

Leisure and Tourism Management - National Diploma (ND)

YEAR II SEMESTER II

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Course: Sustainable Tourism

Department/Programme: NATIONAL DIPLOMA IN LEISURE AND TOURISM MANAGEMENT			
Course: SUSTAINABLE TOURISM	Course Code: LTM 221	Credit Hours:	2 HOURS
Year: 2 Semester: 2	Pre-requisite:	Theoretical:	2 hours/week
		Practical:	0 hours /week
GOAL: This course is designed to enable the student acquire basic knowledge of sustainable tourism			
General Objectives: On completion of this course the diplomate should be able to:			
1.0 Understand Antecedents of sustainable development			
2.0 Understand the concept of sustainable leisure and tourism.			
3.0 Understand the concept of sustainable Tourism development			
4.0 Relate sustainable tourism development and economic restructuring			
5.0 Understand the relations between tourism, society and culture and sustainability			
6.0 Identify the tools for sustainable tourism management.			

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcomes Basic and Major tourism Terminologies	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
General Objective 1.0 Understand Antecedent of sustainable Development						
1	1.1 Explain changing attitudes towards nature in Western Society 1.2 Explain Romantic Vision 1.3 Explain the Rise of progress conservation 1.4 Explain Antecedents	Discuss the changing attitude towards nature Discuss Romantic Vision Discuss the rise of progress conservation Explain Aristae Ecotowition Discuss Antecedents.	Textbooks	To understand the importance of the environment in (natural, social and cultural terms)	To discuss with students the importance of certain resources. Student to produce a list of resources to be preserved	Flip chart and pens
General Objective 2.0: Understand the concept of sustainable leisure and tourism						
2	<u>Specific Learning Outcome Specific Learning Outcome</u> 2.1 Define sustainable leisure and tourism 2.2 Apply the concept of sustainability to different leisure and tourism scenarios 2.3 Define development 2.4 Understand the relationship between sustainability and development (contrasts and interactions)	Lecture supported by use of examples Explain the relationship	Textbook	Understand the concept of sustainability through the use of examples (i.e. mass tourism vs small scale tourism)	Show video on mass tourism followed by discussion	VCR
	<u>Specific Learning Outcom</u>	narrate sustainable	Textbook			
General Objective 3.0: Understand the concept of Sustainable Tourism Development						
3	<u>Specific Learning Outcome</u> 3.1 Explain sustainable developments and Tourism 3.2 Explain sustainable Tourism as a problem of Scale. 3.3 Explain the Time Scale involved.	Lecture of theoretical approaches to sustainability Highlight on the problems of scale Explain the Time scale	Textbook	Understand Mass vs niche tourism and sustainability Understand long term vs short term benefits Assess the community involvement in decision making process	Use of examples and in class discussion In class discussion	White board and pens

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcomes Basic and Major tourism Terminologies	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
4	3.4 Explain the sustainable development framework - sustainable development in environmental, socio-cultural and economic terms					
5	3.5 Explain Community participation 3.6 Identify a tourist 3.7 Illustrate the corporate dimension	Discuss community Define Community Rent. Identify a tourist				
6	3.8 Explain the Regulatory contest of sustainable development 3.9 Identify the role of the Community in the SD framework (i.e. the community as owner of the resources and their responsibility towards them)	Highlight the corporate dimension Discuss the regulatory contest of sustainable tourism development				
General Objective 4.0: Relate sustainable tourism development and economic restructuring						
7	Specific Learning Outcome 5.1 Evaluate the economic impact of tourism 5.2 Explain the new forms e.g consumption i.e. opportunity for sustainable tourism?	Explain the new forms of consumption Discuss the sustainable Tourism Regulation Explain the political economy of sustainability	Textbook	Use examples form other African countries with an active tourism industry	Assess the economic impact	Flip chart and pens
8	5.3 Analyse the sustainable Tourism Regulation 5.4 Explain the political economy of sustainability (developed world vs developing world)					
General Objective 5.0: Understand the relations between tourism, society and culture and sustainability						
9	Specific Learning Outcome 5.1. Evaluate the social impact of tourism	Explain the geographical Explain Indigenous Lecture	Textbook Textbook	Use examples from wildlife tourism in Masailand, East Africa Analyse Developing Indigenous tourism	Assess the socio-cultural impact of tourism (i.e prostitution in Thailand)	Flip chart and pens
10	5.2 Understand the Geography indigenous people 5.3 Define community based tourism	Discus Indigenous in South	Textbook	Continue for previous week		

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcomes Basic and Major tourism Terminologies	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
11	5.4 Assess Indigenous involvement in tourism in Nigeria	Discuss the wildlife in Masailand of East Africa Explain developing indigenous Indigenous tourism Analyse the could of indigenous tourism		applying concept to Nigeria		
General Objective 6.0: Identify the tools for sustainable tourism management						
12	Specific Learning Objective 6.1 Outline the tools for Sustainable Tourism	Explain the tools for sustainability Tourism Explain the carry capacity	Textbooks, Journals Textbook	Understand ways of managing tourism in a sustainable manner	Lecturer to guide student to identify ways of limiting environmental and socio-cultural impacts Use video by Tourism concern "Looking Beyond the Brochure" (Gambia)	Flip chart and pens
13	6.2 Understand the concept of carrying capacity in leisure and tourism.	Analyse the Environmental impact assessment e g sustainability tourism	Textbook			
14	6.3 Understand the importance of ethics in leisure and tourism operations	Explain the cumulative effects assessment	Textbook			
15	6.4 Understand the importance of code of conduct in leisure and tourism	Explain Ecological sustainable development Discuss integrated resource Management, social values and ethic	Textbook			

Assessment could consist of an individual essay 60% (2,000 words on the concept of sustainable tourism) and a group presentation 40% on a sustainable tourism case study.

Holden (2000) Environment and Tourism, London: Routledge is only an example.

