

<b>Programme Name</b>	Certificate IV in Housekeeping and Accommodation operations
<b>Programme Description</b>	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.
<b>Majors</b>	Housekeeping and Accommodation operations
<b>Minimum Requirements</b>	Pass in year 12
<b>Programme Type</b>	Certificate

<b>College of Business, Hospitality &amp; Tourism Studies</b>			
<b>CERTIFICATE IV</b>			
<b>HOUSEKEEPING AND ACCOMMODATION OPERATIONS</b>			
<b>Program Structure - with effect from 01 January, 2017</b>			
	<b>Unit Code</b>	<b>UNIT TITLE</b>	<b>CP</b>
<b>CORE UNITS</b>			
1	HKP301	Housekeeping Services & Procedures I	16
2	ACO301	Basic Hospitality Operations	12
3	OHS403	Occupational Health and Safety III	10
4	ACO403	Housekeeping Cost Control & Laundry Services	12
5	ACO502	Hospitality Law I	12
6	HKP303	Sanitation and Hygiene	12
7	MGT506	Customer Service & Communication	12
8	HKP401	Housekeeping and Maintenance	12
9	FOF504	Hotel Reservations II	12
10	ACO501	Accommodation Sales & Marketing	12
11	COM501	Communication Skills & Studies	10
		Directed Industrial Attachment (3 months)	
<b>Total Credit Points</b>			<b>132</b>