AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Guiding Operations								
Course Code	TTS212		Couse Level	Short Cycle (Associate's Degree)					
ECTS Credit	2	Workload	52 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	With this course; The aim of the tour is to comprehend the role and importance of the tourist guide.								
Course Content	Tourist guidance, types of guidance, guidance training and organization, hotel guidance and legal regulations about guidance constitute the content of this course.								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Discussion, Case Study, Individual Study, Problem Solving								
Name of Lecturer(s)									

Assessment Methods and Criteria		
Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading	
1	Ahipaşaoğlu, S. (2000) Turizmde Rehberlik, Gazi Kitabevi: Ankara
2	Profesyonel Turist Rehberinin El Kitabı, (2007) Tureb Yayını: İstanbul

Week	Weekly Detailed Course Contents	
1	Theoretical	Meeting, resource suggestions of course content
2	Theoretical	The significance of guidance at tourism
3	Theoretical	The history and the development of guidance
4	Theoretical	The history and the development of guidance
5	Theoretical	Types of guides and the features that the tourist guides must have
6	Theoretical	The Professional tourist guidance education in Turkey
7	Theoretical	The organization of the Professional tourist guidance in Turkey
8	Intermediate Exam	Mid-term exam
9	Theoretical	The duities carried out by the tourist guides in tours
10	Theoretical	When meeting the customer, problems and solutions that the guide may encounter in medical and emergency situations
11	Theoretical	Guest problems and solutions
12	Theoretical	The process of preparing the tour guide
13	Theoretical	The hotel guide
14	Theoretical	Legal legislation on guidance
15	Final Exam	Final exam

Workload Calculation				
Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Midterm Examination	1	4	1	5

Final Examination	1	4	1	5
			Total Workload (Hours)	52
			[Total Workload (Hours) / 25*] = **ECTS**	2
**25 hour workload is accepted as 1 ECTS*				

Learning Outcomes	
1	Introducing the Professional tourist guidance service
2	Introducing thehotel guidance service
3	To know the features of the tourist guide
4	To have information about tour management staff.
5	To have information about hotel-agency relations.