Course: Art Heritage and Culture

Department/Programme: NATIONAL DIPLOMA IN LEISURE AND TOURISM MANAGEMENT			
Course: ART HERITAGE AND CULTURE	Course Code: LTM 222	Credit Hours:	5 HOURS
Year: 2 Semester: 2	Pre-requisite:	Theoretical:	2 hours/week
		Practical:	3 hours /week
GOAL: This course is designed to enable the student acquire knowledge of Nigeria's diverse Cultural Resources for Tourism Promotion			
GENERAL OBJECTIVES: On completion of this course, the diplomate should be able to:			
1.0 Know the major ethnic groups of Nigeria			
2.0 Identify the different distinct physical structures of the major tribes.			
3.0 Know the important Cultural Festival in Nigeria			
4.0 Identify the major Cultural Festivals in the six geopolitical zones.			
5.0 Know the impact of Cultural ceremonies on tourism Promotion in Nigeria			
6.0 Know the role and importance of land marks in tourism.			

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcome	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
General Objective 1.0 Know the major ethnic groups of Nigeria.						
1	1.1 Identify the mix ethnic groups of Nigeria	Term paper to be present by different students in class.	Textbooks Journals Magazines Maps	Identify the unit of ethnic groups of Nigeria	Draw the map of Nigeria and fix each ethnic group into the appropriate position	Textbook
2	1.2 Trace the history of these mix of ethnic groups mentioned in 1.1 above using the following parameters. a) Origin b) Location c) Language and occupation	Discuss the origin plot the different location into the map of Nigeria. Explain the languages and the occupations. Discuss the Arts and Cultures. Discuss the Marriage partner	Textbook Journals Magazine Maps	Trace the history of these mix of ethnic groups in 1.1 above using the following parameters.	Explain the ways of life e g each ethnic group. Divide the class into various ethics group and let them demonstrate their Marriage pattern, and positives	A chart containing map of Nigeria
3	d) Arts and crafts e) Marriage pattern f) Food and life pattern g) Sacrification h) Festivals.	Discuss the foods life partner of each ethnic group Explain the Sanctification Explain the festival				
General Objective 2.0: Identify the different distinct physical structures of the major tribes.						
4	2.1 With the aid of a map show the location of the major ethnic groups as in 1.1 above 2.2 Describe the inverted traditional systems of administration of the three major ethnic groups in Nigeria.	Brain storm and present the different dresses to the class by the different representative of the culture in the class. Identify the 3 ethnic groups Identify the differences of the mode.	Textbooks Journals Maps Textbook Journals Maps	Draw a map of Nigeria Showing the major ethnic group Trace the origin of the facial mark of the main ethnic group	Draw the map e g Nigeria Showing the major ethnic group.	Map of Nigeria Textbook
5	2.3 Compare and contract the dressing mode of the three main ethnic groups in Nigeria 2.6 Explain the scarification (tribal marks) of the three main ethnic groups in Nigeria 2.7 Discuss the importance of the facial marks as in 1.6 above.	Discuss the scarification of the three main ethnic groups of Nigeria. Explain the importance of the facial marks	Textbook Journals Maps			Different dresses from ethnic group a textbook

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcome	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
General Objective 3.0: Know the important cultural festivals in Nigeria.						
6	3.1 Define and explain the term festival 3.2 Classify festival under the following headings: a) Religious and cultural b) Occupational and sports		Textbooks, Journals Magazines Maps	Narrate a particular festival one by one in the class Draw out a calendar of some ethnic group	Guide the class while the narrating is going on Organise the Excursion to Osun.	
7	3.3 Trace the origin of each of the following national festivals in Nigeria e.g.: i) National festivals a) Independence day celebration b) Children day celebration c) May day celebration			Group visit to Osun Osogbo		
8	ii) Religious Festivals a) Id-el Fitri and Id-el Kabir b) Christmas c) Ogun Festival d) Alekwu iii) Cultural Festival a) Eyo - among the Yorubas b) Oro - Also among the Yorubas c) Ovia Osese - Among the Ogoris d) Sharo or Shadi - Among the Fulanis etc					

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcome	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
General Objective 4.0 Identify the major cultural festivals in the six geopolitical zones.						
9	4.1 Occupational Festivals a) New yam festival in the South especially among the Ibo speaking people b) Argungun fishing festival etc 4.2 Sport Festival a) Dambe b) Kokuwa c) Argungu fishing festival		Textbooks, Journals Magazines maps		Group assignment and discussion Select a notable festival for the students to visit	Textbook Textbook
10	4.3 Identify were the festivals in 2.3 are in Nigeria and when they; are held 4.4 Discuss the importance of the various festivals in 2.3 above 4.5 Explain the importance of the festival in 2.3 4.6 Describe and state the importance of masquerades among the various ethnic groups in Nigeria.					
General Objective 5.0: Know the impact of cultural ceremonies on tourism promotion in Nigeria.						
11	5.1 Describe the common social ceremonies in Nigeria e.g. Durbar or display 5.2 Discuss the royal ceremonies among the various ethnic groups in Nigeria e.g. Igogo festival in Owo Ondo State Eyo in Lagos. Etc.	Arrange for a group Tour where students can witness any of this festivities. Arrange for visit to the various festival in Nigeria. Explain the importance of ceremonies to the development and promotion of tourism in Nigeria	Textbooks Magazines Journals	Carry out a mini Igogo and Duber festivals Prepare an annual plan of visit to the various festivals in Nigeria	Arrange for a group tour where students can witness any of this festivities	
12	5.3 Prepare an annual plan of visit to the various festivals in Nigeria 5.4 Explain the importance of ceremonies to the development and promotion of tourism in Nigeria	Analyse the roles which music dance and drawing play in the		Identify the roles which music, dance and drama play in the cultural		

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcome	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
13	5.5 State the roles which music, dance and drama play in the cultural festivals in Nigeria	cultural festival in Nigeria		festivals in Nigeria. Trace the origin e.g the Bilikitu Sungbo and Long juju of Arochukwu		
General Objective 6.0: Know the Role and importance of land marks in tourism						
14	6.1 Identify the important land marks in Nigeria e.g. Hills, falls, springs lake etc. 6.2 Discuss the source of the water falls in Nigeria e.g. Assop falls in Jos, etc.	Teachers Activities Identify importance land marks in Nigeria e.g Hills falls, springs lake etc. Arrange for a visit to a nearby land mark in your Area and treat individual.	Resources Text books Journal, Magazines		Produce a list of Art heritage and cultural landmarks of Nigeria	Internet, Posters, and PC and printers
15	6.3 Explain some common shrines in Nigeria e.g. Bilikisu sungbo, long juju of Arochukwu etc 6.4 Trace the origin of the shrines in 4.3 above.	Discuss some common shrines in Nigeria e.g. Bilikisu sungbo, lang juju of Arochukwu etc. Discuss the Origin of the shrines in 4.3 above.				

