

**SAN BERNARDINO VALLEY COLLEGE
COURSE OUTLINE**

I. CATALOG DESCRIPTION:

DIVISION	TECHNICAL	DEPARTMENT AERONAUTICS
COURSE ID NUMBER:	AIRTVL 130	
COURSE TITLE:	INTRODUCTION TO AIR FARES AND TICKETING	
HOURS:	3 HOURS LECTURE	
UNITS:	3	

Course Description: This course provides an introduction into domestic airline fares, fare construction ticketing, route construction and corresponding rules. Included in the course will be instruction on correctly writing an airline ticket, and an understanding of industry accountable documents and their use. The course is designed for those interested in becoming employed in the air travel industry as an airline ticket agent, travel agent, tour agent or airline reservationist.

Schedule Description: This course provides an introduction into airline fares, fare construction ticketing, route construction and corresponding rules, writing tickets, and an understanding of industry accountable documents and their use.

Prerequisite/Corequisite: AIRTVL 110 Travel Reservation System I

II. Number of times course may be taken for credit: One

III. Expected outcomes for students:

Upon completion of this course, the students will be able to:

- A. Recognize and critically evaluate basic air fares/tariffs and fare construction rules and principles.
- B. Recognize and critically evaluate capacity controlled fares/tariffs and their corresponding rules.
- C. Demonstrate ability to write tickets with correct fares, taxes and applicable surcharges.
- D. Identify types of trips including: round trip, circle trip, open jaw.
- E. Identify hub cities and corresponding airlines for the United States.
- F. Interpret the necessity for hub cities in creating complex itineraries.
- G. Identify the use of and correctly complete Prepaid Tickets, Miscellaneous Charge Orders, and Tour Orders.
- H. Describe and critically evaluate airline tax rules for domestic, Hawaii,

Mexico, Canada and Caribbean itineraries.

IV. CONTENT:

- A. The Tariff and Ticketing Process
 - 1. Flight information review
 - 2. Types of air trips
 - 3. Determining domestic air fares
 - 4. Describe direct and through fares
 - 5. Determining joint fares
 - 6. Air transportation taxes
- B. The Standard Ticket
 - 1. Writing the airline ticket
 - 2. Special ticketing situations
 - 3. Credit card transactions
 - 4. Prepaid Tickets, Miscellaneous Charge Orders, Tour Orders
- C. Air fare Rules and Regulations
 - 1. Discussion of airfare rules and corresponding class of service
 - 2. Hidden city fare calculations
 - 3. Back to back ticketing
 - 4. Higher intermediate point
- D. Accountable Documents
 - 1. Identify each accountable document
 - 2. Practical application of each document.
 - 3. Proper completion of each document

V. METHODS OF INSTRUCTION:

- A. Lecture presentations and classroom discussions
- B. Presentation of examples through use of ticketing transparencies
- C. Interactive discussion and feedback between and among instructor and students.
- D. Practical application through hands on workbook exercises during class session.
- E. Practical application writing tickets through hands on exercises in class.
- F. Practical application in class creating itineraries
- G. Practical application exercises in class calculating air fares and taxes.

VI. TYPICAL ASSIGNMENTS:

- A. Complete ticketing worksheets, calculating fares and correctly writing a standard airline ticket.
- B. Complete hub city worksheets, identifying each hub city in the United States recognizing city code and naming correct corresponding airline

associated with each specific hub city.

C. Compare and contrast class of service booking codes with air fares.

D. Demonstrate comprehension of accountable documents.

E. Demonstrate comprehension of non accountable documents.

VII. EVALUATIONS:

A. Method of evaluation:

1. Initial writing assignment, one page questionnaire on travel requiring short essay answers.

2. Workbook assignments to be completed on a regular basis and turned in to instructor for evaluation.

3. Mid-term examination consisting of completion, fill-in and short essay questions.

4. Final exam consisting of fill-in, multiple choice and short essay questions.

B. FREQUENCY OF EVALUATIONS:

Frequency of Evaluation:

1. Four worksheets

2. One map for each country studied

3. One mid-term examination

4. One final examination

C. TYPICAL EXAMINATION QUESTIONS:

a. Write a one page essay describing capacity controlled air fares, their necessity for the traveler and the airlines.

b. Compare and contrast domestic air fare taxes and surcharges with Hawaii, Canada, Mexico and the Caribbean airfare taxes and surcharges.

VIII. TYPICAL TEXTS:

TITLE: A PRACTICAL GUIDE TO FARE AND TICKETING
SECOND EDITION

AUTHOR: SEMER-PURZYCKI

PUBLISHER: DEL MAR PUBLISHERS ISBN 0827360886

DATE OF PUBLICATION: 1994

TITLE: AIR FARES AND TICKETING
FOURTH EDITION

AUTHOR: PHILIP G. DAVIDOFF, DORIS S. DAVIDOFF

PUBLISHER: PRENTICE HALL PUBLISHERS

DATE OF PUBLICATION: 1994

IX. OTHER SUPPLIES REQUIRED OF STUDENTS:

Pen/pencil
paper/note cards