

**NATIONAL BOARD FOR TECHNICAL EDUCATION**

**NATIONAL TECHNICAL CERTIFICATE**

**AND**

**ADVANCED NATIONAL TECHNICAL CERTIFICATE**

**DRAFT CURRICULUM AND MODULE SPECIFICATIONS**

**IN**

**TOURISM CRAFT PRACTICE**

**JANUARY, 2008**

## **GENERAL INFORMATION**

### **AIM:**

To give training needs and impart the necessary skills leading to the production of tourism craftsmen, tourism technicians and other skilled personnel who will be enterprising and self –reliant.

### **ENTRY QUALIFICATIONS**

#### **CRAFT PROGRAMME**

Candidates must not be less than 14 years of age and should have successfully completed three years of junior secondary education or its equivalent. Special consideration may be given to sponsored candidates with lower academic qualifications who hold trade test certificates and are capable of benefiting from the programme.

#### **ADVANCED CRAFT PROGRAMME**

Candidates should possess the National Technical Certificate or its equivalent and should have had a minimum of two years post qualification cognate industrial experience.

### **THE CURRICULUM**

The Curriculum of each programme is broadly divided into three components:

- a General Education, which accounts for 30% of the total hours required for the programme
- b Trade Theory, Trade Practice and Related Studies which account for 65% and
- c Supervised Industrial Training/Work Experience, which accounts for about 5% of the total hours required for the programme. This component of the course which may be taken in industry or in college production unit is compulsory for the full-time students.

Included in the curriculum, for the guidance of the teacher are the teacher's activity and learning resources required.

#### **Unit Course/Module**

A Course/Module is defined as a body of knowledge and skills capable of being utilized on its own or as a foundation or pre-requisite knowledge for more advanced work in the same or other fields of study. Each trade when successfully completed can be used for employment purposes.

## **BEHAVIOURAL OBJECTIVES**

These are educational objectives which identify precisely the type of behaviour a student should exhibit at the end of a course/module or programme. Two types of behavioural objectives have been used in the curriculum. They are:

- a General Objectives
- b Specific learning outcomes

General Objectives are concise but general statements of the behaviour of the students on completion of a unit of work such as understanding the principles and application.

- a Orthographic projection in engineering/technical drawing
- b Loci in Mathematics
- c Basic concepts of politics and government in Political Science
- d Demand and Supply in Economics

Specific Learning outcomes are concise statements of the specific behaviour expressed in units of discrete practical tasks and related knowledge the students should demonstrate as a result of the educational process to ascertain that the general objectives or course/programme have been achieved. They are more discrete and quantitative expressions of the scope of the tasks contained in a teaching unit.

## **GENERAL EDUCATION IN TECHNICAL COLLEGES**

The General Education component of the curriculum aims at providing the trainee with complete secondary education in critical subjects like English Language, Economics, Physics, Chemistry, Biology, Entrepreneurial Studies, Geography and Mathematics to enhance the understanding of machines, tools and materials of their trades and their application and as a foundation for post-secondary technical education for the above average trainee. Hence, it is hoped that trainees who successfully complete their trade and general education may be able to compete with their secondary school counterparts for direct entry into the polytechnics or colleges of education (Technical) for ND or NCE courses respectively. The Social Studies component is designed to broaden the trainee's social skills and his understanding of his environment.

For purpose of certification, only the first three courses in Mathematics will be required. The remaining modules are optional and are designed for the above average students.

### **National Certificate**

The NTC and ANTC programmes are run by Technical Colleges accredited by NBTE. NABTEB conducts the final national examination and awards certificates to successful candidate.

Trainees who successfully complete all the courses/modules specified in the curriculum table and passed the national examinations in the trade will be awarded one of the following certificates

| S/NO | LEVEL                      | CERTIFICATE                             |
|------|----------------------------|---|
|      | <b>Technical Programme</b> |   |
| 1    | Craft Level                | National Technical Certificate          |
| 2    | Advanced Craft Level       | Advanced National Technical Certificate |

### **Guidance Notes for Teachers Teaching the Curriculum**

The number of hours stated in the curriculum table may be increased or decreased to suit individual institution's timetable provided the entire course content is properly covered and the goals and objectives of each module are achieved at the end of the term.

The maximum duration of any module in the new scheme is 300 hours. This means that for a term of 15 weeks, the course should be offered for 20 hours a week. This can be scheduled in sessions of 4 hours in a day leaving the remaining hours for general education. However, (properly organised and if there are adequate resources), most of these courses can be offered in two sessions a day, one in the morning and the other one in the afternoon. In so doing, some of these programmes may be completed in lesser number of years than at present.

Each session of 4 hours include the trade theory and practice. It is left for the teacher to decide where the class should be held, in the workshop or in a lecture room.

### **INTEGRATED APPROACH IN THE TEACHING OF TRADE.**

#### **Theory, Trade Science and Trade Calculation**

The traditional approach of teaching trade science and trade calculation as separate and distinct subjects in technical college programmes is not relevant to the new programme as it will amount to a duplication of the teaching of mathematics and the physical science subjects in the course. The basic concepts and principles in mathematics and physical science are the same as in the trade calculation and trade science. In the new scheme therefore, mathematics and the physical science will be taught by qualified persons in these fields and the instructors will apply the principles and concepts in solving trade science and calculation problems in the trade theory classes. To this end, efforts have to be made to ensure that mathematics and science modules required to be able to solve technical problems were taken as pre-requisite to the trade module.

#### **Evaluation of Programme/Module**

For the programme to achieve its objectives, any course started at the beginning of a term must terminate at the end of the term.

Instructors should therefore devise methods of accurately assessing the trainees to enable them give the student's final grades at the end of the term. A national examination will be taken by all students who have successfully completed their modules. The final award will be based on the aggregate of the scores attained in course work and the national examination.

**CURRICULUM TABLE COURSE HOURS/WEEK**  
**PROGRAMME: NATIONAL TECHNICAL CERTIFICATE IN TOURISM CRAFT PRACTICE**

|           | MODULE                            | YEAR I |   |        |   |        |   | YEAR 2 |    |        |    |       |    | YEAR 3 |   |        |   |        |   | TOTAL HOURS |
|-----------|-----------------------------------|--------|---|--------|---|--------|---|--------|----|--------|----|-------|----|--------|---|--------|---|--------|---|-------------|
|           |                                   | Term 1 |   | Term 2 |   | Term 3 |   | Term 1 |    | Term 2 |    | Term3 |    | Term 1 |   | Term 2 |   | Term 3 |   |             |
|           |                                   | T      | P | T      | P | T      | P | T      | P  | T      | P  | T     | P  | T      | P | T      | P | T      | P |             |
| CMA 12-15 | MATHEMATICS                       | 2      | - | 2      | - | 2      | - | 2      | -  | 2      | -  | 2     | -  | 2      | - | 2      | - | 2      | - | 216         |
| CEN 11-17 | ENGLISH                           | 2      | - | 2      | - | 2      | - | 2      | -  | 2      | -  | 2     | -  | 2      | - | 2      | - | 2      | - | 216         |
| CPH 10-12 | PHYSIC                            | 2      | - | 2      | - | 2      | - | 2      | 1  | 2      | 1  | 2     | 1  | 2      | 1 | 2      | 1 | 2      | 1 | 288         |
| CCH11-12  | CHEMISTRY                         | 2      | - | 2      | - | 2      | - | 2      | 1  | 2      | 1  | 2     | 1  | 2      | 1 | 2      | 1 | 2      | 1 | 288         |
| CEC 11-13 | ECONOMICS                         | 2      | - | 2      | - | 2      | - | 2      | -  | 2      | -  | 2     | -  | 2      | - | 2      | - | 2      | - | 216         |
| ICT 11-15 | COMPUTER                          | -      | - | -      | - | -      | - | 1      | 2  | 1      | 2  | 1     | 2  | 1      | 2 | 1      | 2 | -      | - | 180         |
| CRD 11-13 | TECH.DRAWING                      | -      | 3 | -      | 3 | -      | 3 | -      | 3  | -      | 3  | -     | 3  | -      | 2 | -      | 2 | -      | 2 | 288         |
| CBM 11    | ENTREPRENEURSHIP                  | -      | - | -      | - | -      | - | 2      | -  | 2      | -  | 2     | -  | -      | - | -      | - | -      | - | 72          |
| CME 11    | GEN. METALWORK I                  | 2      | 5 | 2      | 5 | -      | - | -      | -  | -      | -  | -     | -  | -      | - | -      | - | -      | - | 168         |
| CME 12    | GEN. METALWORK II                 | -      | - | -      | - | -      | - | 2      | 3  | -      | -  | -     | -  | -      | - | -      | - | -      | - | 80          |
| CTP 10    | GEOGRAPHY                         | 2      | - | 2      | - | 2      | - | 2      | -  | 2      | -  | 2     | -  | 2      | - | 2      | - | 2      | - | 216         |
| CTP11     | BASIC TOURISM<br>ENTREPRENEURSHIP | 2      | - | 2      | - | 2      | - | 2      | 1  | 2      | 1  | 2     | 1  | 2      | 1 | 2      | 1 | 2      | 1 | 288         |
| CTP 12    | BASIC TOUR OPERATION              | 2      | - | 2      | - | 2      | - | 2      | 1  | 2      | 1  | 2     | 1  | 2      | 1 | 2      | 1 | 2      | 1 | 288         |
| CTP 13    | TRAVEL OPERATION                  | 2      | - | 2      | - | 2      | - | 2      | 1  | 2      | 1  | 2     | 1  | 2      | 1 | 2      | 1 | 2      | 1 | 288         |
|           | TOTAL                             | 20     | - | 20     | 8 | 18     | 3 | 23     | 11 | 20     | 10 | 21    | 10 | 19     | 9 | 19     | 9 | 18     | 7 | 3092        |

**ADVANCED NATIONAL TECHNICAL CERTIFICATE PROGRAMME IN TOURSIM CRAFT PRACTICE**

| Module Code | MODULE                              | YEAR I |    |        |    |        |    | TOTAL HOURS |
|-------------|-------------------------------------|--------|----|--------|----|--------|----|-------------|
|             |                                     | Term 1 |    | Term 2 |    | Term 3 |    |             |
|             |                                     | T      | P  | T      | P  | T      | P  |             |
|             | MATHEMATICS                         | 3      | -  | 3      | -  | 2      | -  | 108         |
|             | ENGLISH LANGUAGE                    | 1      | -  | 1      | -  | 1      | -  | 36          |
|             | ECONOMIC                            | 2      | -  | 2      | -  | 2      | -  | 72          |
|             | ENTREPRENEURSHIP                    | 2      | -  | 2      | -  | 2      | -  | 72          |
|             | AUTO CAD I                          | 1      | 2  | -      | -  | -      | -  | 36          |
|             | AUTO CAD II                         | -      | -  | 1      | 2  | -      | -  | 36          |
| CTP 20      | INTRO TO TOURSIM PLANNING           | 3      | -  | 3      | -  | 3      | -  | 216         |
| CTP 21      | GEOGRAPHY OF TOURSIM                | 3      | -  | 3      | -  | 3      | -  | 216         |
| CTP 22      | PRINCIPLE OF TOURISM                | 3      | -  | 3      | -  | 3      | -  | 216         |
| CTP 23      | INTRODUCTION TO TOURISM DEVELOPMENT | 2      | 4  | 2      | 4  | 2      | 4  | 216         |
| CTP 24      | TOURSIM ENTREPRENEURSHIP            | 2      | 4  | 2      | 4  | 2      | 4  | 216         |
| CTP 25      | TRAVEL INDUSTRY OPERATION           | 2      | 4  | 2      | 4  | 2      | 4  | 216         |
|             | TOTAL                               | 24     | 14 | 24     | 14 | 22     | 12 | 1656        |

## **NATIONAL TECHNICAL CERTIFICATE IN TOURISM CRAFT PRACTICE**

**GOAL:** This programme is designed to produce intermediate tourism personnel who will be capable of operating in small scale tourism outfits.

