



Hotel Front Office: Operations and Management

By J.R. Tewari

OUP India, India, 2009. Paperback. Book Condition: New. 241 x 183 mm. Language: English . Brand New Book. Hotel Front Office is a comprehensive textbook specially designed to meet the needs of undergraduate degree/diploma students of hotel management and hospitality courses. It explores the core concepts of front office operations and management and uses numerous examples, photographs, flowcharts, formats, and illustrations to explain them. Divided into three parts, the first part on The Hospitality Industry gives an introduction to the hospitality industry and then acquaints the readers with the classification and organization of hotels. The second part on Front Office Operations explains front office organization, internal and external communication and room tariff. The guest cycle, which includes the stages of pre-arrival (reservation), arrival (registration), stay (guest services), and departure (check out and settlements), is explained in detail. This section also includes chapters on front office accounting, night auditing, safety and security of guests, and computer applications in front office. The final section on Front Office Management imparts an understanding of the key managerial concepts like yield management and forecasting to help generate optimum revenue; evaluation of hotel performance; and preparation of budgets. Contemporary issues like human resource management, environment management,...



Reviews

Complete guideline! Its this type of great read through. it absolutely was writtern quite perfectly and helpful. I am very happy to explain how this is basically the best book i actually have read through during my personal life and can be he very best book for at any time.

-- Joshua Gerhold PhD

A very awesome book with perfect and lucid reasons. It really is basic but shocks within the 50 percent of the book. Its been designed in an exceptionally easy way and is particularly merely right after i finished reading this ebook where in fact changed me, change the way i think.

-- Meagan Roob

Related eBooks



DK Readers L3: Extreme Sports

DK Publishing (Dorling Kindersley), United States, 2001. Paperback. Book Condition: New. 216 x 183 mm. Language: English. Brand New Book. Are you ready for the ultimate book on daredevil sports? Whether it's steep skiing or freestyle motorcross -- this book...



The Web Collection, Revealed: Adobe Creative Cloud Update (Mixed media product)

Cengage Learning, Inc, United States, 2013. Mixed media product. Book Condition: New. Premium ed. 241 x 193 mm. Language: English . Brand New Book. Your Adobe Creative Cloud package includes two components: 1) Online access to Adobe Creative Cloud updates on your...



Oxford First Illustrated Science Dictionary

Oxford University Press, United Kingdom, 2013. Paperback. Book Condition: New. 241 x 188 mm. Language: English . Brand New Book. The Oxford First Illustrated Science Dictionary supports the curriculum and gives your child a head start in understanding first scientific words. Organised...



Homeschool Your Child for Free: More Than 1,400 Smart, Effective, and Practical Resources for Educating Your Family at Home

Random House USA Inc, United States, 2009. Paperback. Book Condition: New. 2nd. 229 x 185 mm. Language: English. Brand New Book. Provide a solid education at home without breaking the bank. Introduced in 2000, Homeschool Your Child for Free gave countless...



Readers Clubhouse Set a Nick is Sick

Barron s Educational Series, United States, 2006. Paperback. Book Condition: New. Carol Koeller (illustrator). 221 x 147 mm. Language: English. Brand New Book. This is volume three, Reading Level 1, in a comprehensive program (Reading Levels 1 and 2) for beginning...



Readers Clubhouse Set B Time to Open

Barron s Educational Series, United States, 2006. Paperback. Book Condition: New. 222 x 148 mm. Language: English. Brand New Book. This is volume nine, Reading Level 2, in a comprehensive program (Reading Levels 1 and 2) for beginning readers. Two nine-book sets...