T6. COURSE SPECIFICATIONS (CS)

**Practical training in tourism
422 tour -4**

هيئة تقويم التعليم
Education Evaluation Commission

Course Specifications

Institution: Jazan University	Date: 24/3/1439
College/Department : Faculty of Arts and Humanities/ Department of Tourism and Antiquities	

A. Course Identification and General Information

1. Course title and code: Practical training in tourism 422 tour -4
2. Credit hours: two hours theoretical - four hours practical
3. Program(s) in which the course is offered. (If general elective available in many programs indicate this rather than list programs)
4. Name of faculty member responsible for the course Dr. Haitham abdel sadek ahmed
5. Level/year at which this course is offered: Level seven
6. Pre-requisites for this course (if any): No available
7. Co-requisites for this course (if any): No available
8. Location if not on main campus: Colleges Abu Arish complex

9. Mode of Instruction (mark all that apply):

a. traditional classroom	√	What percentage?	50
b. blended (traditional and online)	√	What percentage?	50
c. e-learning		What percentage?	
d. correspondence		What percentage?	
f. other		What percentage?	

Comments:
Students can do a search in groups and discuss this research in front of all students

B Objectives

1. What is the main purpose for this course?
• introduce students to the work and activities of the tourism offices and travel agencies • Training students to practice field work. • give students opportunities to meet and communicate with workers in the tourism offices, travel agencies and officials on them. • training students how to use the automated reservation programs as well as all the papers and documents used in the travel and tourism companies

2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g. increased use of IT or web based reference material, changes in content as a result of new research in the field)

• Increasing use of projectors Data Show.
    • small libraries contain basic references.
    • tourism company model to train students (learning model).

C. Course Description (Note: General description in the form used in Bulletin or handbook)

Course Description:
the course shows business and departments of tourism companies and the most popular tourist programs implemented with how numbers and set up a travel agency and tourism in Saudi Arabia as students carried out training on tourism work program in some institutions and tourism companies, travel agencies and provides each student to the supervising professor on his training on the administrative and technical work public relations, which trains them and learned in these offices and tourist agencies and new skills acquired through the implementation of the training program.

1. Topics to be Covered

List of Topics	No. of Weeks	Contact hours
• The concept of tour operator companies and conditions for the establishment • composition of the organization of the tour companies.	2	4
• Steps opening a travel agency and tourism • Global companies organize tours. • Organizing tours corporate resources. • Sections tour operator companies.	4	8
• Details should be available in working tourism company. • References that must be met with the tourism companies. • Transactions tourism companies	2	4

• Trekking programs organized by types of tourism companies. • Outlets Tourist software distribution	4	8	
• Integration of tourism activity • CRS and Internet marketing systems	4	8	

2. Course components (total contact hours and credits per semester):

		Lecture	Tutorial	Laboratory/ Studio	Practical	Other:	Total
Contact Hours	Planed	30	0	0	60	0	90
	Actual	30	0	0	60	0	90
Credit	Planed	2	0	0	2	0	4
	Actual	2	0	0	2	0	4

3. Additional private study/learning hours expected for students per week.	no

4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy

On the table below are the five NQF Learning Domains, numbered in the left column.

First, insert the suitable and measurable course learning outcomes required in the appropriate learning domains (see suggestions below the table). **Second**, insert supporting teaching strategies that fit and align with the assessment methods and intended learning outcomes. **Third**, insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each course learning outcomes, assessment method, and teaching strategy ought to reasonably fit and flow together as an integrated learning and teaching process. (Courses are not required to include learning outcomes from each domain.)

Code #	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	By end of this course students will be able to **Knowledge**		
1.1	**recognize** the work and activities of tourism offices and travel agencies	- Lectures	Writing exams
1.2	**Introduce** the travel agents and their role in the tourism process	- Discussion	reciting in writing
2.0	**Cognitive Skills**		
2.1	**Design** a travel agent according to scientific basis	- Lectures	mid-terms exam
2.2	**Write** the necessary proposals to improve the performance of employees in the tourism offices, travel agencies, clarified and discussed	- Discussions Small Groups	Oral exams

