Raghunath Girls' Post Graduate College, Meerut

Aptech Learning Center & Aptech Aviation Academy- R.G.(P.G.) Computer Centre

Skill Development Course

Title of course- Hospitality Management (V0001039)

Syllabus

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 the college
Course Code	Credits- 0 3(1 Theory, 2 Practical)
Max Marks......... Minimum Marks.........	
Name of proposed skill Partner (Please specify the 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.)	Students will be able to get jobs as Business support executive, Administrative Assistants, Hotels, Restaurants, Tourism, Managers 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
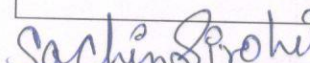
Suggested Continuous Evaluation Methods: **Total Marks: 25, House Examination/Test:** 10 Marks
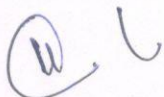
Written Assignment/Presentation/Project / Term Papers/Seminar: 10 Marks

Class performance/Participation: 5 Marks

Sachin Sirohi

R.G. (P.G.) Computer Centre Meerut

Principal
Raghunath Girls' Post Graduate College
Meerut

Course Pre-requisites:
• 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)

Sachin Sisohi
R.G. (P.G.) Computer Centre
Meerut

Raghunath Girls' Post Graduate College
Meerut