|  |  |
| --- | --- |
| **ABU_KKK_01-15.jpg** | **ECTS Course Description Form** |
| **PART I (Senate Approval)** |
| **Offering School**  | *Tourism Faculty* |
| **Offering Department** | *Tourism and Hotel Management* |
| **Program(s) Offered to** | *Tourism and Hotel Management* | *Must* |
|  |  |
|  |  |
| **Course Code**  | *TRM 225* |
| **Course Name** | IT for Tourism I |
| **Language of Instruction** | *English* |
| **Type of Course** | *Lecture* |
| **Level of Course** | *Undergraduate* |
| **Hours per Week** | **Lecture:**  | **Laboratory:** | **Recitation:**  | **Practical: 2** | **Studio:**  | **Other:**  |
| **ECTS Credit** | *2* |
| **Grading Mode** | *Letter grade* |
| **Pre-requisites** |  |
| **Co-requisites** |  |
| **Registration Restriction** |  |
| **Educational Objective** | To provide foundational skills and understanding of SEJOUR software so that they can easily manage their operations. |
| **Course Description** | Students will address practical issues involved in agency automations, including allotment agreements, reservations, operation, excursions and accounting by using one of the commonly used software by travel agencies |
| **Learning Outcomes**  | **LO1** | Recognizing basic travel management terms.  |
| **LO2** | Reading and understanding contracts prepared between travel agencies and hotels  |
| **LO3** | Entering the contracts of seasons, allotment, purchase and sale prices |
| **LO4** | Creating hotel, package, tour, transfer reservations. |
| **LO5** | Organizing transfer of the passengers (coachs, driver, guide) |
| **LO6** | Invoicing |
| **n..** |  |
| **PART II (Faculty Board Approval)** |
| **Basic Outcomes (University-wide)** | **No.** | **Program Outcomes** | **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | **LO6** |
| **PO1** | **Ability** to communicate effectively and write and present a report in Turkish and English.  |  | *X* |  | *X* | *X* |  |
| **PO2** | **Ability** to work individually, and in intra-disciplinary and multi-disciplinary teams. |  |  |  |  |  | *X* |
| **PO3** | **Recognition** of the need for life-long learning and **ability** to access information, follow developments in science and technology, and continually reinvent oneself. |  | *X* |  |  |  |  |
| **PO4** | **Knowledge** of project management, risk management, innovation and change management, entrepreneurship, and sustainable development. |  |  | *X* |  |  |  |
| **PO5** | **Awareness** of sectors and **ability** to prepare a business plan. | *X* |  | *X* |  | *X* |  |
| **PO6** | **Understanding** of professional and ethical responsibility and **demonstrating** ethical behavior. |  | *X* |  |  |  | *X* |
| **Faculty Specific Outcomes** | **PO7** |  |  |  |  |  |  |  |
| **PO8** |  |  |  |  |  |  |  |
| **PO9** |  |  |  |  |  |  |  |
| **PO10** |  |  |  |  |  |  |  |
| **PO11** |  |  |  |  |  |  |  |
| **PO12** |  |  |  |  |  |  |  |
| **Discipline Specific Outcomes (program)** | **PO13** |  |  |  |  |  |  |  |
| **PO14** |  |  |  |  |  |  |  |
| **PO15** |  |  |  |  |  |  |  |
| **PO16** |  |  |  |  |  |  |  |
| **PO17** |  |  |  |  |  |  |  |
| **PO18** |  |  |  |  |  |  |  |
| **Specialization Specific Outcomes** | **PO N….** |  |  |  |  |  |  |  |
| **PART III (Department Board Approval)** |
| **Course Subjects, Contribution of Course Subjects to Learning Outcomes, and Methods for Assessing Learning of Course Subjects** | **Subjects** | **Week** |  | **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | **LO6** |
| **S1** | 1 | Introduction to Sejour Incoming Agency Program | A1 |  |  |  |  |  |
| **S2** | 2 | Hotel Definition: Definition of hotel room, room type and boards | A1 | A1 |  |  |  |  |
| **S3** | 3,4 | Reservations |  | A1 |  |  |  |  |
| **S4** | 5 | Special offers |  |  |  |  |  |  |
| **S5** | 6 | Group Booking |  |  |  |  |  |  |