Assessment: Give details of assignments to be used:

Group Project consisting of an exhibition 100%

Course: Tours Operations

Programme: NATIONAL DIPLOMA IN LEISURE AND TOURISM MANAGEMENT			
Course: TOURS OPERATIONS	Course Code: LTM 223	Credit Hours:	5 HOURS
Year: 2 Semester: 2	Pre-requisite:	Theoretical:	2 hours/week
		Practical:	3 hours /week
GOAL: This course is designed to enable the student acquire knowledge of Tour guiding and operations.			
GENERAL OBJECTIVES: On completion of this course, the student should be able to:			
1.0 Understand the definition, history and types of tours; tour guides and operators.			
2.0 Understand tour booking conditions and limitations of liability.			
3.0 Understand Reservations and Accounting Procedures			
4.0 Understand Tour conducting, city and site Guiding			
5.0 Understand how to work with Hotels, Resorts and Attractions			
6.0 Understand Air travel and Tours			
7.0 Understand Suppliers and Attractions.			
8.0 Know how to deal with unexpected events in tour guiding			
9.0 Understand how to create a tour.			
10.0 Understand multi-day tour.			

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
General Objective 1: Understand the definition, History and types of Tours, tour guides and operators.						
1	1.1 Define tours conducting and the Tour Industry. 1.2 Explain the history of tours and why take a tour 1.3 Describe different types of tours and types of tour Guides e.g. custom-designed tours, independent tours, hostel tours, escorted tours. Docents, sight seeing guides, city guides; tour Escorts; tour guides etc.	See instructional Resource manual (Marc machine) - Use question and answer techniques	Test books See Reference.		- Give assignments - Delve into Appeal of tour conducting salary and benefits, challenges, the down side and Escort personalities.	
2	1.4 Explain the pre-parked tour components-Transport, accommodation, tanneries, sight seeing, meals 1.5 List the advantages of selling tours					
General Objective 2.0: Understand tour booking conditions and limitations of liability.						
3	2.1 Identify the key aspects of a tour brochure 2.2 Describe tour brochure price quotation 2.3 Explain tour booking conditions - included and excluded tour payment schedule, cancellation and refund policy 2.4 State the limitations of liability	Lecture	-Tour Brochure - Textbooks		Tutorial on assignment	
General Objective 3.0: Understand Reservations and Accounting Procedures.						
4	3.1 Explain tour reservation procedures 3.2 Explain tour accounting procedures	-Lecture - Visit tour operators and Travel agents	Textbooks	3.1 carryout a tour reservation procedure Visit tour operators and travel agents	Guide students through a tour reservation procedures Guide and monitor the students and have them write a report	

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
General Objective 4.0: Understand tour conducting city and site Guiding.						
5	4.1 Define terms commonly used in the tour industry 4.1 Identify for whom tour guides and tour escorts generally work 4.2 Explain the reason why people take tours 4.3 Appraise the attraction of tour conducting as a career 4.4 Identify the advantages of a tour-related career.	Lecture with life situation examples - Brainstorming on interpersonal Relationships.	Textbooks	Deal with different need and wants	Pole play scenario highlighting a difficult situation (might be a dangerous situation a sickness problem or any other issue the tour guide might have to manage)	
6	4.5 List the advantages and disadvantages of city and site guiding 4.6 Explain client and escort psychology, - managing group behaviour cultural sensitivity, dealing with fellow workers, preventing escort burnout 4.7 Highlight the importance of 'code of conduct' communication to the visitors.					
General Objective 5.0: Understand how to work with Hotels Resorts and Attractions.						
7	5.1 Describe the ideal tour hotel 5.2 List examples of the ideal tour hotels and their locations 5.3 Explain how to negotiate with hotels 5.4 Explain how to prepare the passengers for the arrival at the hotels	-Lecture - Use case study * Study Tour of a five star hotel with a visit to the sales and marketing opt to familiarize students with packages available for tourists.	Bran pared Escort's Hotel reminder Checklist	Negotiate hotel accommodation Check in and check out guest into hotel	Guide students on negotiation of checking in /out of guests into hotel	Textbook
8	5.5 Describe the various procedures of checking in your clients on arrival at the hotel 5.6 State the potential arrival problems 5.7 Explain the hotel stay-the escorts routines 5.8 Describe the hotel check-out routine - e.g. examine the financial record of clients, luggage pick-up, on the motor coach.					

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
General Objective 6.0: Understand Air Travel and Tours.						
9	6.1 State the airline industry terminologies such: Terminal Boarding pass security Gate etc. 6.2 Discuss what an escort must do before a group arrives at an airline terminal 6.1 Explain a tour member pre-boarding activities	Prepare Air tour checklist - Case study	Floor plan of an international airport in Nigeria (Arrival and Departure Areas)	Pay a visit to Airport or the port to observe boarding, arrival, Departure etc	Guide students on visit to Airport or seaport	Airport or Seaport
10	6.2 List an escort's in-flight responsibilities 6.3 Describe the procedures that face a group and an escort upon arrival at a destination		*Seating chart of an aircraft *Sample flight coupon *Visual summary of how airlines check in groups	-Excursion to an airport or sea port where seating chart are familiarization with.	Organise visit and guide students	minibus
General Objective 7.0: Understand Suppliers and Attractions.						
11	7.1 Discuss how an escort can enhance a group's cruise experiences - include the special terminology of ship personnel 7.2 Explain the distinct nature of group rail travel 7.3 Identify the kinds of dining series that work best for tour groups 7.4 Enumerate the considerations an escort must have in mind when a group visits and attraction.	-Lecture - Use the question and answer method Visit to Sea Port to see a cruise lines	-Textbooks - sample ship expect ion report - Restaurant evaluation form	-Visit to the Nigeria Railway Corporation	Organise visit and guide students	minibus
General Objectives: 8.0 Know how to deal with the unexpected events in tour guiding.						
12	8.1 List the general strategies for dealing with unexpected challenges 8.2 Identify two types of client mishaps that can often be avoided 8.3 Explain the exact steps to take when a client loses money or valuables	Lecture with case study	-Sample of damaged property report - Sample of client accident report		Organise a tour Guide students to cost out and price typical tour	Textbook Handout

