



DEPARTMENT OF BUSINESS

COURSE OUTLINE – WINTER 2015

HP 1230 Accommodations Operations Management 3 (3-0-1) 60 HOURS

INSTRUCTOR: Carolyn Vasileiou **PHONE:** 780-539-2221
OFFICE: C201 **E-MAIL:** cvasileiou@gprc.ab.ca

Tuesday & Thursday
9:00 – 10:30 am or by

OFFICE HOURS: appointment

PREREQUISITE(S)/COREQUISITE: no

REQUIRED TEXT/RESOURCE MATERIALS:

Vallen, G. K. & Vallen, J. J. (2013). *Check – in check- out* (Ninth Edition). New Jersey: Pearson.

CALENDAR DESCRIPTION:

The focus of this course will be the lodging industry and typical hotel organizational structures. Hotel reservations and check – in procedures, general management, office management, human resources, and front office operations will be examined.

CREDIT/CONTACT HOURS:

This is a 3 credit course with 3 lecture hours per week and 1 hour of experimental/field study time. Students are expected to attend all classes.

DELIVERY MODE(S):

Class time will involve lecture, group discussions, group work, individual reflection, examinations, guest speakers, field study and presentations.

OBJECTIVES:

1. Introduce students to the lodging industry, including historical and current perspective.
2. Learn hotel organizational structures.
3. Examine the different aspects of Front Office operations.
4. Become familiar with the roles of office management and human resources as they relate to hotel operation.
5. Learn about the reservation process and guest services.

TRANSFERABILITY:

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

GRADING CRITERIA:

Midterm	20%
Interview, Report and Presentation	20%
Quizzes & assignments	15%
Article Review	15%
Final	30%

Grades will be assigned on the Letter Grading System.

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C⁻	1.7	60 – 62	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

EVALUATIONS:

Final exam period is April 16 to 27, 2015. Please do not book anything during this time period as the final exam schedule is unknown at this point.

STUDENT RESPONSIBILITIES:

All assignments must be word processed unless otherwise indicated.

Students are required to save a copy of any written work submitted for marking.

Assignments are due on the dates set by the instructor. If there is a valid reason for an extension, it must be requested prior to the due date. Unauthorized late assignments will have a 10% per-day late penalty applied to the assigned grade.

Regular attendance is critical to success in HP 1230. Should a student be unable to attend a class, it is the student's responsibility to acquire the material missed and to complete assigned readings, in-class work and assigned homework.

If a student is unable to attend a test, the instructor must be advised before the test is administered. The test will then be written at a time that is convenient for both the instructor and the student. Failure to notify the instructor of an absence will result in a grade of 0 for that test.

It is expected that students will be welcoming and attentive to all guest speakers and realize that they are representing the college whenever they are in the community on college related business.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

COURSE SCHEDULE/TENTATIVE TIMELINE:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
January 6	Traditional Hotel Industry	Chapter 1
January 13	Modern Hotel Industry	Chapter 2
January 20	Structures of the Hotel Industry	Chapter 3

January 27	Forecasting Availability and Overbooking	Chapter 4
February 3	Global Reservations Technology	Chapter 5
February 10	Individual and Group Bookings	Chapter 6
February 16	Reading Week – no classes	
February 24	Midterm	
February 26 & 27	Managing Guest Services	Chapter 7
March 3	From Arrival to Rooming	Chapter 8
March 10	Role of the Room Rate	Chapter 9
March 17	Billing the Guest Folio	Chapter 10
March 24	Cash or Credit	Chapter 11
March 31 & April 2	Night Audit	Chapter 12
April 3	Good Friday – no class	
April 7	Hotel Technology	Chapter 13
April 14	Last day of classes	
April 16 - 27	Final exam period	

This schedule is subject to change depending upon availability of guest speakers and excursions to businesses.