**PROGRAMME:** NATIONAL TECHNICAL CERTIFICATE IN TOURISM CRAFT PRACTICE

**MODULE:** CTP 10 – GEOGRAPHY OF NIGERIA

**DURATION:** 45 HOURS

**GOAL:** This module intends to provide the trainee with basic knowledge of the physical environment of Nigeria (Topography, climate and human activities) and the ability to read simple maps.

### **General Objectives**

On completion of this module, the trainee should be able to:

1. Understand and describe the topography and climate of Nigeria and explain their influences on settlement, occupation and cultural patterns with particular reference to the state in which the college is situated.
2. Understand the importance of natural and human resources in Nigeria.
3. Understand the patterns of agricultural activities in Nigeria and the importance of agriculture in the Nigerian economy.
4. Describe river basin projects in Nigeria and explain social problems associated with them.
5. Explain factors which influence industrial development in Nigeria and state the location of major industries.
6. Understand the patterns of population distribution in Nigeria and interdependence among states.
7. Read simple maps.



| <b>PROGRAMME: NATIONAL TECHNICAL CERTIFICATE IN TOURISM CRAFT PRACTICE</b> |  |  |   |  |  |   |
|--|--|--|---|--|--|---|
| <b>Module: GEOGRAPHY OF NIGERIA</b>  |  | <b>Course Code: CTP 10</b>   |   | <b>Contact Hours: 45hrs</b>  |  |   |
| <b>Course Specification:</b>   |  |  |   |  |  |   |
| <b>WEEK</b>  | <b>General Objective 1.0: Understand and describe the topography and climate of Nigeria and explain their influence on settlement, occupation and cultural patterns with particular reference to the state in which the college is situated.</b>   |  |   |  |  |   |
|  | <b>Course Specification: Theoretical Content</b>   |  |   | <b>Course Specification: Practical Content</b>                     |  |   |
|  | <b>Specific Learning Outcome</b>   | <b>Teacher's Activities</b>  | <b>Learning Resources</b>                               | <b>Specific Learning Outcome</b>                                   | <b>Teacher's Activities</b>            | <b>Learning Resources</b>                               |
|  | <p>On completion of this module, the trainee should be able to:</p> <p><b>Topography and Climate</b></p> <p>1.1 Draw a map of Nigeria showing the major physical features, e.g. mountains, hills, plateau, rivers, lakes, vegetation, etc</p> <p>1.2 Name climatic factors and explain their influence on climate in Nigeria<br/>NOTE: Climatic factors may include; wind, ocean current, relief, temperature</p> <p>1.3 Name factors which influence the growth of vegetation and explain how these factors determine the vegetation characteristics in Nigeria.<br/>NOTE: Factors may include rainfall, temperature, soil, relief, human activity, etc</p> | <p>Guide students to draw maps of Nigeria highlighting features listed in 1.1</p> <p>List climatic factors and explain their influence on climate in Nigeria, Identify factors which influence the growth of vegetation and explain how they determine their characteristics in Nigeria.</p> <p>Describe the influence of topography and climate of the state in which the college is situated on settlement and</p> | <p>Map of Nigeria, showing major physical features.</p> | <p>- Draw map of Nigeria showing mountains, hills, rivers etc.</p> | <p>- supervise students activities</p> | <p>Text books, Maps, Atlas, Drawing materials, etc.</p> |

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|   | <p>1.4 Explain the influence of topography and climate of the state in which the college is situated on settlement and occupational patterns.</p> <p>1.5 Explain the influence of the above on the cultural patterns of the people.</p>   | <p>occupational patterns. Describe the influence of the above on the cultural patterns of the people.</p>   |   | <p>Assign students to locate and draw the topography of your college site, city and state on the map.</p>   | <p>Assign students to locate various topographical fixtures on a blank map</p> | <p>Maps and Drawing materials</p>                            |
| <p><b>General Objective 2.0:</b><br/><b>Understand the importance of natural and human resources in Nigeria</b></p> |   |   |   | <p><b>General Objective 2.0:</b><br/><b>Draw the map of Nigeria / states showing where the natural resources are located...</b></p>   |  |  |
|   | <p><b>Natural and Human Resources</b></p> <p>2.1 Name important natural resources in Nigeria, locating on map areas where they are produced, and explain their economic importance.</p> <p>2.2 Describe with the aid of a map the influence of natural resources of the state on the life of the people and economy of the country (note: the state should be the one in which the college is situated)</p> | <p>List important natural resources in Nigeria</p> <p>Locate them on a map.</p> <p>State their economic importance.</p> <p>Explain with the aid of a map influence of natural resources on the life of the people and the economy of the country.</p> | <p>Map of Nigeria, state and local government showing the Natural Resources</p> | <p>- Draw a map of Nigeria.</p> <p>-Draw a map of the state where the collage is located.</p> <p>- Locate where natural resources are found</p> <p>- Draw the map of Nigeria showing areas where some major cash and food crops are produced in Nigeria</p> | <p>-Supervise students activities</p>  | <p>-Board room map of Nigeria showing Natural resources.</p> |

**General Objective 3.0: Understand the pattern of agricultural activities in Nigeria and the importance of Agriculture in the Nigerian economy.**

|  |   |   |                                    |   |  |  |
|--|---|---|------------------------------------|---|--|--|
|  | <p><b>Pattern and Importance of Agricultural Activities in Nigeria</b></p> <p>3.1 Name and explain factors which influence agricultural activities in Nigeria e.g.</p> <ul style="list-style-type: none"> <li>- Relief</li> <li>- Climate</li> <li>- soil type</li> <li>- vegetation</li> <li>- capital</li> <li>- demand</li> <li>- agricultural research findings</li> <li>- government policy</li> <li>- technology absorption, etc.</li> </ul> <p>3.2 Name and describe briefly the pattern of agricultural activities in Nigeria. e.g.</p> <ul style="list-style-type: none"> <li>- Shifting cultivation</li> <li>- Mono cropping</li> <li>- mixed farming</li> <li>- pastoral nomads</li> <li>- transhumance</li> <li>- irrigation and mechanization</li> </ul> | <p>List and explain factors which influence agricultural activities in Nigeria</p> <p>List and explain the pattern of agricultural activities in Nigeria.</p> <p>Enumerate the importance of agriculture in the economy of own state and Nigeria.</p> <p>Identify on map, areas where major cash and food crops are produced in Nigeria.</p> <p>Give reason for their cultivation and explain their economic importance</p> | <p>Map of Nigeria (vegetation)</p> | <p>Sight places where those activities are affected in the locality</p> <p>Identify various food and cash crops in the locality, state and the nation</p> | <p>Visit to different agricultural sites and research into the factors that influence them</p> | <p>Vehicles<br/>Camera<br/>Video recorders, etc.</p> |
|--|---|---|------------------------------------|---|--|--|

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|  | <p>3.3 Explain the importance of agriculture in the economy of own state and that of Nigeria in general.<br/>e.g.</p> <ul style="list-style-type: none"> <li>- source of occupation and employment</li> <li>- source of internal and external revenue</li> <li>- source e of food etc.</li> </ul> <p>3.4 Locate on a map, areas where major cash and food crops are produced in Nigeria; give reasons for their cultivation in those areas, and explain their economic importance.</p> |   |   |   |   |   |
| <p><b>General Objective 4.0:</b><br/><b>Describe river basin projects in Nigeria and explain social problems associated with them.</b></p> |  |   |   | <p><b>General Objective 4.0:</b><br/><b>Draw of Nigeria showing river basin projects areas.</b></p> |   |   |
|  | <p><b>River Basin Projects</b></p> <p>4.1 Locate on a map the project area and administrative headquarters of river basin projects in Nigeria. Describe the agricultural activities in each project area.</p> <p>4.2 List with examples, factors which determine the location of river basin projects.</p> <p>4.3 Outline the general</p>  | <p>With the aid of a map of Nigeria, show students project area and administrative head quarters of Basin projects in Nigeria State the agricultural activities of each</p> | <p>Map of Nigeria showing River Basins Headquarters</p> | <p>- Draw a map of Nigeria and indicate the location of river basin projects.</p>                   | <p>-Supervise student activities</p> <p>Arrange for a visit to a Basin Development Authority close to your location</p> | <p>- Board room map showing river basin project locations.</p> <p>Vehicle Camera Video camera</p> |

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|   | <p>economic importance of river basin projects. e.g.</p> <ul style="list-style-type: none"> <li>- agricultural irrigation</li> <li>- water supply</li> <li>- hydro power</li> <li>- fishing</li> <li>- tourism</li> <li>- employment</li> </ul> <p>4.4 Outline some of the social problems associated with river basin development projects e.g.</p> <ul style="list-style-type: none"> <li>- displacement of people</li> <li>- formation of new towns</li> <li>- land compensation problems, etc.</li> </ul> | <p>river basin. State examples of factors which determines location of river basin.</p> <p>Describe the general economic importance of river basins</p> <p>List and explain social problems associated with river basin development project</p> |  |   |   |   |
| <p><b>General Objective 5.0:</b><br/> <b>Explain factors which influence industrial development in Nigeria and state the location of major industries</b></p> |   |   |  | <p><b>General Objective 4.0:</b><br/> <b>Draw map of Nigeria showing the location of major industries.</b></p>  |   |   |
|   | <p><b>Industrial Development</b></p> <p>5.1 Outline factors which influence industrial development in Nigeria:</p> <ul style="list-style-type: none"> <li>- raw materials</li> <li>- government policy</li> <li>- labour</li> <li>- capital</li> <li>- power</li> <li>- market</li> <li>- transportation, politics, etc</li> </ul> <p>5.2 Name and indicate on a map the locations of major industries in</p>   | <p>List and explain factors which influence industrial development in Nigeria</p> <p>List and show on the map locations of major industries in Nigeria</p> <p>Show and describe the patterns of industrial development of</p>                   | <p>Map of Nigeria showing Major Industries in Nigeria.</p> | <p>Draw and locate on a map, major industries in state where the collage is located.</p> <p>Locate industrial areas for the following in Nigeria:</p> <ul style="list-style-type: none"> <li>- breweries</li> </ul> | <p>Supervise students activities.</p> <p>Organise excursion trips to at least two different</p> | <p>Boardroom map, atlas all showing industrial locations in the state where the collage is located.</p> |