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
	8.4 Outline procedures for dealing with lost or damaged luggage flight delays or cancellations, illness and accidents, client deaths, and hotel fires		- Sample of client change of tour plan form			
General Objectives: 9.0 Understand how to create a tour.						
13	9.1 Justify the escort's need to know how tours are planned 9.2 Identify the prime sources for researching a destination 9.3 Describe the principles behind a successful tour itinerary 9.4 Cost out and price a typical tour 9.5 Explain the many ways through which tours may be promoted	Assignments	-Textbooks - Draft sample of client survey form - Draft format for analyzing a destination - Draft format of tour costing sheet - Draft format of tour reservation form	Plan a tour Cost out and price a typical tour		Flip chart and pens PC and printer
General Objectives: 10.0 Understand multi-day tours.						
14	10.1 List the materials that are required to manage a multi-day tour.	Lecture	Draft sample of general tour report	Assess what is required in the realisation of a multi-day tour.	Group Work toward assessment	PC, internet, printer
15	10.2 Explain the typical routines of a multi-day group trip 10.3 Read and Analyse a tour itinerary 10.4 Discuss ways to keep a group entertained while a tour is in progress					

Assessment: Give details of assignments to be used:

Project based on the creation of a tour of heritage and culture in Nigeria 100% supported by costing, timing, transport used and written itinerary.

Course: Air Fares and Ticketing II

PROGRAMME: NATIONAL DIPLOMA LEISURE AND TOURISM MANAGEMENT			
Course: AIR FARES AND TICKETING II	Course Code: LTM 224	Credit Hours:	5 HOURS
Year: II Semester: II	Pre-requisite:	Theoretical: Practical:	2 hours/week 3 hours /week
GOAL: This course is designed to enable the student acquire Advanced knowledge on Air tariffs and fares.			
GENERAL OBJECTIVES: On completion of this course, the diplomate should be able to: 1.0 Understand IATA terms; International journeys and direction of Fares. 2.0 Understand how to match cities with IATA areas, Global indicators and Direction codes 3.0 Know National or local currency fares, currency conversion, rounding procedures and fare construction. 4.0 Understand Routing tables and MPS routing fares. 5.0 Know OW (STI) Mileage System; Higher Intermediate Point and Backhaul check. 6.0 Understand Fare breakpoint, round and circle trip fares, circle trip minimum check 7.0 Prepare fare construction using Industry and carrier add-ons.			

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcomes Basic and Major tourism Terminologies	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
General Objective 1.0: Understand IATA Terms, International Journeys and Direction of Fares.						
1	Specific Learning Outcome 1.1 Explain the common terms used in the PAT general rules book 1.2 Describe the anatomy of a journey.	Lecture with; illustrations and typical examples for early comprehension	Passenger air tariff books, Maps, Charts			
2	1.3 Identify one way trip 1.4 Explain round trip 1.5 Explain circle trip 1.6 Describe open jaw for special fares 1.7 Explain counting transfers and stopovers.					
General Objectives: 2.0 Understand how to Match cities with IATA areas, Global indicators and Direction codes.						
3	Specific Learning Outcome 2.1 Explain the IATA areas in the world 2.2 Identify the IATA Global indicators 2.3 Identify fare types.	Illustration recovery with good examples and practicing	Passenger Air Tariff (PAT)	Draw and label IATA traffic areas in the world	Supervise the work	IATA Ticketing Handbook
4	2.4 Explain the OW versus half RT fares 2.5 Describe the global indicator 2.6 Explain carrier selection 2.7 Describe the conditions of the rule					
General Objectives: 4.0 Know National on local currency fares, currency conversion, rounding procedures, fare construction.						
5	CURRENCY RULES 4.1 Identify local currency; fares 4.2 Explain the NUC conversion procedure.	Use Internet to find the conversion procedures			Supervise the work	Textbook

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcomes Basic and Major tourism Terminologies	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
6	4.3 Explain the rounding of NUCs 4.4 Explain the rounding of local currency fares					
General Objectives: 5.0 Understand Routing tables and MPS, routing fares						
7	Specific Learning Outcome 5.1 Explain the application of routings 5.2 Describe the specified routing table 5.3 Explain the route reference number e.g. linear route with headline and sideline cities, linear map route.	Illustrate with precision routes to include Nigeria's and other world cities	Passenger Air Tariff (PAT)	Use the internet to find out routings Illustrate with a digram the specified routing 5.3 draw and label the linear map route.	Draw a diagram on the board Supervise the work and give assignment	Internet JATA Ticketing handbook IATA ticketing Handbook
8	5.4 Re-explain the fare construction formula					
General Objectives: 6.0 Know OW(SITI) Mileage system, Higher Intermediate point and Backhaul check.						
9	Specific Learning Outcome SITOW THROUGH FARE CONSTRUCTION 6.1 Explain the maximum permitted mileage 6.2 Describe the ticketed point mileage.	Emphasize practicable routes with examples from Nigeria and other world cities	Passenger Air Tariff Air passenger Mileage etc	Understand the process of fare construction	In class exercise	PC and Printer
10	6.3 Explain the extra mileage allowance 6.4 Explain the excess mileage surcharge.					
11	6.5 Describe the higher intermediate point 6.6 Describe the backhaul check					

