

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (November 2024 – April 2025)

Department : HISTORY (BA Tourism and Travel Management)
Name/s of the Faculty : Ms. DEVIPRIYA S
Course Title : FRONT OFFICE MANAGEMENT
Course Code : 23TT/MC/FM24
Shift : II

COURSE OUTCOMES (COs)

| COs | Description | CL |
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| 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 |
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| Week | U n i t N o. | Content | Cognitiv e Level | Teach ing Hours | COs | Teaching Learning Methodology | Assessment Methods |
|-------------|---|----------------|-----------------------------|--------------------------------|------------|--|---------------------------|
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| Nov 18 – 25, 2024 (Day Order 1-6) | 1 | 1.1 Definition- Lobby- Reception counter- Help Desk | K1-K4 | 5 | CO1-5 | Lecture, Power Point, Videos | Recap, Quiz |
| Nov 26- Dec 3, 2024 (Day Order 1 to 6) | 1 | 1.2 Functions of Front Office – Front office operations | K1-K4 | 5 | CO1-5 | Lecture, PPT, Videos | Recap, Group Discussion and Presentation |
| Dec 4-11, 2024 (Day Order 1 to 6) | 1 | 1.3 Responsibilities and Importance of Front Office - Check-in and Check-out procedure | K1-K5 | 5 | CO1-5 | Lecture and PowerPoint Preparation | Quizzes and review Questions Third Component: Assignment and PPT on Front Office Operations of a hotel (15 Marks) |
| Dec 12-19, 2024 (Day Order 1 to 6) | 2 | 2.1 Tariff Fixation-Tour group rates- wholesale rates 2.2 Seasonal rates -Extra Bed rates | K1-K4 K1-K5 | 3 3 | CO1-5 CO1-5 | Lecture and PowerPoint Preparation | Recap, questions & discussions |
| Dec 20, 2024 (Day Order 1) | 2 | 2.2 Rooms Selling Techniques – Establishing room rates | K1-K5 | 3 | CO1-5 | Lecture and PowerPoint Preparation | Recap, questions & discussions |
| Jan 3 – 7, 2025 (Day Order 3 to 6) | 2 | 2.3 Front Office Communication –Front Office Security - Importance – Effectiveness | K1-K5 | 4 | CO1-5 | Videos, Lecture PowerPoint Preparation | Quizzes and review Questions |
| Jan 8 – 17, 2024 (Day Order 1 to 6) | 3 | 3.1 Guest Cycle- Reservation – registration- Guest relations | K1-K4 | 5 | CO1-5 | Videos, Lecture, PowerPoint Preparation | Discussion, Quizzes and review Questions |

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| | | | | | | | Third Component: Presentation on Guest Cycle Process (15 Marks) |
| Jan 18 - 23, 2025 | C.A. Test – I | | | | | | |
| Jan 24 -31, 2025 (Day Order 1 to 6) | 3 | 3.2 Group Reservation - Types - Receiving Guests | K1-K4 | 5 | CO1-5 | Lecture and PowerPoint Preparation | Recap, questions & discussions |
| Feb 3-8, 2025 (Day Order 1 to 6) | 3 | 3.3 Bell desk functions – Message Handling – Billing - Change of Room – Car parking – Room key control – locking system | K1-K4 | 5 | CO1-5 | Videos, Lecture PowerPoint Preparation | Discussion, Quizzes and review Questions |
| Feb 10– 18, 2025 (Day Order 1 to 4) | 4 | 4.1 Basics of keeping Accounts – Ledger – Cash and Credit | K1-K4 | 5 | CO1-5 | Lecture and PowerPoint Preparation | Recap, questions & discussions |
| Feb 19- 26, 2025 (Day Order 1-6) | 4 | 4.2 Cash Report - Billing | K1-K5 | 5 | CO1-5 | Lecture and PowerPoint Preparation | Discussion, Quizzes and review Questions |
| Feb 27- Mar 6, 2025 (Day Order 1 to 6) | 4 | 4.3 Night Auditing – Payments - Foreign exchange regulations – Travellers Cheque | K1-K5 | 5 | CO1-5 | Lecture and PowerPoint Preparation | Recap, questions & discussions |
| Mar 7 – 11, 2025 (Day Order 1 to 3) | 5 | 5.1 Types of Security – Management Techniques | K1-K5 | 3 | CO1-5 | Videos, Lecture, Power Point Preparation | Recap, questions & discussions Third Component: Case Study and Presentation on Safety and Security in Hotels (20 Marks) |
| Mar 12 –17, 2025 | C.A. Test – II | | | | | | |

