

Year

Hotel, Restaurant and Catering Services Department / Hotel, Restaurant and Catering Services Department /						
Course Code	Course Name	Teorical	Practice	Laboratory	Credits	ECTS
TO204	AUTOMATION SYSTEMS OF HOTEL-II	1.00	1.00	0.00	2.00	3.00
Course Detail						
Course Language	: Turkish					
Qualification Degree	: PreBachelor					
Course Type	: Optional					
Preconditions	: Not					
Objectives of the Course	: Mainly used in hotels front office and housekeeping departments Elektra Web automation program, to be used by students as active.					
Course Contents	: It includes establishment operations, reservation and front cashier menu, end of day operations, guest relations management and contract management through the elektra web automation program used in hotels.					
Recommended or Required Reading	: https://www.elektraweb.com/wp-content/uploads/2021/09/On_Buro_Hizmetleri_Atolyesi_10_24.pdf , https://www.youtube.com/results?search_query=elektra+web https://www.elektraweb.com/					
Planned Learning Activities and Teaching Methods	: Lecture, individual practice, case study, question and answer methods.					
Recommended Optional Programme Components	: To review the topics covered after class hours and to follow the relevant web pages.					
Instructors	: Öğr. Gör. Dr. Özlem Başar					
Instructor's Assistants	: Lecturer Mehmet ÇONTU					
Presentation Of Course	: The course is given face to face for two hours per week, one hour of theory and one hour of practice in the computer laboratory.					
Update Date	:					
Dosya İndirilme Tarihi	: 2/4/2026					

Course Outcomes	
Upon the completion of this course a student :	
1	By entering basic hotel information into the system, the program can be made ready for the hotel.
2	Performs reservation and front desk transactions via Elektra Web program.
3	Performs end of day transactions via Elektra Web program.
4	Performs guest relations management transactions via Elektra Web program.
5	Performs contract management transactions via Elektra Web program.

Pre / Side Conditions							
Course Code	Course Name	Condition	Teorical	Practice	Laboratory	Credits	ECTS

Weekly Contents						
	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
1.Week	*General Introduction to Elektra Web Program and Giving User Namess	*Logging in to the Program		*Review the information on the link and watch the videos before coming to class https://yardim.elektraweb.com/ozet-kilavuz/neden-elektraweb https://www.elektraweb.com/course/	*Lecture, Individual Practice, Case Study, Question and Answer Methods	Ö.Ç.1 Ö.Ç.1
2.Week	*Installation Process	*Installation process application		*Before coming to class, review the information in the link and watch the videos https://yardim.elektraweb.com/ozet-kilavuz/temel-tanimlar	*Lecture, Individual Practice, Case Study, Question and Answer Methods	Ö.Ç.1 Ö.Ç.1
3.Week	*Installation Process	*Installation process application		*Before coming to class, review the information in the link and watch the videos https://yardim.elektraweb.com/ozet-kilavuz/temel-tanimlar	*Lecture, Individual Practice, Case Study, Question and Answer Methods	Ö.Ç.1 Ö.Ç.1
4.Week	*Reservation Process	*Create a Reservation		*Before coming to the lesson, review the information in the link and watch the videos https://yardim.elektraweb.com/ozet-kilavuz/rezervasyon-olusturma	*Lecture, Individual Practice, Case Study, Question and Answer Methods	Ö.Ç.2 Ö.Ç.2
5.Week	*Online Reservation	*Create Online Reservation		*Review the information on the link and watch the videos before coming to class https://yardim.elektraweb.com/kanal-yonetimi	*Lecture, Individual Practice, Case Study, Question and Answer Methods	Ö.Ç.2 Ö.Ç.2

