

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN

November 2023 – April 2024

Department : HISTORY (B.A TOURISM AND TRAVEL MANAGEMENT)
Name/s of the Faculty : Dr. Senkathir Selvi P
Course Title : Front Office Management
Course Code : 23TT/MC/FM24
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	list out the roles and functions of the people at the front office.	K1
CO2	use front office protocol effectively.	K2
CO3	distinguish the various roles performed at the front office during different shifts.	K3
CO4	examine the cashiers report and night auditing.	K4
CO5	evaluate plans for crisis situations in a hotel.	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Nov 22 – 23, 2023 (Day Order 1 & 2)	1	Introduction 1.1 Definition- Lobby- Reception counter- Help Desk	K1-K4	15	CO1-5	Lectures will provide an introduction and explanation of the concepts and theories which will be supported by PowerPoint presentation and real examples wherever appropriate.	Quizzes and review questions
Nov 24-30, 2023 (Day Order 1 to 6)	1	Introduction 1.1 Definition- Lobby- Reception counter- Help Desk	K1-K4	15	CO1-5	Lectures will provide an introduction and explanation of the concepts and theories which will be supported by PowerPoint presentation and real examples wherever appropriate.	Quizzes and review questions
Dec 1-7, 2023 (Day Order 1 to 6)	1	1.2 Functions of Front Office – Front office operations	K1-K4	15	CO1-5	Lectures will provide an explanation of the front office functions and operations which will be supported by PowerPoint presentation and videos.	Recaps and Review questions

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Dec 8-9, 2023 (Day Order 1, 3)	1	1.3 Responsibilities and Importance of Front Office - Check-in and Check-out procedure	K1-K5	15	CO1-5	Lectures will provide an explanation of the concepts and theories which will be supported by PowerPoint presentation and videos wherever appropriate.	Recaps and Review questions
Dec 11-15, 2023 (Day Order 2 to 6)	2	Tariff Structure and Communication 2.1 Tariff Fixation-Tour group rates- wholesale rates	K1-K4	10	CO1-5	Lectures will provide an introduction and explanation of the concepts and theories which will be supported by PowerPoint presentation and real examples wherever appropriate.	Quizzes and review Questions
Dec 16 – 22, 2023 (Day Order 1 to 6)	2	2.2 Seasonal rates -Extra Bed rates- Rooms Selling Techniques – Establishing room rates	K1-K5	10	CO1-5	Lecture & PowerPoint presentation will be used for the understanding of the rooms tariff structure. Group discussions will be arranged to stimulate students' awareness of practical implications of the learnt tariffs.	Discussion, Quizzes and review Questions

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jan 3 – 6, 2024 (Day Order 1 to 4)	2	2.3 Front Office Communication –Front Office Security - Importance – Effectiveness	K1-K5	10	CO1-5	Lecture & PowerPoint presentation will be used for the understanding of the front office communication and security. Group exercises like role plays and discussion will be conducted to encourage students' understanding of the applicable concepts.	Group Discussion and Debates
Jan 8 – 12, 2024	C.A. Test - I						
Jan 13, 2024 (Day Order 1)	3	Guest Handling 3.1 Guest Cycle-Reservation – registration- Guest relations	K1-K4	15	CO1-5	Lectures will provide an understanding of the concepts related to guest cycle and guest relations which will be supported by real examples wherever appropriate.	Recap, questions & discussions
Jan 18 -20, 2024 (Day Order 4 to 6)	3	Guest Handling 3.1 Guest Cycle-Reservation – registration- Guest relations	K1-K4	15	CO1-5	Lectures will provide an understanding of the concepts related to guest cycle and guest relations which will be supported by real examples wherever appropriate.	Recap, questions & discussions