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| Mar 18 – 20, 2025 (Day 4 to 6) | 5 | 5.2 Fire accidents – Break-in security – Bomb Threats | K1-K5 | 4 | CO1-5 | Videos, Lecture, PowerPoint Preparation | Recap, questions & discussions |
| Mar 21 - 28, 2025 (Day Order 1 to 6) | 5 | 5.3 Crisis Management – Man - made disasters – Natural disasters | K1-K5 | 3 | CO1-5 | Lecture, PowerPoint Preparation | Recap, questions & discussions |
| Mar 29- April 2, 2025 (Day Order 1 to 3) | REVISION | | | | | | |

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (November 2024 – April 2025)

Department : History (BA Tourism and Travel Management)
Name/s of the Faculty : Ms Ivan Nancy A
Course Title : History of India – I (Up to the 17th Century)
Course Code : 23TT/MC/IH24
Shift : II

COURSE OUTCOMES (COs)

| COs | Description | CL |
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| CO1 | list out individuals and places associated with Indian history | KI |
| CO2 | classify the aspects of Indian society and culture | K2 |
| CO3 | construct the timeline of ancient and medieval Indian history | K3 |
| CO4 | analyse facts related to the subject | K4 |
| CO5 | evaluate the origin, growth and downfall of the Mughals | K5 |
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| Week | Unit No. | Content | Cognitive Level | Teaching Hours | COs | Teaching Learning Methodology | Assessment Methods |
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| Nov 18 – 25, 2024 (Day Order 1-6) | 1 | 1.1 Sources for Study - Stone Ages | K1-K5 | 4 | CO1-5 | Lectures and Group discussions | 3rd Component: Objective Test (25 Marks) |
| Nov 26- Dec 3, 2024 (Day Order 1 to 6) | 1 | 1.2 Indus Valley Civilization: Discovery, Salient Features and Decline | K1-K5 | 4 | CO1-5 | Lectures and Videos | 3rd Component: Objective Test (25 Marks) |
| Dec 4-11, 2024 (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 | 3rd Component: Assignment on the 16 Mahajanapadas (10 Marks) |
| Dec 12-19, 2024 (Day Order 1 to 6) | 2 | Greek Invasion and Kingdoms of Northern India 2.1 Foreign Invasions: Persian conquest- Alexander’s Invasion 2.2 Mauryan and Post-Mauryan Period – Indo-Greeks, Sungas and Kushanas. | K1-K5 | 3 | CO1-5 | Lectures and Role Play | 3rd Component: Objective Test (25 Marks) |
| Dec 20, 2024 (Day Order 1) | 2 | 2.2 Mauryan and Post-Mauryan Period – Indo-Greeks, Sungas and Kushanas. | K1-K5 | 3 | CO1-5 | Lectures and PPT | 3rd Component: Objective Test (25 Marks) |
| Jan 3 – 7, 2025 (Day Order 3 to 6) | 2 | 2.2 Mauryan and Post-Mauryan Period – Indo-Greeks, Sungas and Kushanas. 2.3 Gupta and | K1-K5 | 3 | CO1-5 | Lectures, PPT and Discussions | 3rd Component: Objective Test (25 Marks) |

