

SYLLABUS

TRAV 1772-40

Automated Car Rental and Hotel Accommodations

Number of Hours: 15-30 Hours

Instructor: Angie Jensen

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Prerequisite: Automated Air Reservations

Automated Air Fares and Tickets

Description:

Become proficient in the automation systems used by airlines and their authorized agents. Add to your skills as you interpret car rental and hotel accommodations rate, availability, product and procedures displays and book the reservations. Exercises and drills will improve your proficiency and speed. You will use RTS©, a hands-on simulation of Sabre® in conjunction with the online tutorial. The full RTS© Sabre® simulation program includes three courses available in a U.S. version and a Canadian version.

Objectives:

Upon successful completion of this course, you will be able to:

- Display and explain local and corporate car company policies
- Interpret car types, rate plans and rate categories
- Display, interpret and sell car rentals from CQ and CF Displays
- Interpret, modify and cancel car segments
- List, describe and decode at least six rate categories, and six room type classes
- Display, interpret and sell hotel accommodations from HOT Displays
- Display and interpret HOD Displays
- Explain each step of the booking process
- Interpret, modify and cancel hotel segments

Grading Criteria: Successful completion of all Reviews, Exercises, Drills and Exams.

Course Outline: Each lesson includes an online Review and Exercise to increase application skill.

Lesson 1	Car Rental Product
Lesson 2	Car Rental Booking and Modifications
Lesson 3	Summary and Drill
Exam	
Lesson 4	Hotel Accommodations Product

Lesson 5	Hotel Booking and Modifications
Lesson 6	Summary and Drill
Exam	

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Reasonable Accommodation Statement.

If you are a student with a medical, psychological or a learning difference and are requesting reasonable academic accommodations due to this disability, you must provide an official request of accommodation to your professor(s) from the Disability Resource Center (located in the Student Services Center, Room #201 of the Edith Whitehead Building) within the first two weeks of the beginning of classes. Students are to contact the Center on the main campus to follow through with and receive assistance in the documentation process to determine the appropriate accommodations related to their disability. You may call (435) 652-7516 for an appointment and further information regarding the Americans with Disabilities Act (ADA) of 1990 per Section 504 of the Rehabilitation Act of 1973.