style-type: none"> <li>• 9<sup>th</sup> of August: LAST DAY FOR DROP AND ADD FOR UNDERGRADUATE</li> <li>• 9<sup>th</sup> of August: SCHOOL FEES INVOICE AVAILABLE FROM THE TREASURER'S OFFICE AND LATE REGISTRATION FEE EFFECT (TOP\$50.00).</li> <li>• 30<sup>th</sup> of August: DEADLINE FOR UNDERGRADUATE SCHOOL FEES PAYMENT OF SEMESTER 2</li> </ul>
<b>SEPTEMBER</b>							
M	T	W	R	F	Sa	Su	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							<ul style="list-style-type: none"> <li>• 9<sup>th</sup> – 13<sup>th</sup> of September.: CUP UNDERGRADUATE MID-SEMESTER BREAK</li> </ul>
<b>OCTOBER</b>							
M	T	W	R	F	Sa	Su	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> of September – 25<sup>th</sup> of October: LATE FEES UNTIL 30<sup>th</sup> of SEPTEMBER = TOP\$50 ; LATE FEES UNTIL 25<sup>th</sup> of OCTOBER = TOP\$100</li> </ul>
<b>NOVEMBER</b>							
M	T	W	R	F	Sa	Su	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		<ul style="list-style-type: none"> <li>• 28<sup>th</sup> – 1<sup>st</sup> of November : CUP UNDERGRADUATE STUDY WEEK</li> <li>• 4<sup>th</sup> – 14<sup>th</sup> of November: CUP UNDERGRADUATE SEMESTER 2 FINAL EXAMINATION!</li> <li>• 15<sup>th</sup> of November: SEMESTER 2 ENDS!</li> </ul>

**NB: Public Holidays will update!**

### **III. PROGRAMME FACTUAL SUMMARY AND GENERAL INFORMATION**

#### **Training Course**

- 1. ENGLISH FOR CABIN CREW**
- 2. LISTENING AND SPEAKING**
- 3. READING AND VOCABULARY**
- 4. WRITING AND GRAMMAR**

#### **1. Training Course – English for Cabin Crew**

This course focuses on developing students' skills in the key areas of business communication, with an emphasis on English for Flight Attendants. The students will improve their skills in grammar, vocabulary, reading, writing, listening, and speaking. The students will learn about doing business internationally, working in new markets, managing international teams, and international negotiations within the scope of improving their English for those purposes.

#### **2. Training Course – Listening and Speaking**

This seminar will teach the participants successful test-taking strategies and will develop their English language skills through intensive work in the listening and speaking sections of the TOEFL IBT test. The skills that the students learn in this seminar will enable them to be successful and will improve their overall academic work in English – flight attendants communication skills will improve.

#### **3. Training Course – Reading and Vocabulary**

This seminar will teach the participants successful test-taking strategies and will develop their English language skills through intensive work in the reading section of the TOEFL IBT test, as well as the supplemental topic of academic vocabulary. The skills that the students learn in this seminar will enable them to be successful on the TOEFL IBT examination as well as the IELTS examination and will improve their overall academic work in English – flight attendants reading communication will improve.

#### **4. Training Course – Writing and Grammar**

This seminar will teach the participants successful test-taking strategies and will develop their English language skills through intensive work in the four sections of the TOEFL IBT test (listening, reading, writing, and speaking) as well as the supplemental topics of advanced grammar and academic vocabulary. The skills that the students learn in this seminar will enable them to be successful and will improve their overall academic work in English – flight attendants writing communication will improve.

**Delivery Site:** First Year (2 Semesters) @ Nuku'alofa, Tongatapu  
Second Year (6 Months) @ Long Beach, LA, USA

**Start Date:** Semester 1, 2019

**Qualification Developer:** Cal America Education Institute and Christ's University in Pacific

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#### **IV. THE PROGRAMME PURPOSE**

The programme uniquely designed to prepare students desiring to gain the knowledge, skills and perspectives which will enable them to become a qualify flight attendant.

#### **V. PROGRAMME OVERVIEW**

The Flight Attendant is the programme which designed and aims to create a new opportunities for the people in the South Pacific. This programme is very rich program for it both integrates Biblical Principles as core requirements. Hence, it is mandatory for all airplane pilot students to take 2 Bible classes to complete the requirements.

## VI. PROGRAMME STRUCTURE

### FLIGHT ATTENDANT PROGRAMME

Full time students can complete his/her Flight Attendant Programme in  $1\frac{1}{2}$  years. Part time students can complete in more than  $1\frac{1}{2}$  years.