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jan 22-29, 2024 (Day Order 1 to 6)	3	3.2 Group Reservation - Types - Receiving Guests	K1-K4	15	CO1-5	Lectures using Powerpoint presentation along with group demonstration by the students will provide an understanding of the concepts related to group reservation and receiving guests.	Group Discussion and Review questions
Jan 30 – Feb 2, 2024 (Day Order 1 to 4)	3	3.3 Bell desk functions – Message Handling – Billing - Change of Room – Car parking – Room key control – locking system	K1-K4	15	CO1-5	Videos, Lecture & PowerPoint presentation will provide an understanding of the various front office operations.	Group Discussion and Review questions
Feb 3, 2024 (Day Order 2)	3	3.3 Bell desk functions – Message Handling – Billing - Change of Room – Car parking – Room key control – locking system	K1-K4	15	CO1-5	Videos, Lecture & PowerPoint presentation will provide an understanding of the various front office operations.	Group Discussion and Review questions
Feb 5- 6, 2024 (Day Order 5 to 6)	4	Audit and Accounts 4.1 Basics of keeping Accounts – Ledger – Cash and Credit	K1-K4	15	CO1-5	Lecture & Videos along with classroom exercises will be used to help students to become familiar about the role of audit and accounts in front office management.	Quizzes and review questions

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Feb 7 – 14, 2024 (Day Order 1 to 6)	4	4.2 Cash Report - Billing	K1-K5	15	CO1-5	Lecture & Videos along with classroom exercises will be used to help students to become familiar about the role of audit and accounts in front office management.	Quizzes and review questions
Feb 15 – 22, 2024 (Day Order 1 to 6)	4	4.3 Night Auditing – Payments - Foreign exchange regulations – Travellers Cheque	K1-K5	15	CO1-5	Lecture & Videos along with classroom exercises will be used to help students to become familiar about the role of audit and accounts in front office management.	Quizzes and review questions
Feb 23 – 24, 2024 (Day Order 1 & 5)	4	4.3 Night Auditing – Payments - Foreign exchange regulations – Travellers Cheque	K1-K5	15	CO1-5	Lecture & Videos along with classroom exercises will be used to help students to become familiar about the role of audit and accounts in front office management.	Recap, questions & discussions

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Feb 26 – Mar 1, 2024 (Day Order 2 to 6)	5	Security Management 5.1 Types of Security – Management Techniques	K1-K5	10	CO1-5	Videos, Lecture along with PowerPoint presentation will provide an explanation of the concepts and theories related to security management with real examples wherever appropriate.	Recap, questions & discussions
Mar 2, 2024 (Day Order 1)	5	Security Management 5.1 Types of Security – Management Techniques	K1-K5	10	CO1-5	Videos, Lecture along with PowerPoint presentation will provide an explanation of the concepts and theories related to security management with real examples wherever appropriate.	Recap, questions & discussions
Mar 4 –8, 2024	C.A. Test - II						

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Mar 9 – 16, 2024 (Day 6 & Day Order 1 to 6)	5	5.2 Fire accidents – Break-in security – Bomb Threats	K1-K5	10	CO1-5	Videos, Lecture along with PowerPoint presentation will provide an explanation of the concepts and theories related to security management with real examples wherever appropriate.	Recap, questions & discussions
Mar 18 - 19, 2024 (Day Order 2 to 3)	5	5.3 Crisis Management – Man - made disasters – Natural disasters	K1-K5	10	CO1-5	Videos, Lecture along with PowerPoint presentation will provide an explanation of the concepts and theories related to security management with real examples wherever appropriate.	Group Discussion
Mar 20-22, 2024 (Day Order 4 to 6)	REVISION						