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcomes Basic and Major tourism Terminologies	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
General Objectives: 7.0 Understand Fare breakpoint, round and circle trip fares, circle trip minimum check.						
12	Specific Learning Outcome 7.1 SITI, RT and CT fare construction 7.2 Explain selecting a fare breakpoint. 7.3 Describe the general guidelines.	Use routings with Nigerian international and local cities and other world cities	Passenger air tariff (PAT) Add-ons Permitted mileage Book/mammal	Use the Internet and air tariff book to construct cost for different travel arrangements (including ticket and other charges)	Work with students and give problem solving	Air tariff guide Internet
13	7.4 Explain the SITI, RT/CT formula 7.5 Apply the CTM check and the secondary fares					
General Objectives: 8.0 Prepare Fare construction using industry and Carrier add-ons.						
14	Specific Learning Outcome 8.1 Define Add-ons 8.2 Apply Add-ons 8.3 Explain how to use industry Add-ons.	Treat cases involving Nigeria local cities in case studies while practicing	Add-on manual			
15	8.4 Explain how to use carrier 8.5 Add-ons					

Assessment: Give details of assignments to be used:

Coursework/ Assignments %; Course test %; Practical %; Projects %; Examination %

Course: Project

Programme: (National Diploma)			
Course: Project	Course Code: LTM 225	Total Hours:	6
Year: 2 Semester: 4	Pre-requisite:	Theoretical: Practical:	0 hours /week 6 hours /week
Goal: This course is designed to enable the student to undertake an individual project and write a report on it.			
General Objectives: On completion of this course, the diplomate should be able to: <ol style="list-style-type: none">1. Research a chosen topic at ND level from available sources.2. Collect data on the chosen topic.3. Produce a report on the chosen topic.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
General Objective 1: Research a chosen topic at ND level from available sources.						
1	1.1 Choose, under guidance, an appropriate topic of interest.	Provide guidance in finding suitable topics.	Textbooks Lecture Notes Internet	Selection of a topic of interest.	Provide guidance in finding suitable topics.	Textbooks Lecture Notes Internet
2	1.2 Research a chosen topic from available sources.	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet	Demonstrate research ability	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet
3	1.2 (continued) Research a chosen topic from available sources.	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet	Demonstrate research ability	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet
4	1.2 (continued) Research a chosen topic from available sources.	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet	Demonstrate research ability	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet
General Objective 2: Collect data on the chosen topic.						
5	2.1 Collect data on the chosen topic from available sources.	Provide guidance in collecting data	Textbooks Lecture Notes Internet	Demonstrate ability to collect data	Provide guidance in collecting data.	Textbooks Lecture Notes Internet

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
6	2.1 (continued) Collect data on the chosen topic from available sources.	Provide guidance in collecting data	Textbooks Lecture Notes Internet	Demonstrate ability to collect data	Provide guidance in collecting data.	Textbooks Lecture Notes Internet
7	2.1 (continued) Collect data on the chosen topic from available sources.	Provide guidance in collecting data	Textbooks Lecture Notes Internet	Demonstrate ability to collect data	Provide guidance in collecting data.	Textbooks Lecture Notes Internet
8	2.1 (continued) Collect data on the chosen topic from available sources.	Provide guidance in collecting data	Textbooks Lecture Notes Internet	Demonstrate ability to collect data	Provide guidance in collecting data.	Textbooks Lecture Notes Internet
9	2.1 (continued) Collect data on the chosen topic from available sources.	Provide guidance in collecting data	Textbooks Lecture Notes Internet	Demonstrate ability to collect data	Provide guidance in collecting data.	Textbooks Lecture Notes Internet
General Objective 3: Produce a report on the chosen topic.						
10	3.1 Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
11	3.1 (continued) Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet
12	3.1 (continued) Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet
13	3.1 (continued) Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet
14	3.1 (continued) Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet
15	3.1 (continued) Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet

Assessment Give details of assignments to be used:

Coursework/ Assignments %; Course test %; Practical %; Projects %; Examination %

Type of Assessment	Purpose and Nature of Assessment	Weighting (%)
Examination	Final Examination (written) to assess knowledge and understanding	0
Test	0 progress tests	0
Practical	Report of up to 6,000 words	100
Total		100

Course: Small Business Management I

Programme: (National Diploma)			
Course: Small Business Management I	Course Code: LTM 226	Total Hours:	2
Year: 2 Semester: 4	Pre-requisite:	Theoretical:	1 hour /week
		Practical:	1 hour /week
Goal: This course is designed to provide the student with the basic knowledge on the various tools used in the management of small-scale businesses.			
General Objectives: On completion of this course, the diplomate will be able to:			
<ol style="list-style-type: none">1. Understand the nature of small-scale enterprises.2. Understand the legal framework for small-scale enterprises.3. Understand the role of governments in small-scale enterprises in Nigeria4. Understand a business plan for a small-scale business enterprise.5. Understand marketing management in a small business enterprise6. Understand the general concept of production management7. Know human capital needs for an enterprise			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
General Objective 1: Understand the nature of small-scale enterprises.						
1	1.1 Define the range and scope of a small business. 1.2 Explain the importance of a small business. 1.3 Describe the problems associated with small business operations.	Explain range, scope and importance of a small scale business. Explain problems associated with small business operations.	Text Books Journals Publications	Select a small business enterprise and indicate its signs of success and failures. Use case studies based on a local organisation.	Guide students in identifying range, scope and importance of a small scale business.	Internet and relevant websites Guest speaker on small businesses
2	1.4 Describe types of businesses that could be run on a small scale. 1.5 Describe the merits and demerits of being self-employed 1.6 Identify the starting problems and signs of failure of a small business	Explain types of businesses that could be run on small scale, their associated problems and signs of failure during operations. Explain wage employment and self employment. Explain the merits and demerits of self employment.	Text Books Journals Publications	Select a small business enterprise and indicate its signs of success and failures. Use case studies based on a local organisation.	Guide students in identifying types of businesses that could be run on small scale, their associated problems and signs of failure during operations.	Internet and relevant websites Guest speaker on small businesses
General Objective 2: Understand the legal framework for small-scale enterprises.						
3	2.1 Explain the types of business organization. 2.2 Identify the legal form of business.	Explain the types of business organization Explain legal formation and regulatory status of small business. Explain environmental factors of business.	Text Books Journals Publications	Use CAMB to explain the regulatory frame work of small business. Group work to set up a small business - realistic scenarios Use of relevant documentation taken from the internet.	Guide students to identify the legal formation and regulatory status of small business.	Internet and relevant websites