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| | | Post-Gupta Period- Political Conquest and Expansion- Socio- economic, Administrative and Cultural Achievements. | | | | | |
| Jan 8 – 17, 2024 (Day Order 1 to 6) | 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 | 3rd Component: Objective Test (25 Marks) |
| Jan 18 - 23, 2025 | C.A. Test - I | | | | | | |
| Jan 24 -31, 2025 (Day Order 1 to 6) | 3 | 3.2 Later Kingdoms of Tamil Nadu- Pallavas- Imperial Cholas- Pandyas. | K1-K5 | 2 | CO1-5 | Lectures, Presentations and Field Visit | 3rd Component: Group Presentation on Tamil Kingdoms (15 Marks) |
| Feb 3-8, 2025 (Day Order 1 to 6) | 3 | 3.3 Vijayanagara Empire- The Age of the Nayaks- Madurai Thanjavur and Gingi | K1-K5 | 2 | CO1-5 | Lectures, PPT and Presentations | 3rd Component: Group Presentation on Tamil Kingdoms (15 Marks) |
| Feb 10– 18, 2025 (Day Order 1 to 4) | 4 | Delhi Sultanate 4.1 Arab Conquest of Sind - Establishment of Delhi Sultanate – Slave Dynasty | K1-K5 | 3 | CO1-5 | Lectures and PPT | 3rd Component: Objective Test (25 Marks) |
| Feb 19- 26, 2025 (Day Order 1-6) | 4 | 4.2 Khiljis- Tughlaqs- Sayyids and Lodis | K1-K5 | 3 | CO1-5 | Lectures and PPT | 3rd Component: Objective Test (25 Marks) |

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| Feb 27- Mar 6, 2025 (Day Order 1 to 6) | 4 | 4.3 Disintegration of the Sultanate | K1-K5 | 4 | CO1-5 | PPT | 3rd Component: Objective Test (25 Marks) |
| Mar 7 – 11, 2025 (Day Order 1 to 3) | 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 and Videos | 3rd Component: Objective Test (25 Marks) |
| Mar 12 –17, 2025 | C.A. Test - II | | | | | | |
| Mar 18 – 20, 2025 (Day 4 to 6) | 5 | 5.2 Mughal Administration - Society- Economy- Foreign policy | K1-K5 | 3 | CO1-5 | Lectures, PPT and Mind Mapping | Group Discussion |
| Mar 21 - 28, 2025 (Day Order 1 to 6) | 5 | 5.3 Causes for the Downfall of the Mughals | K1-K5 | 3 | CO1-5 | Lectures | Group Discussion |
| Mar 29- April 2, 2025 (Day Order 1 to 3) | REVISION | | | | | | |

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (November 2024 – April 2025)

Department : HISTORY (B.A. TOURISM AND TRAVEL MANAGEMENT)
Name/s of the Faculty : Dr. SENKATHIR SELVI P
Course Title : INTERNATIONAL TOURISM GEOGRAPHY
Course Code : 23TT/AC/IG25
Shift : II

COURSE OUTCOMES (COs)

| COs | Description | CL |
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| 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 |
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| Week | Unit No. | Content | Cognitive Level | Teaching Hours | COs | Teaching Learning Methodology | Assessment Methods |
|-------------|-----------------|----------------|------------------------|-----------------------|------------|--------------------------------------|---------------------------|
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| Nov 18 – 25, 2024 (Day Order 1-6) | 1 | Asia 1.1 Location and situation, Physiography of Asia | K1-K4 | 4 | CO1-5 | Lectures | Recap, Quiz and Map Work |
| Nov 26- Dec 3, 2024 (Day Order 1 to 6) | 1 | 1.2 Main countries and capitals | K1-K5 | 3 | CO1-5 | Lectures and PPT | Recap, Mapping of main countries and capitals |
| Dec 4-11, 2024 (Day Order 1 to 6) | 1 | 1.3 Main tourist attractions of Malaysia, Singapore, Thailand | K1-K5 | 3 | CO1-5 | Lectures | Recap, Mapping of Major Tourist attractions, questions & discussions |
| Dec 12-19, 2024 (Day Order 1 to 6) | 2 | Africa 2.1 Location and situation - Physiography of Africa 2.2 Main countries and capitals | K1-K4 | 9 | CO1-5 | Lectures, PPT and Discussions | Recap, Quiz and Map Work |
| Dec 20, 2024 (Day Order 1) | 2 | 2.2 Main countries and capitals | K1-K5 | 1 | CO1-5 | Lectures and PPT | Recap, Mapping of main countries and capitals |
| Jan 3 – 7, 2025 (Day Order 3 to 6) | 2 | 2.3 Main tourist attractions of South Africa, Egypt. | K1-K5 | 5 | CO1-5 | Lectures, videos and PPT | Recap, Mapping of Major Tourist attractions, questions & discussions |
| Jan 8 – 17, 2024 | 3 | North and South America | K1-K4 | 4 | CO1-5 | Lectures and PPT | Recap, Quiz and Map Work |