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN

November 2023 – April 2024

Department : History (BA Tourism and Travel Management)
Name/s of the Faculty : Ms Ivan Nancy A
Course Title : HISTORY OF INDIA – I (UPTO THE 17TH CENTURY)
Course Code : 23TT/MC/ IH24
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	list out individuals and places associated with Indian history	K1
CO2	explain aspects of Indian society and culture.	K2
CO3	construct the timeline of ancient and medieval Indian history.	K3
CO4	analyse issues related to history and heritage.	K4
CO5	evaluate the origin, growth, and downfall of the various kingdoms and empires of India.	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Nov 22 – 23, 2023 (Day Order 1 & 2)	1	1.1 Sources for Study - Stone Ages	K1-K5	4	CO1-5	Lectures and Discussions	Recaps and Review questions
Nov 24-30, 2023 (Day Order 1 to 6)	1	1.2 Indus Valley Civilization: Discovery, Salient Features and Decline	K1-K5	4	CO1-5	Lectures and Videos	Group Discussion
Dec 1-7, 2023 (Day Order 1 to 6)	1	1.3 Early Vedic, Later Vedic and Post Vedic Period – The 16 Mahajanapadas.	K1-K5	5	CO1-5	Lectures, Videos and PPT	Group Discussion and Quiz
Dec 8-9, 2023 (Day Order 1, 3)	2	Greek Invasion and Kingdoms of Northern India 2.1 Foreign Invasions: Persian conquest-Alexander's Invasion	K1-K5	3	CO1-5	Lectures and Discussions	Quizzes and review questions
Dec 11-15, 2023 (Day Order 2 to 6)	2	2.2 Mauryan and Post-Mauryan Period – Indo-Greeks, Sungas and Kushanas.	K1-K5	3	CO1-5	Lectures and PPT	Recaps and Review questions
Dec 16 – 22, 2023 (Day Order 1 to 6)	2	2.3 Gupta and Post-Gupta Period- Political Conquest and Expansion- Socio-economic, Administrative and Cultural Achievements.	K1-K5	3	CO1-5	Lectures, PPT and Discussions	Quiz and Review questions

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jan 3 – 6, 2024 (Day Order 1 to 4)	2	2.3 Gupta and Post-Gupta Period- Political Conquest and Expansion- Socio-economic, Administrative and Cultural Achievements. 3rd Component: Assignment on Cultural aspects of Gupta Period	K1-K5	3	CO1-5	Lectures, PPT and Discussions	Group Discussion and Presentation
Jan 8 – 12, 2024	C.A. Test - I						
Jan 13, 2024 (Day Order 1)	3	History of Tamil Nadu 3.1 The Sangam Age- Social, Economic, and Political Conditions.	K1-K5	3	CO1-5	Lectures, Videos, PPT and Discussions	Quiz and review questions
Jan 18 -20, 2024 (Day Order 4 to 6)	3	3.1 The Sangam Age- Social, Economic, and Political Conditions.	K1-K5	3	CO1-5	Lectures, PPT and Discussions	Quiz and review questions
Jan 22-29, 2024 (Day Order 1 to 6)	3	3.2 Later Kingdoms of Tamil Nadu- Pallavas- Imperial Cholas- Pandyas.	K1-K5	3	CO1-5	Lectures, PPT and Discussions	Group Discussion
Jan 30 – Feb 2, 2024 (Day Order 1 to 4)	3	3.2 Later Kingdoms of Tamil Nadu- Pallavas- Imperial Cholas- Pandyas.	K1-K5	2	CO1-5	Lectures, PPT and Discussions	Recaps and Review questions

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Feb 3, 2024 (Day Order 2)	3	3.3 Vijayanagara Empire- The Age of the Nayaks- Madurai Thanjavur and Gingi 3rd Component: Group Presentation on Tamil Kingdoms	K1-K5	2	CO1-5	Lectures, PPT and Discussions	Recaps and Discussion
Feb 5- 6, 2024 (Day Order 5 to 6)	4	Delhi Sultanate 4.1 Arab Conquest of Sind - Establishment of Delhi Sultanate – Slave Dynasty	K1-K5	3	CO1-5	Lecture and Discussion	Recap and Group Discussion
Feb 7 – 14, 2024 (Day Order 1 to 6)	4	Delhi Sultanate 4.1 Arab Conquest of Sind - Establishment of Delhi Sultanate – Slave Dynasty	K1-K5	3	CO1-5	Lectures and PPT	Quiz and review questions
Feb 15 – 22, 2024 (Day Order 1 to 6)	4	4.2 Khiljis- Tughlaqs- Sayyids and Lodis	K1-K5	3	CO1-5	Lectures and PPT	Quiz and review questions
Feb 23 – 24, 2024 (Day Order 1 & 5)	4	4.3 Disintegration of the Sultanate	K1-K5	4	CO1-5	PPT	Quiz