|  |   |  |                                   |  |                                      |   |
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|  | <p>Nigeria. e.g.</p> <ul style="list-style-type: none"> <li>- breweries</li> <li>- textile industries</li> <li>- shoe factories</li> <li>- paper mills</li> <li>- car assembly plants</li> <li>- timber and plywood</li> <li>- glass industries, etc.</li> </ul> <p>5.3 With the aid of a map describe the patterns of industrial development of own state</p>  | <p>own state on the map.</p><br><br><br><br><br><br><br><br><br><br><br><p>Brainstorm with the aids and show patterns of industrial development</p>  | <p>Maps<br/>Drawing materials</p> | <ul style="list-style-type: none"> <li>- textile industries</li> <li>- shoe factories</li> <li>- car assembly plants</li> <li>- household goods</li> </ul>   | <p>manufacturing industries.</p>     |   |
| <p><b>General Objective 6.0: Understand the pattern of population distribution in Nigeria and interdependence among states</b></p> |   |  |                                   | <p><b>General Objective 5.0: Draw map of Nigeria showing states and capitals, major ethnic groups and local government areas.</b></p>  |                                      |   |
|  | <p><b>Population Distribution</b></p> <p>6.1 Locate on a map of Nigeria:</p> <ul style="list-style-type: none"> <li>- all states and their capitals</li> <li>- the area of concentration of major ethnic groups in Nigeria. the Yorubas, Ijaws, Urhobos, Hausas, Ibo, Fulanis, Nupes, Gwaris, Efiks, Ibibios, Binis, Idomas, Tivs, etc</li> </ul> <p>(c) regions of high and low population density</p> <p>6.2 Outline factors which influence population distribution in Nigeria</p> <ul style="list-style-type: none"> <li>- climate</li> <li>- employment opportunities</li> </ul> | <p>-Show students state and capitals on the map of Nigeria.</p> <p>-Locate on the map, areas of concentration of major ethnic groups in Nigeria, regions of high and low population density.</p> <p>-Explain factors which influence population distribution in Nigeria.</p> | <p>Text books , maps</p>          | <ul style="list-style-type: none"> <li>- draw map of Nigeria</li> <li>- Locate states and their capitals.</li> <li>- locate local government areas.</li> <li>- Show concentration of major ethnic groups.</li> </ul> | <p>Supervise students activities</p> | <p>Board room map showing major concentration of ethnic groups.</p> |

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|--|---|---|--|--|--|--|
|  | <p>(industry, etc)</p> <ul style="list-style-type: none"> <li>- topography (relief and drainage)</li> <li>- soil, etc.</li> </ul> <p>6.3 Locate on a map of own State:</p> <p>(a) the state capital, all local government areas and their headquarters.</p> <p>(b) ethnic population spread</p> <p>6.4 State the current population of Nigeria and that of the trainee's own state</p> <p>6.5 Outline some of the factors which influence rapid population growth. e.g. improved health care delivery, high birth rate, etc.</p> <p>6.6 Outline geographical factors which influence interdependence of states in Nigeria. e.g.</p> <ul style="list-style-type: none"> <li>- agriculture</li> <li>- labour</li> <li>- industry</li> <li>- education</li> <li>- culture</li> <li>- intermarriage</li> <li>- transportation.</li> </ul> | <p>-Show on a map of own state items a and b in 6.3</p> <p>-Discuss with the students current population of Nigeria and that of own state</p> <p>Explain factors influencing rapid population growths.</p> <p>Explain geographical factors influencing interdependence of states in Nigeria</p> |  |  |  |  |
|--|---|---|--|--|--|--|

| General Objective 7.0: Read simple maps |  |   | General Objective 7.0: Reading topographical maps                        |  |  |                           |
|---|--|---|--|--|--|---------------------------|
|   | <p><b>Map Reading</b></p> <p>7.1 Interpret and indicate as appropriate common conventional signs used on maps. e.g.</p> <ul style="list-style-type: none"> <li>- rail line</li> <li>- marshy areas</li> <li>- rivers and lakes</li> <li>- relief</li> </ul><br><ul style="list-style-type: none"> <li>- boundaries</li> <li>- settlement</li> <li>- airports, etc.</li> </ul> <p>7.2 Explain the meaning of contour lines, contour intervals, isotherms and isobars.</p> <p>7.3 Interpret the term scale on a simple contour map and plot the relief profile of a given stretch of land on a contour map.</p> <p>7.4 Interpret the scale on a given map and determine distance between points and areas of defined portions of land.</p> | <p>List and explain to the students common conventional signs used on maps</p> <p>Define items listed in 7.2</p> <p>Explain how to read the scale on a simple contour map and how to plot the relief profile of a given stretch on a contour map.</p> <p>Explain how to interpret the scale on a given map and determine distances between points and areas of defined portion of land.</p> | <p>Text books on map reading and physical geography, maps and atlas.</p> | <ul style="list-style-type: none"> <li>- Identifying two points on a map</li> <li>- determine the distance between them by using scale.</li> </ul> | <ul style="list-style-type: none"> <li>-Supervise student activities.</li> </ul> | <p>Topographical maps</p> |



**PROGRAMME: NATIONAL TECHNICAL CERTIFICATE IN TOURISM CRAFT PRACTICE**

**MODULE: CTP 11 BASIC TOURISM ENTREPRENEURSHIP**

**DURATION: 5 HRS**

**UNITS: 2**

**GOAL: This module is designed to provide the students with an understanding of the concept of Entrepreneurship as it applies to tourism.**

#### **GENERAL OBJECTIVES**

On completion of this module, the trainee should be able to:

- 1.0 Understand the concept of tourism.
- 2.0 Know the basic and major tourism terminologies.
- 3.0 Understand the economic and social significance of tourism.
- 4.0 Know the main factor responsible for the growth and trend of tourism.
- 5.0 Know Nigerian tourism potentials, their locations and products.
- 6.0 Know the factors affecting the successful development and operation of tourism enterprises.

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| <b>PROGRAMME: NATIONAL TECHNICAL CERTIFICATION IN TOURISM CRAFT PRACTICE</b>  |  |   |   |   |  |  |
| <b>Course: Basic Tourism Entrepreneurship</b>   |  | <b>Course Code: CTP 11</b>  |   | <b>Contact Hours 5hrs</b>   |  |  |
| <b>Module Specification:</b> Theoretical content  |  |   |   | <b>Module Specification:</b> Practical content  |  |  |
| <b>GENERAL OBJECTIVE: 1.0</b> Understand the concept of tourism.  |  |   |   | <b>GENERAL OBJECTIVE: 1.0</b>   |  |  |
| <b>Course Specification: Theoretical Content</b>  |  |   |   | <b>Course Specification: Practical Content</b>  |  |  |
| <b>Specific Learning Outcome</b>  |  | <b>Teacher's Activities</b>   | <b>Learning Resources</b>                             | <b>Specific Learning Outcome</b>  | <b>Teacher's Activities</b>  | <b>Learning Resources</b>  |
| <b>Definition of Tourism</b><br>1.1 Define tourism<br>1.2 Distinguish between a tourist, mere traveller, and excursionists.   |  | - Explain the meaning of tourism and tourist<br>- Differentiate between tourist, mere traveller, visitor and excursionist citing examples<br>Textbooks journals chart, maps travel guide(world) |   |   |  |  |
| <b>GENERAL OBJECTIVE:2.0</b> Understand the basic and major tourism terminologies   |  |   |   | <b>GENERAL OBJECTIVE:</b> Understand the methods of pricing and packaging tours.  |  |  |
| Basic and Major Tourism Terminologies:<br>2.1 Define the following:<br>ii) Tourist product<br>iii) Tourist service<br>iv) Tourist market<br>v) Tourist destination<br>vi) Tourist attraction<br>vii) Tourist resources<br>viii) Infrastructure and superstructure<br>ix) Information Air Transport Association (IATA)<br>x) World Tourism |  | Explain the item I-x listed in 2.1  | Textbooks journals; charts, Maps travel guide (world) | -Students should be able to package an inclusive tour.<br>- Should be able to price all the elements of --- inclusive tour. | -Guide students on methods of packaging and pricing of tour elements.<br>- Explain different types of packaged holidays. | Hotel tariffs, transport tariffs, attraction tariffs, menu cards, map travel guides. |

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|   | <p>Organization (WTO)</p> <p>xi) Inclusive and Non - inclusive tour etc.</p> <p>2.2 Explain the features and characteristics of the above Mentioned terms.</p>  |   |   |  |  |  |
| <b>GENERAL OBJECTIVE: 3.0 Understand the economics and social significance of tourism</b>           |   |   |   |  |  |  |
|   | <p>3.1 Explain the economic importance of tourism</p> <p>3.2 Explain the Social impact of tourism</p>   | <p>- Enumerate economic Importance of tourism.</p> <p>- Describe the social impact of Tourism.</p>  |   |  |  |  |
| <b>GENERAL OBJECTIVE: 4.0 Know the main factors responsible for the growth and trend of tourism</b> |   |   |   |  |  |  |
|   | <p>4.1 Explain tourism demand factor e.g. climate, resort location, topography, demography (age/health), security, income etc.</p> <p>4.2 Explain the importance of these factors in tourism Development</p> <p>4.3 Explain the characteristics of each factors</p> <p>4.4 Explain factors responsible for enhancement of Tourism demand in modern times.</p> | <p>- Describe how each of these affects demands in tourism.</p> <p>- Describe importance of these factors in tourism.</p> <p>- List the characteristics of each factor.</p> <p>- Explain improvement in modern transportation, accommodation, communication, etc.</p> | <p>Textbooks Maps (world) Map (physical features) slides, photograph.</p> |  |  |  |

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| <b>GENERAL OBJECTIVE: 5.0</b><br>Know Nigerian tourism potentials, their location and product                                   |  |   | <b>GENERAL OBJECTIVE: 5.0</b><br>Locate tourism potentials and products in Nigeria                        |  |  |  |
| 5.1 Identify the tourism potentials and their location.   | <ul style="list-style-type: none"> <li>- Identify on a tourist map the various tourist attractions in all the states in Nigeria. (Potentials and products).</li> <li>- Compile tourism enterprises into public and private sectors</li> </ul>  | Textbooks<br>Maps (world)<br>Map (physical features) slides, photograph.              | - Organize field trip to tourism enterprises such as parks, hotels, travel agencies, transport firms etc. | Source the list of tourism enterprises in the state. | NTDC, National parks, state tourism boards, Local Govt. tourism committees, ITTAN. |  |
| 5.2 List tourist product and their locations.   |  |   |   |  |  |  |
| 5.3 Categorize tourism enterprise into public or private sector.  |  |   |   |  |  |  |
| 5.4 Identify the role played by government, communities and trade bodies / organizations.                                       |  |   |   |  |  |  |
| 5.5 Explain how tourism enterprise contributes to the economy of the local area in terms of employment, revenue and investment. |  |   |   |  |  |  |
| <b>GENERAL OBJECTIVE: 6.0 Know the factors affecting the successful development and operation of the tourism, enterprise.</b>   |  |   |   |  |  |  |
| 6.1 Identify the factors which lead to the development of successful and unsuccessful tourism business enterprises.             | <ul style="list-style-type: none"> <li>- List and explain factors responsible for Successful / unsuccessful tourism business enterprises</li> <li>- Discuss the roles of hotels, resorts and transportation in tourism.</li> <li>- Explain legal requirements for establishing a tourism business.</li> <li>- Explain the various sources of funding tourism, business.</li> </ul> | Textbook and related Tourism Journals.<br>Textbooks and related hospitality journals. |   |  |  |  |
| 6.2 Describe the main creams of activities with a tourism enterprise  |  |   |   |  |  |  |
| 6.3 Outline the legal requirement for the establishment of a tourism business enterprise  |  |   |   |  |  |  |
| 6.4 Identify possible sources of finance for setting up a tourism enterprise.   |  |   |   |  |  |  |

**PROGRAMME:** NATIONAL TECHNICAL CERTIFICATE IN TOURISM CRAFT PRACTICE

**MODULE:** CTP 12 BASIC TOUR OPERATIONS

**DURATION:** 5 HRS

**UNITS:** 2

**GOAL:** This module is designed to enable the students acquire skill in tour guiding and other tourism related activities.