3.0	**Interpersonal Skills & Responsibility**		
3.1	**Use** computer reservation programs	- lab	Laboratory test
3.2	The student uses the skills of a team.	- Small Groups - Discussion	Oral exam
4.0	**Communication, Information Technology, Numerical**		
4.1	**operate** to deal with the modern technological and technical means	- lab	Laboratory test
4.2	**Calculate** airline tickets by reservation program	- lab	Laboratory test
5.0	**Psychomotor**		
5.1	perform receiving tourists who coming to Saudi Arabia	Activity	Oral exam
5.2			

	5. Schedule of Assessment Tasks for Students During the Semester		
	Assessment task (i.e., essay, test, quizzes, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1	First quarterly test	5	10
2	Second quarterly test	10	10
3	Practical test	15	30
4	The theoretical test	The end of the semester	50

D. Student Academic Counseling and Support

1. Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (include amount of time teaching staff are expected to be available each week)

It is determined Academic Advising office hours and hours of study tables by section and announcing billboard defined by the number of office hours - hours Coaching Alakadimi-whereabouts of a faculty member.

E Learning Resources

1. List Required Textbooks
- Mona Haggag, tourism companies, in Cairo 0.2010.
- Maher al-Sisi, tour operators, travel agencies, Cairo, 2004.
- Abu cranium, Abdul Salam and Ahmed Maher, organization and management of tourist facilities, Alexandria 0.1998.
- Khairallah, Azza, he founded the organization of tourism companies, Cairo 0.2010.

2. List Essential References Materials (Journals, Reports, etc.)
• Sultan Althagafi, tourism in Saudi Arabia: behavior patterns, Riyadh, 1996
• Marwan sukar , travel agencies and travel management companies, Oman, 1996.
• Salahelddin Abdel Wahab, the economics of tourism, hotels, Cairo, 1993.

3. List Electronic Materials, Web Sites, Facebook, Twitter, etc.
- Versions of the Supreme Commission for Tourism and Antiquities in Saudi Arabia
- The overall strategy for the development of tourism in Saudi Arabia.
- World Tourism Organization, tourism departure for Saudi Arabia.2004

4. Other learning material such as computer-based programs/CD, professional standards or regulations and software.
Reservations system Amadeus airline tickets.

F. Facilities Required

Indicate requirements for the course including size of classrooms and laboratories (i.e. number of seats in classrooms and laboratories, extent of computer access, etc.)
1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.) Model tourism company to train students (educational model)
2. Technology resources (AV, data show, Smart Board, software, etc.) Booking airline tickets program Amadeus - A display device Data show
3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list) Increase the computers in the model of travel agency

G   Course Evaluation and Improvement Processes

1. Strategies for Obtaining Student Feedback on Effectiveness of Teaching - The design and distribution of a questionnaire to students registered for the course to get to know the feedback
2. Other Strategies for Evaluation of Teaching by the Instructor or by the Department The design and distribution of a questionnaire assessment of the students enrolled are packaged with the decision on the part of those responsible for the training of students tourism firms (external training) to get to know the feedback from the teaching of the practical side of the course nutrition.
3. Processes for Improvement of Teaching • dependence on modern technological means. • Linking academic study process to life through hands-on training model of the department of tourism company • Annual update of statistics and information on the scientific content of decision
4. Processes for Verifying Standards of Student Achievement (e.g. check marking by an independent member teaching staff of a sample of student work, periodic exchange and remarking of tests or a sample of assignments with staff at another institution. - Correct answers are the end of the semester test papers by faculty from another department
5. Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement. • Use the results of questionnaires for evaluating the course for improvement • Continuing to identify the latest findings of technology in the field of tourism companies • Action seminars where lectures Bra of the General Authority for Tourism and National Heritage

Name of Course Instructor: _____ Dr. Haitham abdelsadek ahmed _____

Signature: ____ Haitham abdelsadek ahmed _ Date Specification Completed: _____

Program Coordinator: _____ Dr. Haitham abdelsadek ahmed _____

Signature: _____ Date Received: _____

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Education Evaluation Commission

Name of Course Instructor: _____ Dr. Haitham abdelsadek ahmed _____

Signature: *Haithe Abdelsadel* Date Specification Completed: 24/3/1439

Program Coordinator: _____ Dr . Faisal altemahy _____

Signature: _____ Date Received: _____