



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Vocational Training							
Course Code		TTS221		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	1	Workload	26 (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)									

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

### 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	14	0	1	14
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				26
[Total Workload (Hours) / 25*] = ECTS				1

\*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
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