#### **GENERAL OBJECTIVES**

On completion of this module, the trainee should be able to:

- 1.0 Understand the definition, brief history and types of tours: tour guide and operators...
- 2.0 Know the procedures of taking tour bookings
- 3.0 Understand reservation and accounting procedures
- 4.0 Understand tour conducting, city and sight guiding
- 5.0 Understand how to work with hotel, resort, attractions and transport firms
- 6.0 Understand Air travels and tours

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| <b>PROGRAMME: NATIONAL TECHNICAL CERTIFICATION IN TOURISM CRAFT PRACTICE</b>  |   |   |                           |  |                             |                           |
| <b>Course: Basic Tour Operation</b>   |   | <b>Course Code: CTP 12</b>  |                           | <b>Contact Hours 5hrs</b>                      |                             |                           |
| <b>Module Specification:</b>  |   |   |                           |  |                             |                           |
| <b>GENERAL OBJECTIVE:</b><br><b>1.0 Understand the definition, brief history and types of tour guides and operations.</b> |   |   |                           |  |                             |                           |
| <b>WEEK</b>   | <b>Course Specification: Theoretical Content</b>  |   |                           | <b>Course Specification: Practical Content</b> |                             |                           |
|   | <b>Specific Learning Outcome</b>  | <b>Teacher's Activities</b>   | <b>Learning Resources</b> | <b>Specific Learning Outcome</b>               | <b>Teacher's Activities</b> | <b>Learning Resources</b> |
|   | 1.1 Define tour operation as an aspect of tourism<br>1.2 Briefly explain the history of travels<br>1.3 Describe different types of tour and types of guides' e.g. customised tours, independent tours, hotel tours, escorted tours, tour guides etc<br>1.4 Explain the pre-packaged tour components- transport, accommodation, itineraries, sight seeing, meals<br>1.5 List the benefits of selling tours | - Use question and answer techniques<br>- Use question and answer techniques<br>- Give assignment<br>- Asses the job of tour conducting, salaries, benefits, challenges etc | Textbooks see reference.  |  |                             |                           |

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| <b>GENERAL OBJECTIVE: 2.0</b><br>Know the procedures for taking tour bookings  |   |                            | <b>GENERAL OBJECTIVE: 2.0</b><br>Design and price tour brochures     |  |  |
| 2.1 Identify the key aspect of a tour brochure<br>2.2 Describe tour brochure price quotation<br>2.3 Explain tour booking conditions – included and excluded tour payment schedule  | - List and explain key aspect of tour brochure<br>- Explain tour brochure price quotation<br>- Describe tour booking conditions | Tour brochure<br>Textbooks | -Produce brochures for a specific destination<br><br>Simulate a tour | Guide students in the production of the brochure. Separate students into groups. Let each group package a tour | Sample of brochures, tariff<br><br>Brochure design and costing |
| <b>GENERAL OBJECTIVE: 3.0 Understand Reservation and Accounting Procedures</b>   |   |                            |  |  |  |
| 3.1 Explain tour reservation procedures<br>3.2 Explain basic tour accounting procedures  | - Identify and describe tour reservation and procedures<br>- Describe basic tour accounting Procedures                          | Textbooks                  | Computerise a simulated package                                      | Use tourism software to calculate different packages   | PC Software  |
| <b>GENERAL OBJECTIVE: 4.0 Understand tour conducting, city and site guiding</b>  |   |                            |  |  |  |
| 4.1 Define terms commonly used in the tour operations.<br>4.2 Identify for whom tour escorts generally work<br>4.3 Explain the reason why people take tours<br>4.4 Appraise the attraction of tour conducting as a career<br>4.5 Explain client and escort psychology – managing group behaviour, cultural sensitivity, dealing with fellow workers, preventing escort burn out. | - Explain with live situation examples<br>- Brain storm on inter personal relationship  | Textbooks                  | Observe a packaged Tour on film                                      | Show a packaged tour on CD   | CD<br>Tour films   |

|  | <b>GENERAL OBJECTIVE: 5.0</b><br>Understand working with hotel, resort, attraction centres and transport firms  |  | <b>GENERAL OBJECTIVE: 5.0</b><br>Performing front office operations and escort routine |  |   |  |
|--|---|--|--|--|---|--|
|  | 5.1 Describe the ideal tourist Accommodations.<br><br>5.2 List examples of ideal tourist accommodations and their locations<br>5.3 Explain how to negotiate with accommodations providers, attraction centres and transport firms.<br>5.4 Describe the various procedure of checking in your client on arrival at the hotel<br>5.5 State the potential arrival problems<br>5.6 Explain the hotel stay-the escort routine<br>5.7 Describe the hotel-check out routine e.g. examine the financial record of client, luggage pick-up | <ul style="list-style-type: none"> <li>- Lecture</li> <li>- Use case study</li> <br/> <li>- Educational visit to a five star hotel with a visit to the sales and marketing department to familiarize student with packages available for tourist.</li> </ul> |  | <ul style="list-style-type: none"> <li>- Practice negotiation with accommodation providers, attraction centres and transportation.</li> <li>- Practice the procedure for checking in and checking out guest from hotels.</li> <li>-Allow each group to bring in their Tourists from different markets</li> </ul> | <ul style="list-style-type: none"> <li>- Provide materials for practice.</li> <li>- supervise students' activities.</li> <li>- Direct the students on how to use the necessary documents for checking in and out of hotels</li> </ul> | Information materials from field trips |



|  | <b>GENERAL OBJECTIVE: 6.0</b><br>Understand Air Travels and Tours   |  |  | <b>GENERAL OBJECTIVE: 6.0</b><br>Practice activities involved in air travels and tours   |   |   |
|--|---|--|--|--|---|---|
|  | <p>6.1 Explain the airline industry terminologies such as:-Terminal, boarding Pass, Security gate etc.</p> <p>6.2 Discuss what an escort must do before a group arrives at an airline terminal.</p> <p>6.3 Explain a tour member pre-boarding activities</p> <p>6.4 List an escort's in-flight responsibilities</p> <p>6.5 Describe the procedure that faces a group and an escort upon arrival at a destination.</p> | <ul style="list-style-type: none"> <li>- Prepare air tour checklist</li> <li>- Case study</li> <li>- Escort ion to an airport or sea port where sitting are familiar with</li> </ul> | <p>Floor plan of an international airport in Nigeria (arrival and departure areas)</p> <ul style="list-style-type: none"> <li>- Sitting chart of an air craft</li> <li>- Sample flight coupon</li> </ul> <p>- Visual summary of how airlines check in groups</p> | <ul style="list-style-type: none"> <li>- Prepare air tour checklist.</li> <li>- Demonstrate what an escort must do before a group arrives at an airport terminal.</li> </ul> | <ul style="list-style-type: none"> <li>- Undergo the procedure involved in preparing air tour checklist.</li> <li>- Supervise the demonstration by the students.</li> </ul> | <p>Floor plan of an international airport in Nigeria (arrival and departure areas)</p> <ul style="list-style-type: none"> <li>- Sitting chart of an air craft</li> <li>- Sample flight coupon</li> <li>- Visuals summary of how airlines check in groups</li> </ul> |

**PROGRAMME: NATIONAL TECHNICAL CERTIFICATE IN TOURISM CRAFT PRACTICE**

**MODULE: CTP 13 TRAVEL OPERATIONS**

**DURATION: 5 HRS**

**UNITS: 2**

**GOAL: This module is designed to provide the students with basic necessary skills required in the travel agency operations.**

### **GENERAL OBJECTIVES**

On completion of this module, the trainee should be able to:

- 1.0 Understand the role of travel agent in the travel trade.
- 2.0 Understand business activities that generate income from and for travel agencies.
- 3.0 Know the essential factors for a successful destination building.
- 4.0 Know the type of employment opportunities available in the travel trade.
- 5.0 Know the attributes and skills required of a good travel agent.
- 6.0 Understand the essential travel formalities.
- 7.0 Know the different types and other modes of payment.
- 8.0 Understand insurance as it relates to travel trades.
- 9.0 Understand different modes of transport in the travel trades.

