

Syllabus for Skill development course

Title of course- Hospitality Management					
Paper Title: Hospitality Management (Theory and Practical)					
Nodal Department of HEI to run course			Vocational/ Skill development course		
Broad Area/Sector-			Hospitality Sector		
Sub Sector-			Hospitality Skill		
Nature of course - Independent / Progressive			Independent		
Name of suggestive Sector Skill Council					
Aliened NSQF level					
Expected fees of the course –Free/Paid			As Mutually Decided by College & PCE (Aptech)		
Stipend to student expected from industry					
Number of Seats-.....			As suggested by college		
Course Code			Credits- 0 3(1 Theory, 2 Practical)		
Max Marks..... Minimum Marks.....					
Name of proposed skill Partner (Please specify, Name of industry, company etc for Practical /training/ internship/OJT			Aptech Learning Center (Authorized Meerut Center as PCE (Pinnacle Career Enterprises))		
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company etc.)			Student will be able to get job of Business support executive, Administrative Assistant, Hotels, Restaurant, Tourism Company, Manager etc.		
Syllabus					
Unit	Topics	General/ Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of Practical Hours (Total-60 Hours=2 credits)
I	Introduction to Hospitality Management	Skill	Theory/ Practical	3	10
II	Front Office Operations, Accommodation Operations, Leadership, Management Accounting, Special Events Marketing	Skill	Theory/ Practical	2	10
III	Business Communication, Etiquette and Hospitality Marketing	Skill	Theory / Practical	3	10
IV	Analysing Hospitality Business and Human Resource Management	Skill	Theory / Practical	2	10
V	Guest Service Management, Housekeeping Management and Customer Services	Skill	Theory / Practical	3	10
VI	Interview and Communication Skill	Skill	Theory / Practical	2	10
Suggested Readings: As suggested by college or University.					
Suggested Digital platforms/ web links for reading- www.aptechmeerut.com www.aptechlearning.com www.aptechaviationacademy.com					
Suggested OJT/ Internship/ Training/ Skill partner – Aptech Learning Center, Meerut as PCE					
Suggested Continuous Evaluation Methods: Total Marks: 25, House Examination/Test: 10 Marks					
Written Assignment/Presentation/Project / Term Papers/Seminar: 10 Marks					
Class performance/Participation: 5 Marks					
Course Pre-requisites:					
<ul style="list-style-type: none"> • No pre-requisite required 					

Suggested equivalent online courses: Aptech Learning Center, Meerut as PCE (Pinnacle Career Enterprises)

Any remarks/ suggestions: Teaching mode / Study Material will be available in English Language Only.

Notes:

- Number of units in Theory/Practical may vary as per need
- Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year)
- Credits for Theory =01 (Teaching Hours = 15)
- Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)