	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
6.Week	*Guest Check-in and Front Desk Operations	*Application of the Subject		*Review the information in the link and watch the videos before coming to class https://yardim.elektraweb.com/ozet-kilavuz/check-in-islemi https://yardim.elektraweb.com/ozet-kilavuz/harcama-girme https://yardim.elektraweb.com/ozet-kilavuz/odeme-alma https://yardim.elektraweb.com/ozet-kilavuz/folyo-islem-duzenleme https://yardim.elektraweb.com/ozet-kilavuz/hizli-posting https://yardim.elektraweb.com/ozet-kilavuz/fatura-kesme https://yardim.elektraweb.com/ozet-kilavuz/check-out-islemi https://yardim.elektraweb.com/ozet-kilavuz/on-kasa	*Lecture, Individual Practice, Case Study, Question and Answer Methods	Ö.Ç.2 Ö.Ç.2
7.Week	*Repetition of all Topics Covered with the Case Study	*Repetition of all Topics Covered with the Case Study		*Review the information in the link and watch the videos before coming to class https://yardim.elektraweb.com/ozet-kilavuz/check-in-islemi https://yardim.elektraweb.com/ozet-kilavuz/harcama-girme https://yardim.elektraweb.com/ozet-kilavuz/odeme-alma https://yardim.elektraweb.com/ozet-kilavuz/folyo-islem-duzenleme https://yardim.elektraweb.com/ozet-kilavuz/hizli-posting https://yardim.elektraweb.com/ozet-kilavuz/fatura-kesme https://yardim.elektraweb.com/ozet-kilavuz/check-out-islemi https://yardim.elektraweb.com/ozet-kilavuz/on-kasa	*Lecture, Individual Practice, Case Study, Question and Answer Methods	Ö.Ç.1 Ö.Ç.2 Ö.Ç.1 Ö.Ç.2
8.Week	*Midterm Exam			*Review of the topics covered and application of the given study questions through the program		Ö.Ç.1 Ö.Ç.2 Ö.Ç.1 Ö.Ç.2
9.Week	*Front Office Operations	*Application of the Subject		*Review the information in the link and watch the videos before coming to class https://yardim.elektraweb.com/genel-kullanim	*Lecture, Individual Practice, Case Study, Question and Answer Methods	Ö.Ç.2 Ö.Ç.2
10.Week	*Front Office Operations	*Application of the Subject		*Review the information in the link and watch the videos before coming to class https://yardim.elektraweb.com/genel-kullanim	*Lecture, Individual Practice, Case Study, Question and Answer Methods	Ö.Ç.2 Ö.Ç.2
11.Week	*End of Day Operations	*Application of the Subject		*Before coming to class, review the information in the link and watch the videos https://yardim.elektraweb.com/ozet-kilavuz/gun-sonu-islemi	*Lecture, Individual Practice, Case Study, Question and Answer Methods	Ö.Ç.3 Ö.Ç.3
12.Week	*Contract Management	*Application of the Subject		*Before coming to the lesson, review the information in the link and watch the videos https://yardim.elektraweb.com/kanal-yonetimi/online-rezervasyon/kontrat-yonetimi	*Lecture, Individual Practice, Case Study, Question and Answer Methods	Ö.Ç.5 Ö.Ç.5
13.Week	*House Keeping	*House keeping		*Review the information on the link and watch the videos before coming to class https://yardim.elektraweb.com/kat-hizmetleri	*Lecture, Individual Practice, Case Study, Question and Answer Methods	Ö.Ç.2 Ö.Ç.2
14.Week	*CRM	*CRM		*Review the information in the link and watch the videos before coming to class https://yardim.elektraweb.com/crm/crm-durum	*Lecture, Individual Practice, Case Study, Question and Answer Methods	Ö.Ç.4 Ö.Ç.4
15.Week	*Repetition of all Topics Covered with the Case Study	*Repetition of all Topics Covered with the Case Study		*Before coming to class, you must complete the practices given to you within the scope of the case study.	*Lecture, Individual Practice, Case Study, Question and Answer Methods	Ö.Ç.1 Ö.Ç.2 Ö.Ç.1 Ö.Ç.2

Assesment Methods %

1 Ara Sinav : 40.000

3 Final : 60.000

ECTS Workload

Activities	Count	Time(Hour)	Sum of Workload
Vize	1	1.00	1.00
Derse Katılım	14	2.00	28.00
Ders Sonrası Bireysel Çalışma	1	14.00	14.00
Final Sınavı Hazırlık	3	3.00	9.00
Final	1	1.00	1.00
Ara Sınav Hazırlık	2	3.00	6.00
Uygulama / Pratik	14	1.00	14.00
Ödev	2	2.00	4.00
			Total : 77.00
			Sum of Workload / 30 (Hour) : 3
			ECTS : 3.00

Program And OutcomeRelation

	P.O.1	P.O.2	P.O.3	P.O.4	P.O.5	P.O.6	P.O.7	P.O.8	P.O.9	P.O.10	P.O.11	P.O.12	P.O.13	P.O.14	P.O.15	P.O.16	P.O.17	P.O.18	P.O.19	P.O.20	P.O.21	P.O.22
L.O. 1	0	3	0	2	0	2	5	0	3	0	0	0	0	5	0	0	0	0	0	0	0	4
L.O. 2	0	3	0	4	0	2	5	0	3	0	0	0	0	5	0	0	0	0	0	0	0	4
L.O. 3	0	3	0	4	0	3	5	0	3	0	0	0	0	5	0	0	0	0	5	0	0	4
L.O. 4	0	3	3	4	0	2	5	0	3	3	3	0	0	5	0	0	0	0	5	0	0	4
L.O. 5	0	3	3	4	0	3	5	0	3	0	2	0	0	5	5	0	0	0	5	0	0	4
Avarage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Ders/Program Çıktıları İlişkisi

P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11	P.O. 12	P.O. 13	P.O. 14	P.O. 15	P.O. 16	P.O. 17	P.O. 18	P.O. 19	P.O. 20	P.O. 21	P.O. 22	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

BEWARE OF PLAGIARISM! Please pay attention to proper academic citation rules and avoid plagiarism, an unethical and academically fraudulent behavior, when completing reports, assignments, or other academic works, and it is treated with the same disciplinary action as cheating in a classroom setting. It is imperative to refrain from presenting another person's ideas, language, expressions, or any other form of intellectual property as your own. Regardless of quality, your assignments/projects/research should reflect your original work. Perfection is not a requirement, and in case of any uncertainties regarding academic writing guidelines, you may seek clarification from your course instructor.

Engel Durumu/Uyarılma Talebi : Engel durumuna ilişkin herhangi bir uyarılma talebinde bulunmak isteyen öğrenciler, dersin öğretim elemanı ya da Nevşehir Engelli Öğrenci Birimi ile en kısa sürede iletişime geçmelidir.