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| <b>PROGRAMME: NATIONAL TECHNICAL CERTIFICATION IN TOURISM CRAFT PRACTICE</b>                                   |  |   |   |  |   |                                      |
| <b>Course: Travel Operations</b>   |  | <b>Course Code: CTP 13</b>  |   | <b>Contact Hours 5hrs</b>                      |   |                                      |
| <b>Module Specification:</b>   |  |   |   |  |   |                                      |
| <b>GENERAL OBJECTIVE: 1.0 Understand the role of travel agents in the travel trade.</b>                        |  |   |   |  |   |                                      |
| <b>WEEK</b>  | <b>Course Specification: Theoretical Content</b>   |   |   | <b>Course Specification: Practical Content</b> |   |                                      |
|  | <b>Specific Learning Outcome</b>   | <b>Teacher's Activities</b>   | <b>Learning Resources</b>   | <b>Specific Learning Outcome</b>               | <b>Teacher's Activities</b>   | <b>Learning Resources</b>            |
|  | 1.1 Define a travel agent<br>1.2 Give examples of related agencies of the travel agent<br>1.3 Explain how selling travel is an art and a science.<br>1.4 Describe the functions of the travel agency business. | - Explain how selling travel is an art or science.<br>- List and explain related agencies including hotels, tour operator etc<br>- Explain the meaning of a travel agent<br>- Identify the functions of the travel agency business.                         | - Textbook<br>- Journal<br>- IATA Travel manual                                   | Observe an Agency operation system             | Divide students into groups to visit and understudy different agencies in the city close to you | Writing materials, Camera<br>Vehicle |
| <b>GENERAL OBJECTIVE: 2.0 Understand business activities that generate income from and for travel agencies</b> |  |   |   |  |   |                                      |
|  | 2.1 Identify the main business sector of the travel industry<br>2.2 Explain how travel agencies earn commission<br>2.3 Identify sources of income for travel agency business                                   | - List and explain the main business sector of travel Industry e.g. car hire, hotels, Airline etc.<br>- Define commission and explain the methods used by operators<br>- List sources of income for travel agencies e.g. Commissions and profit from sales. | Textbooks, Journals and Educational visits to tour operators and travel agencies. |  |   |                                      |

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| <b>GENERAL OBJECTIVE: 3.0 Know the essential factors for a successful destination building</b>        |   |  |                                      |  |  |  |
|   | 3.1 State the five essential requirement of a successful Destination<br>3.2 Identify the necessary infrastructural requirement. | - List and explain the five essential destination requirement e.g. accommodation, accessibility activities, amenities and attractions<br>- Define infrastructure and explain their relevance in destination building | Text books, current travel journals. |  |  |  |
| <b>GENERAL OBJECTIVE: 4.0 Know the type of employment opportunities available in the travel trade</b> |   |  |                                      |  |  |  |
|   | 4.1 Identify employment opportunities in the travel trade.  | - Identify and explain the various types of employment opportunities in travel trade.<br>- Explain the nature of employment in the travel trade.   | Textbook, Current travel journals    |  |  |  |
| <b>GENERAL OBJECTIVE: 5.0 Know the attribute and skills required of a good travel agent</b>           |   |  |                                      |  |  |  |
|   | 5.1 Identify the attributes and skills of a travel agent.<br>5.2 Explain how to become a successful travel agent                | - List and explain the attributes e.g. language skills, organizational skills, good knowledge of geography etc.  | Text books current travel journals.  |  |  |  |

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| <b>GENERAL OBJECTIVE: 6.0 Understand the essential travel formalities</b>          |  |   |                      |  |         |  |
| 6.1 Identify essential travel documents  | - Present and explain travel documents e.g. passport, visas etc.   | Textbooks, IATA training manuals and other documents etc. |                      |  |         |  |
| 6.2 Distinguish between various types of passports and other travel documents.     | - Define other travel documents and their relevance  |   |                      |  |         |  |
| 6.3 Describe preventive health measures for Travellers                             | - Explain basic health Requirement for traveller's e.g. Vaccination.   |   |                      |  |         |  |
| <b>GENERAL OBJECTIVE: 7.0 Know the different types and other modes of payment</b>  |  |   |                      |  |         |  |
| 7.1 Identify the various forms of payment for travel.                              | - List and explain various forms of payment by travellers, e.g. world currencies cash, travellers cheque, Credit Cards, etc. | Textbooks, visit to banks (foreign exchange section).     |                      |  |         |  |
| <b>GENERAL OBJECTIVE: 8.0 Understand insurance as it relates to travel trades.</b> |  |   |                      |  |         |  |
| 8.1 Define Insurance   | - Explain the meaning of Insurance.  | Text Books.   | Visit insurance firm | Organise a visit to an Insurance company | Vehicle |  |
| 8.2 Explain the benefit of insurance coverage for travellers.                      | - Identify and explain the benefits of insurance coverage for travellers.  |   |                      |  |         |  |

| <b>GENERAL OBJECTIVE: 9.0 Understand different modes of transport in the travel trade</b> |   |  |             |  |  |  |
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|   | <p>9.1 Define transportation</p> <p>9.2 Identify a variety of modes of transports in Nigeria as it relates to travel operation.</p> <p>9.3 Understand the problems of transportation for tourism in Nigeria</p> | <ul style="list-style-type: none"> <li>- List modes of transportation e.g. rail, air, water and roads.</li> <li>- Explain the meaning of transportation.</li> <li>- Identify and explain the problems of transportation e.g. bad roads, lack of spare parts, weather etc.</li> <li>- Organize field trip to railway station airports, bus terminal etc.</li> </ul> | Text Books. |  |  |  |

### **ADVANCED NATIONAL CERTIFICATE IN TOURISM CRAFT PRACTICE**

**GOAL:** This programme is designed to produce tourism officers who are capable of planning and operating small scale tourism outfits.

**PROGRAMME:** ADVANCED NATIONAL CERTIFICATE IN TOURISM CRAFT PRACTICE

**MODULE:** INTRODUCTION TO TOURISM PLANNING

**COURSE CODE:** CTP 20

**DURATION:** 5 HOURS

**UNITS:** 2

**GOAL:** This module is designed to introduce students to fundamentals of tourism planning.

**GENERAL OBJECTIVES:**

On completion of this course, the trainee should be able to:

- 1.0 Understand the theories of tourism planning
- 2.0 Understand the fundamentals of tourism planning
- 3.0 Understand the elements of tourism planning
- 4.0 Know the methods of data collection and analysis.



| <b>PROGRAMME: ADVANCED NATIONAL TECHNICAL CERTIFICATE IN TOURISM CRAFT PRACTICE</b> |  |  |                            |  |                             |                           |
|---|--|--|----------------------------|--|-----------------------------|---------------------------|
| <b>Course: INTRODUCTION TO TOURISM PLANNING</b>                                     |  |  | <b>Course Code: CTP 20</b> |  | <b>Contact Hours 5 HRS</b>  |                           |
| <b>Module Specification: Theoretical Content</b>                                    |  |  |                            | <b>Module Specification: Practical Content</b> |                             |                           |
| <b>General Objectives : 1.0: Understand the theories of Tourism Planning</b>        |  |  |                            | <b>General Objectives :</b>                    |                             |                           |
| <b>WEEK</b>   | <b>Specific Learning Outcome</b>   | <b>Teacher's Activities</b>  | <b>Learning Resources</b>  | <b>Specific Learning Outcome</b>               | <b>Teacher's Activities</b> | <b>Learning Resources</b> |
|   | <b>Theories of Planning</b><br>1.1 Define Planning<br>1.2 Explain the various planning theories<br>1.3 Explain the applications of planning theories to Tourism<br>1.4 Explain the problems associated with planning each theory<br>1.5 Explain the role of the planner. | -Explain the meaning of planning<br>- State the various planning theories<br>- Describe the application of planning theories to tourism.<br>- Enumerate the problems associated with planning each theory.<br>- Describe the role of the planner | Textbooks                  |  |                             |                           |
| <b>General Objective 2.0: Understand the fundamentals of Tourism planning</b>       |  |  |                            |  |                             |                           |
|   | Fundamentals of Tourism planning<br>2.1 Define tourism planning<br>2.2 Explain tourism planning<br>2.3 State the planning needs of the tourist industry<br>2.4 Explain tourism planning as a human activity<br>2.5 Explain tourism planning constraints                  | - Describe tourism, planning<br>- Enumerate the planning needs human activities<br>- Describe tourism planning constraints   | Textbooks                  |  |                             |                           |

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| <b>General Objective 3.0: Understand the elements of Tourism planning</b>      |   |   |           |   |  |  |
|  | <p>Element of Tourism planning:</p> <p>3.1 State the elements of tourism planning</p> <p>3.2 Explain the various elements stated above</p> <p>3.3 Explain the various processes involved in tourism planning</p> <p>3.4 Distinguish between long and short term tourism plans</p>   | <p>- Identify and describe elements of tourism planning</p> <p>- Describe the various processes involved in tourism planning.</p> <p>- Differentiate between long and short term tourism plans.</p> | Textbooks |   |  |  |
| <b>General Objective 4.0: Know the methods of data collection and analysis</b> |   |   |           | <b>General Objective 4.0: Collect and analysis data</b>   |  |  |
|  | <p>Methods of Data Collection and Analysis</p> <p>4.1 State sources of data (Primary &amp; Secondary) collection methods</p> <p>4.2 Identify various methods of data collection.</p> <p>4.3 Explain the various types of data.</p> <p>4.3 Explain the different survey methods (sampling and questionnaire administration) of data collection.</p> <p>4.4 Explain ways of data analysis</p> | <p>-Identify the sources and types of data</p> <p>-Enumerate the survey methods in data collection</p> <p>- Describe the different ways of data analysis</p>  | Textbooks | <p>Use various methods of data collection on tourist in flow</p> <p>Use various methods of data analysis on tourist in flow</p> | Guide and supervise student activities | <p>Hotel guest/ tourist register,</p> <p>Tourist arrivals at the airport</p> |

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| <b>PROGRAMME:</b> | <b>ADVANCED NATIONAL TECHNICAL CERTIFICATE IN TOURSIM CRAFT PRACTICE</b>   |
| <b>MODULE:</b>    | <b>CTP 21 GEOGRAPHY OF TOURISM</b>   |
| <b>DURATION:</b>  | <b>5 HRS</b>   |
| <b>UNITS:</b>     | <b>2</b>   |
| <b>GOAL:</b>      | The Module is designed to acquaint students with the basic knowledge of human and physical geography in Tourism. |

**GENERAL OBJECTIVES:**

On completion of this module, students should be able to:

- 1.0 Understand the basic factors influencing climate and vegetation in Nigeria
- 2.0 Understand types of wild life and their distribution in the country
- 3.0 Understand the social and economic importance of investment in tourism
- 4.0 Understand the distribution of Nigerian population
- 5.0 Understand the settlement patterns of the major ethnic groups
- 6.0 Know the various land forms
- 7.0 Understand the principles of map reading
- 8.0 Understand natural resources and conservation.

| <b>PROGRAMME: ADVANCED NATIONAL TECHNICAL CERTIFICATION IN TOURISM CRAFT PRACTICE</b>                |   |  |                    |  |                      |                    |
|--|---|--|--------------------|--|----------------------|--------------------|
| <b>Course: GEOGRAPHY OF TOURISM</b>  |   | <b>Course Code: CTP 21</b>   |                    | <b>Contact Hours 5hrs</b>                      |                      |                    |
| <b>Module Specification: Theoretical Content</b>   |   |  |                    | <b>Module Specification: Practical Content</b> |                      |                    |
| <b>General Objectives : 1.0</b>  |   |  |                    | <b>General Objectives :</b>                    |                      |                    |
| <b>Understand the basic factors influencing climate and vegetation in Nigeria</b>                    |   |  |                    |  |                      |                    |
| WEEK   | Specific Learning Outcome   | Teacher's Activities   | Learning Resources | Specific Learning Outcome                      | Teacher's Activities | Learning Resources |
|  | 1.1 Define climate and vegetation<br>1.2 Explain climatic and vegetation types in Nigeria<br>1.3 Describe the distribution of the various climate and vegetation types. | - Explain climate and vegetation distribution pattern in Nigeria<br>- Give notes   | Maps<br>Textbooks  |  |                      |                    |
| <b>General Objective 2.0: Understand the type of wild life and their distribution in the country</b> |   |  |                    |  |                      |                    |
|  | 2.1 List various wild life types in Nigeria<br>2.2 Explain the characteristics of 2.1 above<br>2.3 Describe the distribution 2.1 above                                  | - State the various wild life types in Nigeria and their characteristics   | Textbooks          |  |                      |                    |
| <b>General Objective 3.0: Understand the social and economic importance of investment in tourism</b> |   |  |                    |  |                      |                    |
|  | 3.1 List the economic importance of infrastructure in tourism.<br>3.2 List industrial investment with tourism opportunities<br>3.3 Identify location of such investment | - State economic importance of infrastructure in tourism<br>- Enumerate industrial investment with tourism opportunities<br>- Describe location of such investment | Textbooks          |  |                      |                    |