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Feb 26 – Mar 1, 2024 (Day Order 2 to 6)	5	The Mughals 5.1 Political Sketch of Mughals - Babur, Humayun, Akbar, Jehangir, Shah Jahan, Aurangazeb and Sur interregnum	K1-K5	3	CO1-5	Lectures, PPT	Quiz and review questions
Mar 2, 2024 (Day Order 1)	5	5.1 Political Sketch of Mughals - Babur, Humayun, Akbar, Jehangir, Shah Jahan, Aurangazeb and Sur interregnum 3rd Component: Objective Test	K1-K5	3	CO1-5	Lectures, PPT and Videos	Group Discussion and Review Questions
Mar 4 –8, 2024	C.A. Test - II						
Mar 9 – 16, 2024 (Day 6 & Day Order 1 to 6)	5	5.2 Mughal Administration - Society- Economy- Foreign policy	K1-K5	3	CO1-5	Lectures, PPT	Group Discussion
Mar 18 - 19, 2024 (Day Order 2 to 3)	5	5.3 Causes for the Downfall of the Mughals	K1-K5	3	CO1-5	Lectures, PPT and Videos	Group Discussion
Mar 20-22, 2024 (Day Order 4 to 6)	REVISION						

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN

November 2023 – April 2024

Department : **History (BVoc Tourism & Hospitality)**
Name/s of the Faculty : **Dr M. Priyadharshini**
Course Title : **International Tourism Geography**
Course Code : **23TT/AC/IG25**
Shift : **II**

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	Label places of global tourist significance.	K1
CO2	Explain geographical linkages.	K2
CO3	Construct travel itineraries.	K3
CO4	Compare international tourist attraction in different locations.	K4
CO5	Assess the tourist attractions in a destination.	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Nov 22 – 23, 2023 (Day Order 1 & 2)	1	Asia 1.1 Location and situation, Physiography of Asia 1.2 Main countries and capitals	K1-K4 K1-K5	10	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Recap, Quiz, Class test & discussions.
Nov 24-30, 2023 (Day Order 1 to 6)	1	Asia 1.3 Main tourist attractions of Malaysia, Singapore, Thailand	K1-K5	10	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Recap, Quiz, Class test & discussions.
Dec 1-7, 2023 (Day Order 1 to 6)	1	Asia 1.3 Main tourist attractions of Malaysia, Singapore, Thailand	K1-K5	10	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Recap, Quiz, Class test & discussions.

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Dec 8-9, 2023 (Day Order 1, 3)	1	Third Component: Preparing travel itinerary based on time zones - of Malaysia, Singapore, Thailand	K1-K5	10	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Mapping of Major Tourist attractions III Component
Dec 11-15, 2023 (Day Order 2 to 6)	2	Africa 2.1 Location and situation- Physiography of Africa 2.2 Main countries and capitals	K1-K4 K1-K5	15	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Recap, Quiz, Class test & discussions.
Dec 16 – 22, 2023 (Day Order 1 to 6)	2	Africa 2.3 Main tourist attractions of South Africa, Egypt.	K1-K5	15	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Recap, Quiz, Class test & discussions. III Component

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jan 3 – 6, 2024 (Day Order 1 to 4)	2	Third Component: Preparing travel itinerary based on time zones – of South Africa, Egypt.	K1-K5	15	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Mapping of Major Tourist attractions
Jan 8 – 12, 2024	C.A. Test - I						
Jan 13, 2024 (Day Order 1)	3	North and South America 3.1 Location and situation of North & South America, physiography of North America and South America	K1-K4	10	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Recap, Quiz, Class test & discussions.