<b>FIRST YEAR (STUDY AT CUP UNIVERSITY – TONGA)</b>			
<b>SEMESTER 1</b>		<b>SEMESTER 2</b>	
<b>Course Code</b>	<b>Course Title</b>	<b>Course Code</b>	<b>Course Title</b>
CBTh 510	Old Testament Survey	CBTh 520	New Testament Survey
CEN 510	English Fundamental	CAVI 520	English for Cabin Crew
CAVI 510	Introduction to Airplane Pilot	CPE 520	P.E. (Physical Education)
<b>SECOND YEAR (STUDY AT CAL AMERICA EDUCATION INSTITUTE – USA)</b>			
<b>6 MONTHS (Week 1 – Week 24)</b>			
<b>Weeks</b>		<b>Activities</b>	
1. Week 1 – Week 24 (AM)		Listening and Speaking	
2. Week 1 – Week 24 (AM)		Reading and Vocabulary	
3. Week 1 – Week 24 (AM)		Writing and Grammar	
4. Week 1 – Week 24 (PM)		Practical Training @ M.I. Air	

**NB:**

- Duration of Study for the Flight Attendant Programme =  $1\frac{1}{2}$  years
- 2 semesters at CUP University in Tonga and 6 months at Cal America Education Institute in Long Beach, USA.



## VII. GRADING SYSTEM

### CHRIST'S UNIVERSITY in PACIFIC CURRICULUM AND ASSESSMENT AUTHORITY (CUPCAA)

CUPCAA issues the official statements of results to students. It is a cumulative record of all results for the student. Christ's University in Pacific is undertaking the 15.0 grading system for all students. Results for units in transferred to and attained from CUP studies are reported and follow the following grading system.

Numerical Score	Letter Grade	Grade Points	Achievement Level
90 – 100	A <sup>+</sup>	15.0	Excellent
85 – 89	A	14.0	Outstanding
80 – 84	A <sup>-</sup>		
75 – 79	B <sup>+</sup>	13.0	Above Average
70 – 74	B	11.0	
65 – 69	B <sup>-</sup>		
60 – 64	C <sup>+</sup>	9.0	Average
55 – 59	C	7.5	
50 – 54	C <sup>-</sup>		
40 – 49	D	5.0	Below Average
Below 40%	F	0.0	Failing

Other grades that may be awarded to a candidate apart from those above, are as follows:

CT	Credit Transfer awarded following the assessment of previous learning. (Earned Points to be awarded by the head of the Department of Mathematics)
Res. Pass	Restricted pass which does not permit a Candidate to proceed to a further stage in that subject's Course of Study.
Aeg. Pass	Aegrotat consideration in respect of illness or injury.
Comp. Pass	Compassionate Pass in consideration for unavoidable circumstances.
DNS	Did not sit the final exam (Final grade is F with Earned Points of Zero.)
WC	Withdrawal from Course before the deadline.
W	Withdraw from the University
I	Incomplete

The following grades shall not be included in the calculation of the GPA. They are Aeg. Pass, Comp. Pass, P, Q and W.

## VIII. EXAMPLES OF ACADEMIC MISCONDUCT ARE:

### *Plagiarism*

Plagiarism is the presentation of the (unpublished or published, including on the Internet) thoughts, ideas, writings, inventions or work of another person or other persons without proper acknowledgement and includes copying of the whole or part of the work of another, whether directly copying or summarising another's work, and using experimental results obtained by another. It is the act of taking and using another's work as one's own without proper acknowledgement (referencing) and includes:

- a) copying the work of another student
- b) directly copying any part of another author's work
- c) summarising or paraphrasing another author's work without referencing
- d) using experimental results obtained by another without referencing

This includes items from books, journals, magazines, and the internet. If you have any questions or are in any way unclear on what is or is not acceptable, then contact your lecturer for that course.

### *Cheating*

Cheating is any fraudulent or dishonest response or practice in relation to any item of assessment, including any action which may otherwise defeat the purpose of the assessment. For example, this includes copying from others for an individual assessment event or bringing notes to a closed book exam.

The above summative assessment offences (plagiarism and cheating) represent misconduct and a breach of CUP University's rules and policies.

### *Exclusion from Programme*

There are provisions to exclude students from programmes because of insufficient progress (passing less than half the credits taken over two years),

### *Change of Course or Programme*

Students who request a change of course or programme after approval of enrolment will incur a penalty fee.

### *Refunds & Withdrawals*

The policy regarding withdrawals and refunds for courses longer than 12 weeks is specified in the Enrolment & Fees Policy.

### *Evaluations*

The student evaluation of quality, "SEQUAL", will independently and systematically enable students to evaluate courses and teaching. Evaluations are confidential.

### *Testimonials*

Verbal references only will be given. Students need to advise lecturers of the details regarding such references.