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
4	<p>2.3 Describe the environmental factors of business - law of sales, licenses, failure signs, etc.</p> <p>2.4 Explain regulatory status and formation of small business.</p>	<p>Explain legal formation and regulatory status of small business.</p> <p>Explain environmental factors of business.</p>	<p>Text Books</p> <p>Journals</p> <p>Publications</p>	<p>Use CAMB to explain the regulatory frame work of small business.</p> <p>Group work to set up a small business - realistic scenarios</p> <p>Use of relevant documentation taken from the internet.</p>	<p>Guide students to identify the environmental factors of business.</p>	<p>Internet and relevant websites</p>
General Objective 3: Understand the role of governments in small-scale enterprises in Nigeria						
5	<p>3.1 Explain government policies for small enterprises development.</p> <p>3.2 Explain the effects of government policies on direct and indirect assistance to small businesses</p>	<p>Explain government policies for small enterprises development and effects of the policies on direct and indirect assistance to these enterprises.</p>	<p>Text Books</p> <p>Journals</p> <p>Publications</p>	<p>Identify government policies and their effects on small scale business.</p>	<p>Guide students to evaluate the contributions of the promoting bodies (IDC, NASA, NERFUND, NDE, NAPEP etc to growth of small business in Nigeria.</p>	<p>Internet and relevant websites</p>
6	<p>3.3 State the role of the following institutions in promoting small enterprises</p> <p>(a) Industrial Development Centre (IDC)</p> <p>(b) State Ministries of Commerce and Industries.</p> <p>(c) State Export Promotion Committees.</p> <p>(d) Centre for Management Development (CMD)</p>	<p>Explain the following institutions and their roles in promoting small scale enterprises.</p> <p>- IDC, State Ministries of Commerce, State Export Promotion Committees, CMD, NDE, NAPPEP, CIRD NERFUND NACRDB, NEPC NASSI, NASME, etc</p>	<p>Text Books</p> <p>Journals</p> <p>Publications</p>	<p>Identify and explain beneficiaries of the bodies. Promotion SME in Nigeria.</p>	<p>Guide students to evaluate the contributions of the promoting bodies (IDC, NASA, NERFUND, NDE, NAPEP etc to growth of small business in Nigeria.</p>	<p>Internet and relevant websites</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
	(e) National Directorate of Employment (NDE) (f) NAPPEP (g) CIRD (h) NERFUND (i) NACRDB, NEPC (j) NASSI, NASME, etc					
General Objective 4: Understand a business plan for a small-scale business enterprise.						
7	4.1 Explain business plan. 4.2 Explain the purpose of business plan 4.3 Identify the components of a business plan from project development up to project cost.	Explain business Plan, its purpose and components from project development to project cost.	Text Books Journals Publications	Identify business plan. Identify how to plan in small business. Formulate a business plan for a particular project.	Guide students to: - Work in pairs to develop a relevant business plan. Refer to business planning information on the internet Present the plans and justify the goals	Internet and relevant websites
8	4.4 State the necessary steps in carrying out financial analysis and planning for a small business 4.5 Compare personal goal and business goals. 4.6 Identify influences of family goals in business goals	Explain steps in carrying out financial analysis and planning for a small business. Explain personal goals and business goals. Explain influences of family goals in business goals. Invite a successful entrepreneur to give a talk.	Text Books Journals Publications	Identify business plan. Identify how to plan in small business. Formulate a business plan for a particular project.	Guide students to: - Work in pairs to develop a relevant business plan. Refer to business planning information on the internet Present the plans and justify the goals	Internet and relevant websites
General Objective 5: Understand marketing management in a small business enterprise						
9	5.1 Understand the basic concept of marketing. 5.2 Identify the steps in	Explain basic concepts of marketing. Explain steps in conducting	Text Books Journals	Identify the process of conducting a marketing survey.	Guide students to use the internet to identify the marketing needs of small business enterprises.	Internet and relevant websites

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
	conducting market surveys to determine demand and supply for particular products. 5.3 Identify markets for specific products.	marketing survey to determine demand and supply for particular products. Explain how to identify markets for specific products.	Publications	Identify appropriate training strategies for products produced on a small scale.		
10	5.4 Identify channels of distribution for a selected product or service. 5.5 Explain the promotional and sales activities for a selected product or service 5.6 Explain appropriate pricing strategies	Explain channels of distribution for a selected product or service. Explain promotional and sales activities for a selected product or service Explain appropriate pricing strategies	Text Books Journals Publications	Identify the process of conducting a marketing survey. Identify appropriate training strategies for products produced on a small scale.	Guide students to use the internet to identify the marketing needs of small business enterprises.	Internet and relevant websites
General Objective 6: Understand the general concept of production management						
11	6.1 Explain the basic concepts of production 6.2 Explain choice of appropriate technology 6.3 Identify types and sources of machinery and equipment. 6.4 Explain the installed capacity. 6.5 Explain the utilized capacity.	Explain the basic concepts of production Explain choice of appropriate technology Explain types and sources of machinery and equipment, their installed and utilized capacity.	Text Books Journals Publications Sample business	Identify appropriate technology for different types of SME. Identify sources of machinery and material from the internet. Identify appropriate locations and their problems for SMES	Guide students to prepare a case study on the location of an industry and factory layout Oversee group work and guide reference to relevant web sites	Internet and relevant websites