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jan 18 -20, 2024 (Day Order 4 to 6)	3	North and South America 3.2 Main countries and capitals	K1-K4	10	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Recap, Quiz, Class test & discussions.
Jan 22-29, 2024 (Day Order 1 to 6)	3	North and South America 3.3 Main tourist attractions of USA & Brazil	K1-K4	10	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Recap, Quiz, Class test & discussions.
Jan 30 – Feb 2, 2024 (Day Order 1 to 4)	3	Third Component: Preparing travel itinerary based on time zones – of USA & Brazil	K1-K4	10	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Recap, Quiz, Class test & discussions. III Component

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Feb 3, 2024 (Day Order 2)	4	Europe 4.1 Location and situation, Physiography of Europe	K1-K4	15	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Recap, Quiz, Class test & discussions.
Feb 5- 6, 2024 (Day Order 5 to 6)	4	Europe 4.1 Location and situation, Physiography of Europe	K1-K4	15	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Recap, Quiz, Class test & discussions. III Component
Feb 7 – 14, 2024 (Day Order 1 to 6)	4	Europe 4.2 Main countries and capitals 4.3 Main tourist attractions of France, United Kingdom, Switzerland	K1-K5	15	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Recap, Quiz, Class test & discussions.

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Feb 15 – 22, 2024 (Day Order 1 to 6)	4	Third Component: Preparing travel itinerary based on time zones –of France, United Kingdom, Switzerland	K1-K5	15	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Mapping of Major Tourist attractions
Feb 23 – 24, 2024 (Day Order 1 & 5)	5	Australia 5.1 Location and situation, Physiography of Australia	K1-K5	15	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Recap, Quiz, Class test & discussions.
Feb 26 – Mar 1, 2024 (Day Order 2 to 6)	5	Australia 5.1 Location and situation, Physiography of Australia	K1-K5	15	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Recap, Quiz, Class test & discussions.

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Mar 2, 2024 (Day Order 1)	5	Australia 5.2 Main countries and capitals 5.3 Main tourist attractions of Australia and New Zealand.	K1-K5	15	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Recap, Quiz, Class test & discussions.
Mar 4 –8, 2024	C.A. Test - II						
Mar 9 – 16, 2024 (Day 6 & Day Order 1 to 6)	5	Australia 5.2 Main countries and capitals 5.3 Main tourist attractions of Australia and New Zealand.	K1-K5	15	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Recap, Quiz, Class test & discussions.

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Mar 18 - 19, 2024 (Day Order 2 to 3)	5	Third Component: Preparing travel itinerary based on time zones –of Australia and New Zealand.	K1-K5	15	CO1-5	Lecture & PowerPoint Presentation, Open-source software for locating places and preparing maps. The students will be engaged by Active Learning methodology, which involves technology-based learning, and activity-based learning.	Mapping of Major Tourist attractions
Mar 20-22, 2024 (Day Order 4 to 6)	REVISION						

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI
COURSE PLAN**

November 2023 – April 2024

Department : HISTORY (B.A. TOURISM AND TRAVEL MANAGEMENT)
Name/s of the Faculty : Ms. S. DEVI PRIYA
Course Title : TRAVEL WRITING
Course Code : 23TTGETW22
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	Describe the concepts of drafts and various rhetorical strategies	K1
CO2	Explain the need for critiquing and for collaboration in improving writing	K2
CO3	Use technology to improve writing	K3

Week	Unit No.	Content	Cognitive Level	Teaching Hours	Cos	Teaching Learning Methodology	Assessment Methods
Nov 22 – 23, 2023 (Day Order 1 & 2)	1.1	Introduction to the Travel writing	K1-K3	2	1-3	Lecture & Powerpoint Presentation	Recaps, Quizzes and review Questions
Nov 24-30, 2023 (Day Order 1 to 6)	1.1	Introduction to the Travel writing	K1-K3	1	1-3	Lecture & Powerpoint Presentation	Recaps, Quizzes and review Questions
Dec 1-7, 2023 (Day Order 1 to 6)	1.2	Writing about Place: How do we capture the particular spirit of a place?	K1-K3	2	1-3	Lecture & Powerpoint Presentation	Recaps, Quizzes and review Questions
Dec 8-9, 2023 (Day Order 1, 3)	1.2	Writing about Place: How do we capture the particular spirit of a place?	K1-K3	1	1-3	Lecture & Powerpoint Presentation	Recaps, Quizzes and review Questions
Dec 11-15, 2023 (Day Order 2 to 6)	1.3	Skill Component - workshop (split into 2 workshop groups: A and B)	K1-K3	2	1-3	Practical session	Workshop
Dec 16 – 22, 2023 (Day Order 1 to 6)	1.3	Skill Component - workshop (split into 2 workshop groups: A and B)	K1-K3	1	1-3	Practical session	Workshop

