

<b>Program Name</b>	Certificate III in Housekeeping & Accommodation Operation
<b>Program Description</b>	This program 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 & Accommodation Operation
<b>Minimum Requirements</b>	Pass in Year 11, with 50% or more marks in English
<b>Program Type</b>	Certificate

<b>Course Code</b>	<b>Course Name</b>	<b>Credit Points</b>
	<b>Core Courses:</b>	
	<b>Year 1: Semester 1</b>	
ACO301Sem	Basic Hospitality Operations	10
ACO303Sem	Introductory Housekeeping Control	10
HKP301Sem	Accommodation Services & Theory	10
OAD306Sem	Office System & Administration	10
COM301Sem	Communication Skills & Studies	5
	<b>Credit Points</b>	<b>45</b>
	<b>Year 1: Semester 2</b>	
HKP303Sem	Sanitation and Hygiene	10
FOF303Sem	Front Office Software System	10
HKP302Sem	Accommodation Operations & Services	10
ACO304Sem	Introduction to Rooms Divisions	10
COM303Sem	Introduction to Communication & Literacy	5
	<b>Credit Points</b>	<b>45</b>
	<b>Total Credit Points</b>	<b>90</b>
<b>DIA Directed Industrial Attachment 2 months : Assisting with Employment</b>		