

## Hospitality Course Schedules

Module Title	Course Date
<b>Core Modules</b>	
Work Safely	8 – 9 Mar
Provide Safety and Security of Guests	11 – 12 Mar
Interact with Guests	16 – 17 Mar
<b>Elective Modules - Certificate in Hotel and Accommodation (Front Office)</b>	
Handle Guest / Resident Arrivals	22 – 25 Mar
Provide Bell Services	30 Mar – 6 Apr
Handle Guest / Resident Departures	12 – 16 Apr
Maintain Guest / Resident Accounts	21 – 23 Apr
<b>Elective Modules - Certificate in Hotel and Accommodation (Housekeeping Services)</b>	
Service Guests Room	28 Apr – 4 May
Carry Out Thorough Cleaning of Public Areas	10 – 12 May
Provide Laundry Room Services	18 – 19 May
Provide Laundry Valet Services	24 – 31 May