| **S6** | 7,8 | Operation |  |  |  |  |  |  |
| **S7** | 9 | Mid-term exam | A1 |  |  |  |  |  |
| **S8** | 10 | Tours and prices |  |  |  |  | A1 |  |
| **S9** | 11 | Tour ticket transactions |  |  |  |  |  |  |
| **S10** | 12 | Invoicing |  |  | A1 |  |  |  |
| **S11** | 13 | Additional Services Allotment and Price Groups |  | A1 |  |  |  | A1 |
| **S12** | 14 | Fınal exam |  |  |  |  |  |  |
| **S13** | 14 |  |  |  |  |  |  |  |
|  | **S14** |  |  |  |  |  |  |  |  |
| **Assessment Methods, Weight in Course Grade, Implementation and Make-Up Rules**  | **No.** | **Type** | **Weight** | **Implementation Rule** | **Make-Up Rule** |
| **A1** | **Exam** | *%40**%60* | Mid-termFinal |  |
| **A2** | **Quiz** |  |  |  |
| **A3** | **Homework** |  |  |  |
| **A4** | **Project & Presentation** |  |  |  |
| **A5** | **Report** |  |  |  |
| **A6** | **Attendance/ Interaction** |  |  |  |
| **A7** | **Class/Lab./****Field Work** |  |  |  |
| **A8** | **Other** |  |  |  |
| **TOTAL** | **100%** |  |  |
| **Evidence of Achievement of Learning Outcomes** | Students will demonstrate learning outcomes through in-class activities and examinations. |
| **Method for Determining Letter Grade** | .Students will earn the points by your performance on the following:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Mid-term exam | (1 x 40 points) | 40 points |
| Final exam | (1 x 60 points) | 60 points |
|  |  |  |
| Total |  | 100 points |

The instructor reserves the right to award bonus points to students that make excellent contribution to the success of this class. These points will be awarded to person who frequently engage in the class discussion and who frequently participates in class Q&A sessions.Grade will be determined by your total points earned under the criteria below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Total Points | 100 | 99-90 | 89-87 | 86-84 | 83-80 | 79-77 | 76-74 | 73-70 | 69-67 | 66-64 | 63-60 | 59-0 |
| Letter Grade | A+ | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | F |
| Value | 4.00 | 4.00 | 3.70 | 3.30 | 3.00 | 2.70 | 2.30 | 2.00 | 1.70 | 1.30 | 1.00 | 0.00 |

 |
| **Teaching Methods, Student Work Load** | **No** | **Method** | **Explanation** | **Hours** |
| ***Time applied by instructor*** |
| **1** | **Lecture** |  |  |
| **2** | **Interactive Lecture** |  |  |
| **3** | **Recitation** |  |  |
| **4** | **Laboratory** |  |  |
| **5** | **Practical** |  | 12x2=24 |
| **6** | **Field Work** |  |  |
| ***Time expected to be allocated by student*** |
| **7** | **Project** |  |  |
| **8** | **Homework** |  | 3x1=3 |
| **9** | **Pre-class Learning ofCourse Material**  | Students require to read the relevant chapters and academic papers before the class. | 12x1=12 |
| **10** | **Review of Course Material** | Students require to read the relevant chapters and academic papers after the class. | 12x1=12 |
| **11** | **Studio** |  |  |
| **12** | **Office Hour** |  | 12x1=12 |
| **TOTAL** | *63* |
| **IV. PART** |
| **Instructor** | **Name** |  |
| **E-mail** |  |
| **Phone Number** |  |
| **Office Number** |  |
| **Office Hours** | *TBA* |
| **Course Materials** | **Mandatory** |  |
| **Recommended** |  |
| **Other** | **Scholastic Honesty** | Any student with an academically misbehavior will be expelled from the course. Details are explained in the Article 25 of Antalya International University Directive Regarding Associate and Undergraduate Degree Programs. Penalties range from failure of the assignment/test to expulsion from the university. Again, the instructor will seek for the maximum possible penalty for any violations in this matter. |
| **Students with Disabilities** |  |
| **Safety Issues**  |  |
| **Flexibility** | The instructor reserves the right to change any aspect of the course in response to the needs of the class. |