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| <b>General Objective 4.0 Understand the distribution of Nigerian population.</b>      |   |   |                    |  |  |  |
|   | <p>4.1 List Nigeria's major ethnic groups and their location</p> <p>4.2 Explain the characteristics of the major ethnic groups</p> <p>4.3 Explain the size of the major ethnic groups</p> <p>4.4 Explain the population densities of major ethnic locations</p> <p>4.5 Explain the various factors influencing density.</p> | <p>- State Nigeria major ethnic groups and their locations</p> <p>- Describe their characteristics</p> <p>- Describe the size of each major ethnic group</p> <p>- Describe the population densities of various ethnic location</p> <p>- Identify factors influencing population density</p> | Textbooks and Maps |  |  |  |
| <b>General Objective 5.0 Understand the settlement pattern of major ethnic groups</b> |   |   |                    |  |  |  |
|   | <p>5.1 Explain the various settlement patterns of in Nigeria</p> <p>5.2 Explain the settlement patterns of the major ethnic groups</p> <p>5.3 Explain the reasons for the patterns in 5.2 above</p>   | <p>- Explain Land form types</p> <p>- Describe settlement patterns of major ethnic groups</p> <p>- Identify the reasons for the patterns in 5.2 above</p>   | Textbooks and Maps |  |  |  |
| <b>General Objective 6.0 Know the various landforms</b>                               |   |   |                    |  |  |  |
|   | <p>6.1 State landform types</p> <p>6.2 Explain their origin and differences</p> <p>6.3 Locate areas where examples can be found</p>   | <p>- Explain Land form types</p> <p>- Describe their origin and differences</p> <p>- Identify areas where examples can be found</p>   | Textbooks and Maps |  |  |  |

| <b>General Objective 7.0 Understand the principles of map reading</b>      |   |   |                    | <b>General Objective 7.0 Practice map reading</b>  |  |                    |
|--|---|---|--------------------|--|--|--------------------|
|  | <p>7.1 Interpret maps through the use of conventional signs</p> <p>7.2 Reduce and enlarge map</p> <p>7.3 Explain grid reference bearing and scales</p> <p>7.4 Differentiate conventional signs and symbols</p> <p>7.5 Identify tourist symbols on maps.</p>   | <p>- Explain how to interpret maps through the use of conventional signs</p> <p>- Explain methods of reducing and enlarging maps</p> <p>- Describe grid reference bearing and Scales</p> <p>- Distinguish conventional signs and symbols on maps</p> <p>- Explain tourist symbols on maps</p> | Textbooks and Maps | <p>Read maps</p> <p>Reduce and Enlarge maps</p> <p>Apply appropriate signs and symbols</p> | Guide and supervise students activities                    | Topographical map, |
| <b>General Objective 8.0 Understand natural resources and conservation</b> |   |   |                    |  |  |                    |
|  | <p>8.1 Identify tourist resources and their locations</p> <p>8.2 Explain the full meaning of conservation and its implication in tourism resources development</p> <p>8.3 Explain the conflict between natural conservation and pollution</p> <p>8.4 State the consequence of pollution from over-population, technological growth and industrial development</p> | <p>- Explain resources and their location</p> <p>- Define conservation and its implication to tourism resources development</p> <p>- Describe the conflict between natural conservation and pollution.</p> <p>- Explain the consequences of pollution from items listed in 8.4</p>            | Textbooks and Maps | Field trip to different environmental disaster situations in your area                     | Arrange day trip to different land formations in your area | Vehicle            |

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|  | <p>8.5 Explain the use and abuse of coastline, country side, historical edifice etc</p> <p>8.6 Explain the continuous improvement on conservation practices and policies.</p> | <p>- Describe the use and abuse of coastline, country side etc.</p> <p>- Describe the continuous improvement on conservation practices and policies</p> |  |  |  |  |
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| <b>PROGRAMME:</b> | <b>ADVANCED NATIONAL CERTIFICATE IN TOURISM CRAFT PRACTICE</b>   |
| <b>MODULE:</b>    | <b>CTP 22 PRINCIPLES OF TOURISM</b>  |
| <b>DURATION:</b>  | <b>3 hrs per Week</b>  |
| <b>UNITS:</b>     | <b>1</b>   |
| <b>GOAL:</b>      | This module is designed to acquaint the students with the basic knowledge of the general concept of Tourism. |

**GENERAL OBJECTIVES:**

On completion of the module, students should:

- 1.0 Understand the importance of tourism to a nation's economy with particular reference to Nigeria
- 2.0 Understand the structure and organization of the tourism industry
- 3.0 Understand the various accommodation needs of different categories of tourists
- 4.0 Know major travel and tourist movement
- 5.0 Understand the factors affecting the growth of a particular tourist area (geographical, economic, social, political)
- 6.0 Know the factors influencing recent growth and development within the travel and tourism industry



| <b>PROGRAMME: ADVANCED NATIONAL TECHNICAL CERTIFICATION IN TOURISM CRAFT PRACTICE</b>                                       |   |  |                           |  |                             |                           |
|---|---|--|---------------------------|--|-----------------------------|---------------------------|
| <b>Course: Principles Of Tourism</b>  |   | <b>Course Code: CTP 22</b>   |                           | <b>Contact Hours 5hrs</b>                      |                             |                           |
| <b>Module Specification: Theoretical Content</b>  |   |  |                           | <b>Module Specification: Practical Content</b> |                             |                           |
| <b>General Objectives : Understand the importance of tourism to a nation's economy with particular reference to Nigeria</b> |   |  |                           | <b>General Objectives :</b>                    |                             |                           |
| <b>WEEK</b>   | <b>Specific Learning Outcome</b>  | <b>Teacher's Activities</b>  | <b>Learning Resources</b> | <b>Specific Learning Outcome</b>               | <b>Teacher's Activities</b> | <b>Learning Resources</b> |
|   | 1.1 Explain the importance of tourism to a nation's economy with particular reference to Nigeria.<br>1.2 Outline the impact of tourism on the balance of payments of Nigeria and at least two other countries.<br>1.3 Explain what is meant by 'multiplier effect' and 'leakages'.<br>1.4 Describe the essential features of the infrastructure that is developed to support a tourist area.<br>1.5 Assess the effects of the growth of a particular Nigerian tourist area on the general regional development and pattern of local employment. | -Enumerate the importance of tourism to a nation's economy<br>-Explain the impact of tourism on the balance of payment of Nigeria and at best two other countries.<br>-Analyze multiplier effect and 'leakages'<br>-Explain the essential features of the infrastructure that develops to support tourist area.<br>-Lead students to assess the effect of growth of a particular Nigerian tourist destination. | Textbooks                 |  |                             |                           |

| <b>General Objective 2.0 Understand the structure and organization of the tourism industry</b>              |  |   |           |  |  |  |
|---|--|---|-----------|--|--|--|
|   | <p>2.1 Identify the major elements encompassed by the industry and explain their interdependence e.g. accommodation and catering, transport, entertainment, recreation etc.</p> <p>2.2 Distinguish between the roles of tour operators, travel agents, resort managers, amenity providers hoteliers and the like.</p> <p>2.3 Describe the roles and functions of Nigerian Tourism Development Cooperation State Tourism Boards, Local Government Tourism committee and National Park service.</p> <p>2.4 Distinguish between the various categories of tourists.</p> | <p>- Explain the elements encompassed by tourism industry and explain their interdependence</p> <p>- Differentiate between the roles of the tourism service providers as listed in 2.2</p> <p>- Explain the roles and functions of the bodies and agencies listed in 2.3</p> <p>- Differentiate between the various categories of tourists, giving examples</p> | Textbooks |  |  |  |
| <b>General Objective 3.0 Understand the various Accommodation needs of different categories of Tourists</b> |  |   |           |  |  |  |
|   | <p>3.1 Identify different types of tourist accommodation available.</p> <p>3.2 Relate the changing needs of present-day tourists to the traditional supply of accommodation</p> <p>3.3 Explain the growth of holiday camps, camping and caravan sites, farmhouse and self-</p>   | <p>-Lead students to identify types of tourist accommodation available.</p> <p>-Describe the changing needs of present day tourists with traditional supply of</p>  | Textbooks |  |  |  |

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|  | catering facilities.   | accommodation.<br>-Describe the growth areas listed in 3.3.  |                   |  |  |  |
| <b>General Objective 4.0 Know major travel and tourist movements</b>   |  |  |                   |  |  |  |
|  | 4.1 Describe what is meant by ‘a tourist’<br>4.2 Describe major tourist flows on a National, intra-regional and inter-regional scale<br>4.3 Identify the generating countries in international tourism<br>4.4 Identify major tourist destinations world-wide<br>4.5 Identify various methods of counting tourists                    | Explain the meaning of the term tourist.<br>Explain major tourist flow on a National intra regional and inter-regional scale<br>List major tourist destinations world-wide.<br>List and explain various methods of counting tourists.  | Textbooks         |  |  |  |
| <b>General Objective: 5.0 Understand the factors affecting the growth of a particular tourist area (Geographical, Economic, Social, Political)</b> |  |  |                   |  |  |  |
|  | 5.1 Analyze the factors affecting a tourist traveller’s choice of destination, e.g. accessibility, physical attractions, amenities, climatic constraints, etc.<br>5.2 Apply these factors with examples of a short and a long haul destination<br>5.3 Apply these factors with examples of a developed and a developing destination. | List and explain factors affecting a tourist’s/travellers choice of destination using examples listed in 5.1.<br>Give examples of long and short haul destinations and relate to examples in 5.1 & 5.2.<br>Use the factors listed in 5.1 to show examples of a developed and a developing destination.<br>Give note. | Textbooks<br>Maps |  |  |  |

| <b>General Objective: 6.0 Know the factors influencing recent growth and developments within the travel and tourism industry</b> |   |   |                                      |  |  |  |
|--|---|---|--------------------------------------|--|--|--|
|  | <p>6.1 Identify economic and social factors underlying recent increases in the amount of leisure time.</p> <p>6.2 Illustrate, using particular examples, the effects this has had on the travel and tourism industry.</p> <p>6.3 Describe the changing role of transport on the movement of people.</p> <p>6.4 Assess the relative importance of different categories of tourists.</p> <p>6.5 Outline and suggest reasons for the growth and importance of the 'package' holiday</p> <p>6.6 Describe the seasonal variations in the tourist trade of two contrasting countries. (tropical and temperate countries.)</p> | <p>-Explain the economic and Social factors underlying recent increases in the amount of leisure time.</p> <p>-Explain with the use of charts and maps the role of each transport mode on the movement of people.</p> <p>-Explain the relative importance of different categories of tourists.</p> <p>-List reasons for the growth and importance of the package holiday. Explain seasonality and demonstrate how it affects tourism using two distinct destinations in different parts of the world.</p> | <p>Textbooks<br/>Maps<br/>Charts</p> |  |  |  |