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
12	6.6 Identify sources of raw materials.	Explain sources of raw materials.	Text Books	Identify appropriate technology for different types of SME. Identify sources of machinery and material from the internet. Identify appropriate locations and their problems for SMES	Guide students to prepare a case study on the location of an industry and factory layout Oversee group work and guide reference to relevant web sites	Internet and relevant websites
	6.7 Describe factory location and factors in the selection of site.	Explain factory location, its layout and safety measures.	Journals Publications			
	6.8 Describe factory layout.	Explain Plant and machinery maintenance.	Sample business			
	6.9 Explain plant and machinery maintenance.	Explain plan and scheduling.				
	6.10 Explain Plan and scheduling.					
13	6.11 Explain quality control issues.	Explain quality control.	Text Books	Identify appropriate technology for different types of SME. Identify sources of machinery and material from the internet. Identify appropriate locations and their problems for SMES	Guide students to prepare a case study on the location of an industry and factory layout Oversee group work and guide reference to relevant web sites	Internet and relevant websites
	6.12 Explain factory safety measures.	Explain problems of production in the Nigerian situation and how to cope with them.	Journals Publications			
	6.13 Identify problems of production in the Nigerian situation.	Organise a field trip to a successful small business establishment.	Sample business			
	6.14 Explain how to cope with production problems in Nigeria.					
General Objective 7: Know human capital needs for an enterprise						
14	7.1 Identify human capital needs for an enterprise.	Explain human capital management and its needs for small business enterprises.	Text Books	Identify the recruitment compensation and training procedures of workers in SMES. Identify problems of human capital	Guide students to prepare organizational charts for SME and how to forecast their employment needs.	Internet and relevant websites
	7.2 Explain recruitment procedures.	Explain recruitment procedures	Journals Publications			
	7.3 Explain need for training		Cardboard			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
	of workers. 7.4 Explain how to motivate workers.			management and how to solve them in SMEs		
15	7.5 Explain how to compensate workers. 7.6 Explain organization of work force, organizational chart. 7.7 Explain problems of human capital management in small business enterprises. 7.8 Explain how to cope with the problems of human capital management.	Explain need for training of workers. Explain how to motivate. and compensate workers Explain organization of work force. Guide students to prepare organizational, chart for a small business enterprise. Explain problems of human capital management in small business enterprises and how to cope with them.	Text Books Journals Publications Cardboard	Identify the recruitment compensation and training procedures of workers in SMES. Identify problems of human capital management and how to solve them in SMEs	Guide students to prepare organizational charts for SME and how to forecast their employment needs.	Internet and relevant websites

Assessment: Give details of assignments to be used:

Coursework/ Assignments %; Course test %; Practical %; Project %; Examination %

Type of Assessment	Purpose and Nature of Assessment	Weighting (%)
Examination	Final Examination (written) to assess knowledge and understanding	0
Test	At least 1 progress test for feed back.	25
Practical / Project	Project with group (25%) and individual (50%) components to be assessed by the teacher	75
Total		100

Course: Business Accounting for Hospitality and Tourism

Department/Programme: HOSPITALITY MANAGEMENT (NATIONAL DIPLOMA)			
Course: Business accounting for hospitality and tourism	Course Code: HMT 245	Credit Hours: 2	
Year: 2 Semester: 2	Pre-requisite:	Theoretical:	2 hours/week
		Practical:	0 hours /week
<p>General Objectives: On completion of this course, the student should be able to:</p> <ul style="list-style-type: none"> 1.0 Know how to prepare final accounts from relevant books of entries 2.0 Understand bank reconciliation statement 3.0 Understanding basic accounting procedures for hospitality establishments and travel agencies 4.0 Know difficult problems in financial accounting 5.0 Know financial reporting 6.0 Understand the profit and loss account 7.0 Know the balance sheet 8.0 Know cash flow statement 			

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
General Objective 1.0 Know how to prepare final accounts from relevant books of entries						
1	1.1 Explain principles of double entry, cheques, balancing an account and various ledges. 1.2 Record various revenue; accommodation, restaurant, bar, banqueting, laundry, rentals, recreational, telephone, fax, e-mail, internet, room service charges, service charge, VAT etc. 1.3 Record various expenditures in relation to the above revenue sectors including trade discount, overhead and capital expenses.	Lecture	Textbooks and writing board PC and printer			
2	1.4 Prepare various cash books; cash, bank and discount, petty cash book, gusts-paid-out, cash receivables etc. 1.5 Analyse purpose and structure of trial balance, depreciation of fix assets, trading, profit and loss accounts and balance sheet.					
General Objective 2.0 Understand bank reconciliation statement						
3	BANK RECONCILIATION STATEMENT 2.1 Explain the terms reconcile and bank reconciliation. 2.2 Identify the reasons why differences arise in cashbook and bank statement.					
4	2.3 Prepare the cashbook (bank column only), bank statement and bank reconciliation. 2.4 Explain the following terms: (i) cheques (ii) unpresented and uncredited cheques (iii) bank charges (iv) dishonoured cheques (v) direct payment (vi) bank standing orders and drafts.					

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
General Objective 3.0 Understanding basic accounting procedures for hospitality establishments and travel agencies						
5	BASIC ACCOUNTING PROCEDURES FOR HOSPITALITY ESTABLISHMENTS 3.1 Explain transaction associated with hospitality establishments and travel agencies, illustrating the accounting circles (i.e. journalizing, ledger etc). 3.2 Compute with the use of special journals and ledgers reporting of products and services (cost of goods and services sold concepts).					
6	3.3 Valuate inventory (illustrating FIFO, LIFO weighted average and moving average methods). 3.4 Differentiate between perpetual and periodic inventory systems. 3.5 Prepare final financial statement for a hospitality establishment (i.e. trading, profit and loss accounts).					
General Objective 4.0 Know difficult problems in financial accounting						
7	PROBLEMS IN FINANCIAL ACCOUNTING 4.1 Identify the management's role in planning cash flows. 4.2 Analyse the control and reporting system of petty cash transactions. 4.3 Explain different methods of internal control system related to the hotel and catering industry with special emphasis on cash receipts, cash disbursement and sales in the food, beverage, room areas and other income outlets.					
8	4.4 Illustrate the concepts in which hospitality financial analysis can be computerized (partially and fully).					