Week	Unit No.	Content	Cognitive Level	Teaching Hours	Cos	Teaching Learning Methodology	Assessment Methods
Jan 3 – 6, 2024 (Day Order 1 to 4)	1.3	Skill Component - workshop (split into 2 workshop groups: A and B) Third Component: Workshop on Travel Writing and Assignment submission	K1-K3	1	1-3	Practical session	Workshop
Jan 8 – 12, 2024	C.A. Test – I						
Jan 13, 2024 (Day Order 1)	2.1	Concept of Beginnings & Endings	K1-K3	2	1-3	Lecture & Powerpoint Presentation	Recap, questions & discussions
Jan 18 -20, 2024 (Day Order 4 to 6)	2.1	Concept of Beginnings & Endings	K1-K3	1	1-3	Lecture & Powerpoint Presentation	Recap, questions & discussions
Jan 22-29, 2024 (Day Order 1 to 6)	2.1	Concept of Beginnings & Endings	K1-K3	1	1-3	Lecture & Powerpoint Presentation	Recap, questions & discussions
Jan 30 – Feb 2, 2024 (Day Order 1 to 4)	2.2	Review - Building Theme and Narrative Structure	K1-K3	2	1-3	Lecture, videos & Powerpoint Presentation	Written assignment
Feb 3, 2024 (Day Order 2)	2.2	Review - Building Theme and Narrative Structure	K1-K3	1	1-3	Lecture, videos & Powerpoint Presentation	Written assignment

Week	Unit No.	Content	Cognitive Level	Teaching Hours	Cos	Teaching Learning Methodology	Assessment Methods
Feb 5- 6, 2024 (Day Order 5 to 6)	2.3	Travel journalism and photography – Travel blog	K1-K3	2	1-3	Lecture, videos & Powerpoint Presentation	Scrap Book
Feb 7 – 14, 2024 (Day Order 1 to 6)	2.3	Travel journalism and photography – Travel blog Third Component: Group Presentation on Travel documentation	K1-K3	1	1-3	Lecture, videos & Powerpoint Presentation	Scrap Book
Feb 15 – 22, 2024 (Day Order 1 to 6)	3.1	Drawing Characters from Real Life - Memorable encounters	K1-K3	1	1-3	Lecture & videos	Case Study
Feb 23 – 24, 2024 (Day Order 1 & 5)	3.1	Drawing Characters from Real Life - Memorable encounters	K1-K3	1	1-3	Lecture & videos	Case Study
Feb 26 – Mar 1, 2024 (Day Order 2 to 6)	3.2	Writing for Publication	K1-K3	1	1-3	Lecture & videos	Written assignment
Mar 2, 2024 (Day Order 1)	3.2	Writing for Publication Third Component: Written Review on Travel essays or blogs	K1-K3	1	1-3	Lecture & videos	Written assignment
Mar 4 –8, 2024	C.A. Test – II						

Week	Unit No.	Content	Cognitive Level	Teaching Hours	Cos	Teaching Learning Methodology	Assessment Methods
Mar 9 – 16, 2024 (Day 6 & Day Order 1 to 6)	3.3	Editing	K1-K3	1	1-3	Lecture & videos	Video making
Mar 18 - 19, 2024 (Day Order 2 to 3)	3.3	Editing	K1-K3	1	1-3	Lecture & videos	Video making
Mar 20-22, 2024 (Day Order 4 to 6)	REVISION						