**PROGRAMME:** ADVANCED NATIONAL TECHNICAL CERTIFICATE IN TOURISM CRAFT PRACTICE

**MODULE:** CTP 23 INTRODUCTIONS TO TOURISM DEVELOPMENT

**DURATION:** 6 HRS

**UNITS:** 2

**GOAL:** This module is designed to introduce students to fundamentals of tourism development.

**GENERAL OBJECTIVES:**

On completion of this module, students should:

- 1.0 Know the impact of Government influence on the organization of tourism industry
- 2.0 Know the cultural, social and environmental impacts of tourism industry on a nation
- 3.0 Know the historical development and structure of Tourism Boards, Carriers, Tour Operators, Retailers, Accommodation Services and Amenity Providers
- 4.0 Understand the functions and objectives of major co-operative organizations involved in the tourism industry
- 5.0 Know the roles and functions of ancillary services involved in tourism trade

| <b>PROGRAMME: ADVANCED NATIONAL TECHNICAL CERTIFICATION IN TOURISM CRAFT PRACTICE</b>                            |  |  |   |   |  |                           |
|--|--|--|---|---|--|---------------------------|
| <b>Course: Introduction to Tourism Development</b>   |  |  | <b>Course Code: CTP 23</b>  |   | <b>Contact Hours 6hrs</b>  |                           |
| <b>Module Specification: Theoretical Content</b>   |  |  | <b>Module Specification: Practical Content</b>                      |   |  |                           |
|  | <b>1.0 General Objectives :</b> Know the impact of Government influence on the organization of tourism industry  |  |   | <b>General Objectives :</b>   |  |                           |
| <b>WEEK</b>  | <b>Specific Learning Outcome</b>   | <b>Teacher's Activities</b>  | <b>Learning Resources</b>   | <b>Specific Learning Outcome</b>  | <b>Teacher's Activities</b>  | <b>Learning Resources</b> |
|  | 1.1 Describe the main features of the organization of the Nigerian Tourist Industry<br>1.2 Explain the objectives of the Nigerian Tourism policy<br>1.3 Describe the main features of the reorganization of Tourism industry in Nigeria.<br>1.4 Relate Government attitudes to the degree of development of Tourism Industry in Nigeria. | -Explain the main features of the organization of the Nigeria tourism industry<br>-Enumerate the objectives of the Nigerian tourism policy.<br>-Explain the different attitudes of government to tourism development.<br>-Explain government policies as they affect tourism development in Nigeria. | Textbooks, National policy on tourism document, Tourism Master Plan |   |  |                           |
| <b>General Objective 2.0 Know the Cultural, Social and Environmental impacts of tourism Industry on a nation</b> |  |  |   | <b>General Objective 2.0 Frame, Administer, And Analyse Questioners on tourism impact to host community</b> |  |                           |
|  | 2.1 Outline ways in which tourism can lead to better understanding between nations<br>2.2 Identify and illustrate, using specific examples, beneficial economic, cultural and social effects of the development of tourist   | - Explain the relationship between nations and how tourism can improve it<br>- List the socio economic benefit to host communities<br>- List the impacts of tourism  | Textbooks   | Investigate impact of tourism on host community   | Group students to investigate on the positive and negative impacts of tourism on the community | Text books                |

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|   | <p>destinations to those living in the areas</p> <p>2.3 Explain, using specific examples, some of the adverse effects of tourism such as overcrowding, pressure on public amenities, environmental pollution/ despoliation etc</p> <p>2.4 Relate the need for planning and conservation to political/legal constraints that have been imposed on tourism development and give examples of such controls.</p>   | <p>to host communities teacher should guide students on how to frame questionnaires</p> <ul style="list-style-type: none"> <li>- Explain the need for planning and conservation and relate to legal constraint.</li> <li>- List the control measures that can be taken in tourism development.</li> </ul>  |  |  |  |  |
| <p><b>General Objective 3.0 Know the Historical Development and Structure of Tourism Boards, Carriers, Tour Operators, Retailers, Accommodation services and Amenity Providers.</b></p> |  |  |  |  |  |  |
|   | <p>3.1 Identify the milestones in the historical development of tourism</p> <p>3.2 Illustrate, by means of a chart, the present structure of Nigerian Tourism Industry</p> <p>3.3 Outline the aims and structure of national, state and local Tourism agencies in Nigeria</p> <p>3.4 Distinguish between the various sectors within each type of carrier e.g. air (state, independent, charter ), rail (national, private), road (National, State, Private), water(National,</p> | <ul style="list-style-type: none"> <li>- Explain with aid of charts (Local, state and National) the structure of Nigerian Tourism Industry.</li> <li>- Explain the aims of Tourist agencies at different levels in Nigeria.</li> <li>- Explain the relevance of each of these carriers in tourism development.</li> <li>- Explain the roles and functions of specialty tour operators, retailers in the development of tourism.</li> </ul> | <p>Textbooks Eco tourism maps<br/>Tourism maps</p> |  |  |  |

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|  | <p>state, Private)</p> <p>3.5 Distinguish between international, national, local and specialty tour operators and retailers in terms of their roles and functions</p> <p>3.6 Outline recent developments in the role of the retailers in distribution areas such as agents and brokers</p> <p>3.7 Distinguish between, and outline recent developments of amenity providers within the following categories: national heritage (e.g. stately homes, museums, art galleries); flora and fauna (e.g. game parks, zoological gardens, botanical gardens etc); recreation (e.g. golf courses, swimming pools, funfairs etc.).</p> <p>3.8 Outline the basic economics of tour operation and Retailing</p> <p>3.9 Explain the term 'break even load factor' Distinguish between the various sectors within the accommodation industry and outline their relationship with the rest in the tourism industry</p> | <p>- Describe the role of retailers in distribution areas such as agents and brokers.</p> <p>- Differentiate and explain recent developments of amenity providers in the categories listed in 3.7.</p> <p>- Explain the basic economics of tour Operations and Retailing.</p> <p>- Define and explain break-even load factor).</p> <p>- Differentiate between the various sectors within the Accommodation industry and explain their relationship with the rest of the tourism Industry.</p> |  |  |  |  |
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| <b>General Objective 4.0 Understand</b> the functions and objectives of major Co-operative Organizations involved in the tourism Industry.   |   |  |  |  |  |  |
| 4.1 Describe the roles and functions of the principal international travel and tourism organizations including World Tourism Organization (W.T.O.)- now United Nation World Tourism Organization (U.N.W.T.O), International Air Transport Association (I.A.T.A.), Universal Federation of Travel Agents Associations (U.F.T.A.A.). | - Explain the roles and functions of organizations listed 4.1 – 4.3 | Textbook publications/ manuals of listed organization. |  |  |  |  |
| 4.2 Describe the roles and functions of Federal Government travel and tourism organizations in Nigeria and some other countries such as Civil Aviation Authority (C.A.A.), Nigeria Airport Authority (N.A.A.) and Civil Aeronautics Board (C.A.B.).  |   |  |  |  |  |  |
| 4.3 Describe the roles and functions of professional bodies in training tourism personnel's.   |   |  |  |  |  |  |
| <b>General Objective 5.0 Know the roles and functions of Ancillary services involved in Tourism Trade</b>  |   |  |  |  |  |  |
| 5.1 Explain the roles and functions of official bodies such as passport offices, customs and excise, embassies in terms of regulating activities and movements   | - Identify and explain items in 1&2                                 | Textbooks  |  |  |  |  |
| 5.2 Describe the roles and influence of commercial bodies Such as trade press, industrial consultants, employment agencies, insurance companies etc.   |   |  |  |  |  |  |

**PROGRAMME:** ADVANCED NATIONAL CERTIFICATE IN TOURISM CRAFT PRACTICE

**MODULE:** CTC 24 TOURISM ENTREPRENEURSHIP

**DURATION:** 5HRS

**UNITS:** 2

**GOAL:** This module is designed to provide the students with the basic skills required in establishing and managing a tourism enterprise.

**GENERAL OBJECTIVES:**

On completion of this module, the trainee should be able to:

- 1.0 Know tourism businesses in their locality
- 2.0 Understand the contribution of tourism to the local economy
- 3.0 Know the business opportunities available in tourism industry
- 4.0 Understand possible sources of fund for setting up tourism enterprises
- 5.0 Understand the legal requirement for the establishment of tourism business
- 6.0 Understand the role of public and private sector in tourism development.
- 7.0 Understand the contribution of cottage industry in the growth of tourism enterprise.

| <b>PROGRAMME: ADVANCED NATIONAL TECHNICAL CERTIFICATION IN TOURISM CRAFT PRACTICE</b>       |  |   |   |  |                             |                           |
|---|--|---|---|--|-----------------------------|---------------------------|
| <b>Course: Tourism Entrepreneurship</b>   |  | <b>Course Code: CTP 24</b>  |   | <b>Contact Hours 5hrs</b>                      |                             |                           |
| <b>Module Specification: Theoretical Content</b>  |  |   |   | <b>Module Specification: Practical Content</b> |                             |                           |
| <b>General Objectives : : 1.0 Know tourism businesses in their locality</b>                 |  |   |   | <b>General Objectives :</b>                    |                             |                           |
| <b>WEEK</b>   | <b>Specific Learning Outcome</b>   | <b>Teacher's Activities</b>   | <b>Learning Resources</b>                 | <b>Specific Learning Outcome</b>               | <b>Teacher's Activities</b> | <b>Learning Resources</b> |
|   | 1.1 Define tourism potentials and products<br>1.2 Distinguish between tourism potential and product<br>1.3 Identify tourism potentials and products in Nigeria   | List and explain tourism potential and product<br>Give examples of products and potentials                    | Textbooks,<br>Fieldtrip to resort centres |  |                             |                           |
| <b>GENERAL OBJECTIVE: 2.0 Understand the Contribution of tourism to the local economy</b>   |  |   |   |  |                             |                           |
|   | 2.1 Explain how tourism business contributes to the economy of the locality in terms of:<br>(a) Employment<br>(b) Revenue<br>(c) Investment  | - Describe how tourism business contributes to the economy of the locality in terms of item a-c listed in 2.1 | Textbooks                                 |  |                             |                           |
| <b>GENERAL OBJECTIVE: 3.0 Know the business opportunities available in tourism industry</b> |  |   |   |  |                             |                           |
|   | 3.1 Identify tourism as a trade and business opportunities available such as<br>(a) Tour operation<br>(b) Souvenir business/craft shop<br>(c) Entertainment<br>(d) Hotel and Catering<br>(e) Local transportation etc. | Describe the relevance and details of these business opportunities in tourism                                 | Textbooks.<br>Educational visits          |  |                             |                           |