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
General Objective 5.0 Know financial reporting						
9	5.1 Discuss the importance of financial reporting. 5.2 Identify the end users of these reports or statements. 5.3 Describe the different financial statements used in hospitality operations: <ul style="list-style-type: none"> • Profit and loss account • Balance sheet • Cash flow statement. 5.4 Define the different elements that constitute the financial statements in 5.3 above 5.5 Explain the use of spreadsheets for reporting.	Lecture Hand out coursework	Photocopies of each of these financial statements as used in large companies			
General Objectives: 6.0 Understand the profit and loss account						
10	6.1 Explain the importance of profit to a business.	Demonstration Class exercise, manual or with the use of spreadsheets	Case material for these exercise			
11	6.2 Prepare a simple profit and loss account from a completed trial balance.					
General Objectives: 7.0 Know the balance sheet						
12	7.1 Explain the position of the balance sheet as a statement of the business position at a specific date. 7.2 Examine the disadvantage of this financial statement.	Introduce students to the existence of fraud and creative accounting. Give examples: Enron, Worldcom, Arthur, Anderson, etc. Demonstration, class exercises: manual or with the use of spreadsheets	Newspaper and magazine articles Case material for these exercise			
13	7.3 Prepare a simple balance sheet. 7.4 Explain simple balance day adjustment to the balance sheet- prepayments to revenue <ul style="list-style-type: none"> - accrued expenses to revenue - depreciation 					

Theoretical Content				Practical Content		
Week/s	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
General Objectives: 8.0 Know cash flow statement						
14	8.1 Explain the importance of a healthy cash flow statement for the survival of a business. 8.2 Identify the different sources and uses of cash in business activities: <ul style="list-style-type: none"> • Operations • Returns on investment • Taxation • Capital expenditure • Financial activities 					
15	8.3 Prepare simple cash flow statements from a number of different transactions					

Assessment: Give details of assignments to be used:

Coursework/ Assignments %; Course test %; Practical %; Projects %; Examination %

Recommended Textbooks & References:

Course: WebPage Design

PROGRAMME: ND Office Technology and Management			
Course: WebPage Design	Code: OTM 221	Credit Unit:	8 hours
Semester: 4	Pre-requisite: ICT I & ICT II	Theoretical:	1 hours/week - 17 %
		Practical:	3 hours/week - 73 %
Aim/Goal: This module is designed to enable students to understand the importance of designing webpages for modern offices			
General Objectives:			
<ol style="list-style-type: none">1. Understand the principles of Web Page Design2. Introduce students to the use of a WebPage software application			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand the principles of Web Page Design						
1-6	State the importance of websites for businesses.	Explain the different types of websites and information delivery using the Internet. Briefly explain the concepts of e-commerce and e-business, and the role of successful webpage production to achieve online business success and delivering information online.	Hands-out Examples	Advantages of using software to create, link and format simple web pages. <ul style="list-style-type: none"> • Identify and use of appropriate software correctly • Find MS Front Page in the windows environment (when using Windows 98, 2000 or XP) 	Explain differences, advantages and disadvantages between software available for the task (eg HTML editor/text editor & browser software). Group students and produce a game where they select the right software for specific tasks. Student group presentations explaining the reason why preferring a software for a specific task.	2 printers available per computer lab. * MS Front Page application available in each computer
General Objective 2: Introduce students to the use of a WebPage software applications						
7-15	State the importance of testing websites to follow international standards for webpage design	Explain the importance of applying different tests to assure international standards in web design, usability and accessibility standards.	Hand-outs 'Bobby' URL URLs explaining latest guidelines and international web design standards, etc.(i.e.: http://www.w3.org/WAI/)	Identify methods for developing simple web pages. <ul style="list-style-type: none"> • Import and paste text and image files • Align page items • Use of 3 different font sizes • Change background colour • Emphasise text 	Explain the basic mechanism of web page formatting (HTML tags). Explain how to import/insert and image into a web page using the chosen software, and following copyrights. Explain how to emphasise texts (bold, italic), and to set the font size for specific text, following international and accessibility standards). Demonstrate how to set background colour and differences between	2 printers available per computer lab. * MS Word and DeskTop Publishing for Windows hand-out support material * Microsoft word and Desktop Publishing applications available in each computer

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
				<ul style="list-style-type: none"> • Edit text • Control text flow • Alignment of page items to the left, right and centre Use of E-mail hyperlinks • Link pages • Insert external links • Insert Email link • Test links • Insert link text • Retain original data formatting Understand the document management techniques for the chosen software • Create a new document • Save document 	<p>background colour and background image (following international and accessibility standards).</p> <p>Explain the correct use and format of basic hypertext links. Show the correct use of external hyperlinks using <i>http:</i> and <i>mailto:</i></p> <p>Explain the importance of testing that hyperlink function correctly. Show the effects of editing HTML format code on the browser display.</p> <p>Explain the need to refresh or reload web pages after editing.</p> <p>Explain and demonstrate the main management techniques of file menu, open, save, save as, close).</p> <p>Explain the basic structure of basic structure of an HTML page.</p> <p>Show how to print from the chosen browser software using default print settings.</p> <p>Explain the importance of Meta</p>	<p>Hand-outs</p> <p>Guidelines</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
				<ul style="list-style-type: none"> • Print web pages • Print html source code • Close document • Publish web pages on local and public search engines <p>Show 'Bobby' testing website for successful website design.</p> <p>Emphasise the importance of getting copyright permission when appropriate.</p>	<p>tags to define content. Show how to select and publish a pre-designed web page.</p> <p>Group students and set tasks to produce a simple webpage for a fictitious business following standards, principles and guidelines.</p> <p>Group students ask them to test their website development.</p> <p>Promote student discussions to reflect upon Dos and Dont's when designing webpages for businesses.</p> <p>Produce in group a list of key guidelines for designing successful web pages.</p>	

ASSESSMENT CRITERIA			
Coursework 25%	Course test %	Practical 25%	Other (Examination/project/portfolio) Project 50%