

CLASS NUMBER AND NAME: **TRN137B—TOUR PLANNING II**

TOTAL CLOCK HOURS/UNITS: 24 HOURS/2 UNITS

PREREQUISITES: None

TEXTS AND MATERIALS: ProQuest e-library

CLASS DESCRIPTION: This class is designed to teach students the duties and responsibilities of domestic and international travel planning.

CLASS OBJECTIVES: After completing this course, the student should have a fundamental understanding of the skills of domestic and international travel planning.

CLASS FORMAT OVERVIEW: The class is a combination of lecture and lab work.

REQUIREMENTS: Since lecture, in-class assignments, and team assignments are the main means of instruction in this class, students are expected to be present every day to participate in class discussion, to participate in team activities, and to communicate with team members and the instructor in a timely, professional manner.

Students are to be absent no more than five days during the module, or they must re-enroll for that portion of the class. At all times, it will be up to the student to learn of any work assigned while he or she was absent. In-class assignments are given periodically and may not be made up.

Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.

TESTING: Tests will be given by the instructor.

LATE TESTING: Late Assignment(s): A 10 percent penalty will be given for each late assignment or test.

GRADING POLICIES: All assignments will be graded on the following scale:

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
Below 60%	F

FINAL GRADE:

The final grade will be the result of all work completed. The final letter grade will be calculated as follows:

90 — 100 %	A
80 — 89 %	B
70 — 79 %	C
60 — 69 %	D
Below 60%	F

CLASS SCHEDULE:

The instructor will provide a schedule for the class.

**ANTICIPATED LEARNING
OUTCOMES:**

Upon completing this course, the student will:

1. Demonstrate the ability to plan work, manage time, and meet deadlines in travel planning.
2. Demonstrate the ability to interact with others in a professional, businesslike manner and understand reservations, payment, and ticketing procedures.
3. Understand the importance of currencies outside the United States.
4. Demonstrate the ability to produce high-quality work and an understanding of the importance of attention to detail.
5. Demonstrate the ability to research and book travel and hotel arrangements.
6. Use the Internet and the ProQuest e-library to research current information on travel and travel policies.

Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.

Tourism, Hospitality and Wine
Travel Planning II class schedule

Week	Reading	Internet	HTI	Class discussions	Homework
One	(see internet)	www.aa.com www.iflyswa.com		Inside American Airlines	Reading Airfare tracking
Two	(see internet)	www.itasoftware.com www.travel.state.gov		Domestic & International Travel Entry requirements	Reading Travel Planning – Domestic Airfare Tracking
Three	(see internet)	www.fairmont.com		Ground Transportation Lodging	Reading Travel Planning – International Airfare Tracking
Four	(see internet)	www.cdc.gov www.raileurope.com		Putting it all together	Reading Airfare Tracking
Five	(see internet)				Final Itinerary
Six				Itinerary Reviews	

Please note, this is just a suggested class schedule. Guest speakers and/or site inspections will be scheduled based on availability and class schedule will be adjusted accordingly.