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| (Day Order 1 to 6) | | 3.1 Location and situation of North & South America, physiography of North America and South America | | | | | |
| Jan 18 - 23, 2025 | C.A. Test – I | | | | | | |
| Jan 24 -31, 2025 (Day Order 1 to 6) | 3 | 3.2 Main countries and capitals | K1-K4 | 3 | CO1-5 | Lectures and Videos | Recap, Mapping of main countries and capitals |
| Feb 3-8, 2025 (Day Order 1 to 6) | 3 | 3.3 Main tourist attractions of USA & Brazil | K1-K4 | 3 | CO1-5 | Lectures, PPT and Discussions, mapping exercises | Recap, Mapping of Major Tourist attractions, questions & discussions |
| Feb 10– 18, 2025 (Day Order 1 to 4) | 4 | Europe 4.1 Location and situation, Physiography of Europe | K1-K4 | 5 | CO1-5 | Videos and PPT | Recap, questions & discussions |
| Feb 19- 26, 2025 (Day Order 1-6) | 4 | 4.2 Main countries and capitals | K1-K5 | 5 | CO1-5 | Lectures, Videos, and Discussions | Recap, Mapping of main countries and capitals |
| Feb 27- Mar 6, 2025 (Day Order 1 to 6) | 4 | 4.3 Main tourist attractions of France, United Kingdom, Switzerland | K1-K5 | 5 | CO1-5 | PPT and Discussions, mapping of locations around the world | Recap, Mapping of Major Tourist attractions, questions & discussions Third Component: |

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| | | | | | | | Record work on Mapping of Location, Physiography, Countries and Capitals, Major Tourist Destinations of all the continents. |
| Mar 7 – 11, 2025 (Day Order 1 to 3) | 5 | Australia 5.1 Location and situation, Physiography of Australia | K1-K5 | 5 | CO1-5 | Lectures, Videos and PPT | Recap, Mapping of main countries and capitals |
| Mar 12 –17, 2025 | C.A. Test – II | | | | | | |
| Mar 18 – 20, 2025 (Day 4 to 6) | 5 | 5.2 Main countries and capitals | K1-K5 | 5 | CO1-5 | PPT and Discussions | Recap, Mapping of main countries and capitals |
| Mar 21 - 28, 2025 (Day Order 1 to 6) | 5 | 5.3 Main tourist attractions of Australia and New Zealand. | K1-K5 | 5 | CO1-5 | Lectures, Videos and PPT | Recap, Mapping of Major Tourist attractions, questions & discussions |
| Mar 29- April 2, 2025 (Day Order 1 to 3) | REVISION | | | | | | |

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (November 2024 – April 2025)

Department : HISTORY (BA TOURISM AND TRAVEL MANAGEMENT)
Name/s of the Faculty : MS. DEVIPRIYA S
Course Title : TRAVEL AND TOURISM
Course Code : 23TT/GE/TT22
Shift : II

COURSE OUTCOMES (COs)

| COs | Description | | | | | CL | |
|-------------|--|----------------|------------------------|-----------------------|------------|--------------------------------------|---------------------------|
| CO1 | describe the basic concepts of tourism | | | | | K1 | |
| CO2 | explain the tourist motivations and demands and the impact they have on travel businesses. | | | | | K2 | |
| CO3 | distinguish between the different functions of domestic and foreign travel organisations. | | | | | K3 | |
| CO4 | | | | | | | |
| CO5 | | | | | | | |
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| Week | Unit No. | Content | Cognitive Level | Teaching Hours | COs | Teaching Learning Methodology | Assessment Methods |

