

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: ROOMS MANAGEMENT - SECURITY  
Code No.: HMG 108-4  
Program: HOTEL & RESTAURANT MANAGEMENT  
Semester: \_\_\_\_\_  
Date: SEPTEMBER 1983  
Author: KEITH MAIDENS, MCHI

New:

Revision:

APPROVED:

  
\_\_\_\_\_  
Keith Maidens

  
\_\_\_\_\_

Date

ROOMS MANAGEMENT - SECURITY  
Course Name

HMG 108-4  
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TEXTS:            Functional Housekeeping in Hotels/Motels  
                  J.T. Fales\_\_\_\_\_

REFERENCE:       The Professional Housekeeper - Tucker - Sneider  
Housekeeping - Brigham

OBJECTIVES:

1.            To place the housekeeping department in its role in a hotel or motel.
2.            To give the student a thorough background and a working knowledge of:
  - (a)    Planning the department.
  - (b)    Supplies and equipment used.
  - (c)    Specifications for purchasing.
  - (d)    The guest room.
  - (e)    Public areas.
  - (f)    The linen room.
  - (g)    Care and repair of furniture.
  - (h)    Treatments of various types of flooring.
  - (i)    The maid - hiring, motivating, training,
  - (j)    Forms and controls.
3.            (k)    Laundries and laundering.  
              Security: To identify the needs for the students and have him/her select the proper methods/systems for:
  - (1)    Protection of guest.
  - (2)    Protection of guests' property.
  - (3)    Protection of employees.
  - (4)    Protection of hotel/restaurant property.

METHOD:

Lectures and demonstrations will form the major part of in-class work. Some time will also be spent at local hotels to gain on-the-job experience.

Field trips to hotels and work days will be scheduled at a later date.

EVALUATION:

Class work and participation:	15%
Standard Manual (Project):	50%
On-the-job experience:	20%
Assignments:	15%

Work weeks will be scheduled in February and April to give students actual on-the-job exposure to the various aspects of housekeeping responsibilities.

Failure to participate in these work weeks will constitute an incomplete program and marks will be withheld until this is completed.

Assignments not turned in on due dates, unless due to health (yours) related absence, will not be marked.

A passing grade will be 60%.

The make-up system will not apply to this course. Marks will be averaged as indicated above.