

Programme Name	Certificate III in Housekeeping & Accommodation operations
Programme Description	This programme will equip students with the basic and important knowledge of Accommodation Services for the Hospitality and Tourism sector of Fiji including all categories of hotels and resorts, cruise ship and passenger vessels and other types of boarding houses.
Majors	Housekeeping & Accommodation operations
Minimum Requirements	Pass in year 11
Programme Type	Certificate

College of Business, Hospitality & Tourism Studies			
CERTIFICATE III			
HOUSEKEEPING AND ACCOMMODATION OPERATIONS			
Program Structure - with effect from 01 January, 2017			
	Unit Code	UNIT TITLE	CP
CORE UNITS			
1	ACO301	Basic Hospitality Operations	12
2	ACO302	Basic Accommodation Operations	12
3	ACO303	Introductory Housekeeping Control	12
4	ACO402	Accommodation Supervisory Skills	12
5	ACO403	Housekeeping Cost Control and Laundry Services	12
6	HKP301	Housekeeping Services & Procedures I	16
7	HKP302	Housekeeping Services & Procedures II	16
8	HKP303	Sanitation and Hygiene	12
9	ACO304	Basics of Rooms Division	12
10	COM301	Communication Skills & Studies	7
		Directed Industrial Attachment (3 months)	
Total Credit Points			123