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|---|---|---|-------|---|-----|---|--|
| Nov 18 – 25, 2024 (Day Order 1-6) | 1 | 1.1 Definitions and historical development of tourism | K1-K3 | 2 | 1-3 | Videos, PowerPoint Presentation | Recaps and Review questions Third Component: Assignment and Presentation on Types of Tourism (10 Marks) |
| Nov 26- Dec 3, 2024 (Day Order 1 to 6) | | 1.2 Types of Tourist-Visitor-Excursionists | K1-K3 | 2 | 1-3 | Lecture, Power Point Presentation, Group Discussion | Recaps and Review questions |
| Dec 4-11, 2024 (Day Order 1 to 6) | | 1.2 Types of Tourist-Visitor-Excursionists | K1-K3 | 2 | 1-3 | Lecture, Power Point Presentation, Group Discussion | Recaps and Review questions |
| Dec 12-19, 2024 (Day Order 1 to 6) | | 1.3 Tourism: Components and Characteristics | K1-K3 | 2 | 1-3 | Group Discussion, PPT | Group discussion |
| Dec 20, 2024 (Day Order 1) | | 2.1 Domestic Tourism: features, pattern of growth and profile | K1-K3 | 1 | 1-3 | Case Studies, Group Discussion, PPT | Quiz and Review Third Component: Case Study on Growth and Profile of Domestic Tourism – India (20 Marks) |
| Jan 3 – 7, 2025 (Day Order 3 to 6) | | 2.1 Domestic Tourism: features, pattern of growth and profile | K1-K3 | 1 | 1-3 | Case Studies, Group Discussion, PPT | Quiz and Review |
| Jan 8 – 17, 2024 (Day Order 1 to 6) | | 2.2 International tourism: Tourist generating and destination regions | K1-K3 | 1 | 1-3 | Videos, PPT and Lecture | Case Study |

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| Jan 18 - 23, 2025 | C.A. Test – I | | | | | | |
| Jan 24 -31, 2025 (Day Order 1 to 6) | | 2.2 International tourism: Tourist generating and destination regions | K1-K3 | 1 | 1-3 | Videos, PPT and Lecture | Case Study |
| Feb 3-8, 2025 (Day Order 1 to 6) | | 2.2 International tourism: Tourist generating and destination regions | K1-K3 | 1 | 1-3 | Videos, PPT and Lecture | Case Study Third Component: Case Study and PowerPoint Presentation on Tourism Statistics of any Country (20 Marks) |
| Feb 10– 18, 2025 (Day Order 1 to 4) | | 2.3 Tourism motivation and tourism demand | K1-K3 | 2 | 1-3 | Case Study, Group Discussion, Lecture | Group Discussion and Recaps |
| Feb 19- 26, 2025 (Day Order 1-6) | | 2.3 Tourism motivation and tourism demand | K1-K3 | 1 | 1-3 | Case Study, Group Discussion, Lecture | Group Discussion and Recaps |
| Feb 27- Mar 6, 2025 (Day Order 1 to 6) | | 3.1 Objectives and Role of ITDC, TFCI, IRCTC | K1-K3 | 2 | 1-3 | Power Point Presentation and Lecture | Review Questions |
| Mar 7 – 11, 2025 (Day Order 1 to 3) | | 3.1 Objectives and Role of ITDC, TFCI, IRCTC | K1-K3 | 2 | 1-3 | Power Point Presentation and Lecture | Review Questions |
| Mar 12 –17, 2025 | C.A. Test – II | | | | | | |

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| Mar 18 – 20, 2025 (Day 4 to 6) | | 3.2 An overview of international organizations - WTO, IATA | K1-K3 | 2 | 1-3 | Power Point Presentation and Lecture | Case Study |
| Mar 21 - 28, 2025 (Day Order 1 to 6) | | 3.2 An overview of international organizations - WTO, IATA | K1-K3 | 2 | 1-3 | Group Discussion, Power Point Presentation and Lecture | Case Study |
| Mar 29- April 2, 2025 (Day Order 1 to 3) | REVISION | | | | | | |