



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Vocational Training							
Course Code		TTS221		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	6	Workload	147 (Hours)	Theory	0	Practice	2	Laboratory	0
Objectives of the Course		In this course, it is aimed to instruct the students about the job information in the travel agent and have them to practice it.							
Course Content		In this course, the students are informed about the work-flow at the several different departments of the travel agents.							
Work Placement		30 days obligatory internship.							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion, Case Study, Individual Study, Problem Solving					
Name of Lecturer(s)		Ins. Eren GÖNÜL							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Balta, S.- Altıntaş, V. (2012) Seyahat Acentacılığı ve Tur Operatörlüğü, Anadolu Üniversitesi Yayınevi, Eskişehir.
2	Hacıoğlu, N. (2006) Seyahat Acentacılığı ve Tur Operatörlüğü, Nobel, İstanbul.

Week	Weekly Detailed Course Contents	
1	Practice	The work-flow of travel agents
2	Practice	The work-flow of sales marketing department
3	Practice	The work-flow of sales marketing department
4	Practice	The work-flow of sales marketing department
5	Practice	The work-flow of reservation department
6	Practice	The work-flow of reservation department
7	Practice	The work-flow of reservation department
8	Practice	Mid-term exam
9	Practice	The work-flow of operation department
10	Practice	The work-flow of operation department
11	Practice	The work-flow of operation department
12	Practice	The work-flow of accountancy department
13	Practice	The work-flow of accountancy department
14	Practice	The work-flow of accountancy department
15	Practice	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Practice	15	2	2	60
Individual Work	1	0	75	75
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				147
[Total Workload (Hours) / 25*] = ECTS				6

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	practicing the work-flow at the travel agents and getting informed about the departments of travel agents
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2	To have information about the departments of travel agencies.
3	To be able to transform theoretical knowledge into practice
4	To have information about hotel businesses.
5	Having knowledge about personnel management of travel agencies b

Programme Outcomes (Tourism and Travel Services)

1	Tourism, natural, cultural, historical and social environment to be aware of the relationship.
2	To be able to use a second foreign language at intermediate level.
3	To have the ability to use information technologies in the field at a good level.
4	To have the knowledge and skills required by the profession.
5	To have knowledge about national and global travel destinations, motivations and movements.
6	To have information about countries and cultures.
7	Mastering the automation systems used in travel management
8	To have the technical knowledge about travel agency and ticketing.

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P1	5	5	5	5	5
P2	5	5	5	5	5
P3	5	5	5	5	5
P4		5	5	5	5
P5	5	5	5	5	5
P6	2	5	5	5	5
P7	5	5	5	5	5
P8		5	5	5	5