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| <b>GENERAL OBJECTIVE: 4.0 Understand possible source of fund for setting up tourism enterprise</b>   |   |            |   |  |  |     |
| 4.1 Identify possible sources of finance for setting up tourism business such as:<br>(a) Banks<br>(b) Personal saving<br>(c) Grants/Aids<br>(d) Investment scheme<br>(e) Investment incentives             | List and explain sources of funding through banks, personal saving etc. Identify problems of funding such as lack of bank collaterals financial mismanagement etc. Identify investments incentives in tourism | Textbooks. |   |  |  |     |
| 4.2 Outline problems associated with funding of tourism business.  | Identify problems associated with funding tourism business.   |            |   |  |  |     |
| <b>GENERAL OBJECTIVE: 5.0 Understand the legal requirement for the establishment of tourism business</b>   |   |            |   |  |  |     |
| 5.1 Outline the legal requirement for the establishment of a tourism business e.g.<br>(a) registration with corporate affairs CAC<br>(b) registration with Nigerian Tourism Development Corporation (NTDC) | - Explain the legal procedures for registration with CAC and NTDC<br>- Organize a visits to CAC in their locality<br>- Organise a career talk on establishment of tourism business.                           | Textbooks  | Career Talks on the establishment of a tourism business | Organise for a speaker, moderator and rapporteur on a Career talk on the establishment of a tourist business |  | PAS |

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| <b>GENERAL OBJECTIVE: 6.0 Understand the role of public and private sector in tourism development</b>               |  |  |           |  |  |  |
|   | 6.1 Identify the role of<br>(a) Government<br>(b) Community and<br>(c) Trade<br>bodies/organizations   | - Explain government and private sector participation in tourism development.  | Textbooks |  |  |  |
| <b>GENERAL OBJECTIVE: 7.0 Understand the contribution of cottage industries in the growth of tourism enterprise</b> |  |  |           |  |  |  |
|   | 7.1 Define the concept of cottage industry in relation to<br>Tourism development<br>7.2 Outline the relevance of cottage industry in nation building | - Explain the concept of cottage industry as it relates to tourism business using relevant examples e.g. creation of souvenirs, photography etc.<br>- Explain how cottage industries provide income, employment, improved infrastructures etc. | Textbooks |  |  |  |

**PROGRAMME:**                    **ADVANCED NATIONAL CERTIFICATE IN TOURISM CRAFT PRACTICE**

**MODULE:**                    CTP 25 TRAVEL INDUSTRY OPERATIONS (AIR FARE AND TICKETING)

**DURATION:**                **6**

**UNIT:**                        **2**

**GOAL:**                This module is designed to provide the students with the knowledge of Air fare and ticketing operation.

General Objectives: On completion of this course, the grandaunts should be able to:-

- 1.0 Know the concept and nature of Airline ticketing and tariff
- 2.0 Have knowledge of historical development of airline ticketing and fare discounting in airline operations
- 3.0 Know books and documents used in airfare and ticketing services
- 4.0 Know the airlines codes, abbreviations and designations in booking Passengers
- 5.0 Understand how to use reference books in ticketing
- 6.0 Understand reservation procedures
- 7.0 Know the procedures for issuing different tickets and components of Airline fares.

| <b>PROGRAMME: ADVANCED NATIONAL TECHNICAL CERTIFICATION IN TOURISM CRAFT PRACTICE</b>  |  |  |  |   |                              |   |
|--|--|--|--|---|------------------------------|---|
| <b>Course: TRAVEL INDUSTRY OPERATIONS (AIR FARE AND TICKETING) Course Code: CTP 22 Contact Hours 5hrs</b>                              |  |  |  |   |                              |   |
| <b>Module Specification: Theoretical Content</b>   |  |  |  | <b>Module Specification: Practical Content</b>  |                              |   |
| <b>General Objectives : 1.0 Know the concept and nature of Airline ticketing and tariff</b>  |  |  |  | <b>General Objectives : Design an airline ticket</b>  |                              |   |
| <b>WEEK</b>  | <b>Specific Learning Outcome</b>   | <b>Teacher's Activities</b>  | <b>Learning Resources</b>                  | <b>Specific Learning Outcome</b>  | <b>Teacher's Activities</b>  | <b>Learning Resources</b>                     |
|  | 1.1 Define airline ticket and the term tariff.<br>1.2 Explain the components in the ticket.<br>1.3 Identify different types of tickets and define fare basis<br>1.4 Explain the use of computer in ticketing<br>1.5 Draft and explain format of a domestic and international airline ticket.   | Illustrate using the relevant books, documents and tickets   | Textbooks in airline booking and ticketing | - Draw samples of domestic and International tickets.<br>- Fill in the information's on the tickets | Supervise student activities | Samples of domestic and international tickets |
| <b>General Objective 2.0: Have knowledge of historical development of airline ticketing and fare discounting in airline operations</b> |  |  |  |   |                              |   |
|  | 2.1 Trace the history of airline ticketing services.<br>2.2 Give and explain the types of tickets used in the airline with periods.<br>2.3 Discuss airline-ticketing services in Nigeria, airline operations and identify four common categories of discounted fares.<br>2.4 Identify and discuss problems associated with airlines in Nigeria and at global level | -Discuss the development and trends of ticketing in Nigeria and global perspective.<br>-Illustrate and discuss fares relevant to topical issues e.g. domestic, international and discounted fares.<br>-Case studies. | Textbooks handout                          |   |                              |   |

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|--|---|---|--|--|------------------------------|-----------------------------|
| <b>General Objective 3.0: Know books and documents used in airfare and ticketing Services.</b>             |   |   |  | <b>General Objective 3.0: Calculate airfare.</b>               |                              |                             |
|  | 3.1 Identify and explain seven common fare bases.<br>3.2 Explain the relevance of books and documents used in airfares and ticketing.<br>3.3 Identify four common categories of discounted Fares<br>3.4 Demonstrate a functional understanding of fare basis codes                              | Discuss and make analysis on airfare and ticketing services.<br>Solve some sample problems on airfare calculation | Obtain relevant and current books (travel agency handbooks)  | Solve problems on a given (domestic and international) routes. | Supervise student activities | Text books , UFTA documents |
| <b>General Objective 4.0: Know the airline codes, abbreviations and designations in booking Passengers</b> |   |   |  |  |                              |                             |
|  | 4.1 Explain airline codes<br>4.2 Explain equipment codes<br>4.3 Describe classes of service codes<br>4.4 Explain secondary codes<br>4.5 Explain city codes<br>4.6 Describe special airport codes<br>4.7 Explain time zone codes<br>4.8 Explain ground zone codes<br>4.9 Explain frequency codes | Emphasize daily to the students Practices to get conversant with the airline codes etc.                           | Use airline tariff and airline reference Books ,world Maps, Charts with IATA Area zones, International time zones etc. |  |                              |                             |
| <b>General Objective 5.0: Understand how to use reference books in ticketing</b>                           |   |   |  |  |                              |                             |
|  | 5.1 Explain ticketing to and from city destinations<br>5.2 Explain direct flights<br>5.3 Explain connecting flights<br>5.4 Describe maximum connecting time for every city served by schedule flight  | Conduct regular practical exercises with hypothetical cases<br><br>List resources for making a                    | World map with cities, time zones IATA area.   |  |                              |                             |



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|  |  | connection.<br>Discuss maximum connecting times for every city.  |  |   |                              |   |
|  | <b>General Objective 6.0:</b> Understand reservation procedures  |  |  | <b>General Objective 6.0</b> Perform Reservation Procedure on computer system |                              |   |
|  | 6.1 List various information on reservation<br>6.2 Explain the need for necessary information required for accurate and complete record<br>6.3 Explain the problems associated with reservations and their solutions<br>6.4 Explain ticketing time transit for confirming, cancellation and re-confirming tickets.<br>6.5 Explain the reservation procedures for each passenger of first class travellers and coach travellers<br>6.6 Explain the reservations procedure for a special passenger, e.g. special meals, mothers with infants, handicaps etc.<br>6.7 Explain no-show and “go-show” passengers<br>6.9 Work on an airline reservation computer system | Use typical examples and illustrated cases<br><br>Discuss problems of reservation and their solution<br><br>Discuss confirming, cancellation and reconfirming of ticketing<br><br>Discuss reservation systems of all kinds of passengers | Use typical examples and passenger tariff etc.<br><br>Airline brochure, airline schedules etc. | Carryout typical reservations on computer                                     | Supervise student activities | Computer system and software e.g. Amadeus |

| <b>General Objective 7.0:</b><br>Know the procedures for issuing different tickets and components of Airline Fares |  |   | <b>General Objective 7.0:</b> |  |  |
|--|--|---|-------------------------------|--|--|
|  | 7.1 State the principles of ticketing<br>7.2 Complete a conjunction ticket<br>7.3 Write both domestic and international tickets<br>7.4 Issue an MCO (Miscellaneous Charges Order)<br>7.5 Issue a PTA (Pre-paid Ticket Advice)<br>7.6 Complete a junction ticket<br>7.7 Write and interpret fare ladder<br>7.8 Recognize seven types of special fares | Demonstrate ticket writing, and computation of fares. | Textbooks.<br>Dummy tickets.  |  |  |

## **LIST OF MATERIALS AND EQUIPMENT**

To run this programme effectively, there will be the need for the following:

- An excursion bus
- A mini travel agency office(containing office tables, chairs, travel brochures, posters , reservation reference books etc)
- A mini tourism studio(Containing cultural artefacts, photographs of events, paintings , models of tourist destinations etc)
- A model of a coach bus, aircraft, train, ship etc.
- A set of television, video, video CD, Computer and their accessories , soft ware of reservation programme
- Maps on tourism potentials and tourist products
- Large world maps and large Globe
- Maps on various transport networks
- Topographical map

## **Books**

1. Oguntoyinbo, J.S. and others (1978) A geography of Nigerian Development, Heinemann Educational Books(Nig) Ltd Ibadan
2. Burkart A.J. and Medlik, S. (1987) Tourism: Past, Present and Future, Heinemann, London.
3. Ayodele I.A. (2002) Essentials of Tourism Management: Elshaddai Global Ventures Ltd., Mokola Ibadan
4. Ikechukwu Okpoko and Pat Okpoko (2002) Tourism in Nigeria: Afro-orbis publications Ltd, Nsukka
5. Godwin Nenpan Goyang (1998) Organization of Tourism: The Nigerian Experience; Matchers Publishing Ltd Jos, Nigeria
6. Medlik, S (1995) Managing Tourism: Redwood Books, Trowbridge, Wiltshire.
7. Michael Hall C. (2000) Tourism Planning – Policies, Process and Relationship: Pearson Education Limited (England)
8. Gwanda Syrratt (1995) Manual of Travel Agency Second Edition Butterworth Henmann (Great Britain)
9. International Air Travel and Tourism Training Programme (IATA) manual.
10. Charles Kaiser Jnr & Larry .E. Helber – Tourism Planning And Development.
11. David Western – Echo tourism A guide for Planners and managers
12. Robinson .H. – A Geography of tourism
13. Hector .C. Lascurian - Echo- tourism a world wide phenomena

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