



The University of Jordan
Accreditation & Quality Assurance Center

COURSE Syllabus

1	Course title	Housekeeping managements
2	Course number	2604202
3	Credit hours (theory, practical)	3 hours
	Contact hours (theory, practical)	3 hours
4	Prerequisites/corequisites	2603403
5	Program title	Food and beverage managements
6	Program code	03
7	Awarding institution	University Of Jordan
8	Faculty	Faculty of Tourism and Hospitality
9	Department	Food and beverage managements
10	Level of course	Bachelor
11	Year of study and semester (s)	
12	Final Qualification	
13	Other department (s) involved in teaching the course	---
14	Language of Instruction	English and Arabic language teaching
15	Date of production/revision	

16. Course Coordinator:

Office numbers, office hours, phone numbers, and email addresses should be listed.

17. Other instructors:

Office numbers, office hours, phone numbers, and email addresses should be listed.

313 11-12 :30 **0788097066** **mohammadaldweik@yahoo.com**

18. Course Description:

As stated in the approved study plan.

This course aims to introduce students to the control processes in housekeeping and in particular the control room section of the definition of ingredients and method of organization and cleanliness of the mechanics and the definition of internal oversight roles in the rooms organizational and administrative structures of the various tourist hotels services.

20. Topic Outline and Schedule:

Topic	Week	Instructor	Achieved ILOs	Evaluation Methods	Reference
Functions of the Housekeeping Department	First & second	Emran momani	Knowledge of Clearing and Maintenance	Short test	
Occupation & Workplace Hotel Housekeeping	Third & fourth	Emran momani	Knowledge of Occupation Hotel Housekeeping	Mid-term test	
Room Cleaning Tasks	Fifth & sixth	Emran momani	Knowledge of Room Cleaning	Short Test 2	
Improvement Concepts Of HK	Seventh & eighth	Emran momani	Knowledge of Improvement HK	Research and offers of	
Hotel room cleaning tasks	Ninth & tenth	Emran momani	Knowledge of cleaning tasks	Participation in the activities of the lecture	
Motivating Staff	Eleventh & twelfth	Emran momani	Knowledge of Motivating Staff	The final test	
room status and room assignment	Thirteen &fourteen & Fifteen	Emran momani	Knowledge of status and room assignment		

21. Teaching Methods and Assignments:

Development of ILOs is promoted through the following teaching and learning methods:

- The lecture and discussion on the topic of the lesson.
- fixed Problems during the lecture, and discussion of the proposed solutions

22. Evaluation Methods and Course Requirements:

Opportunities to demonstrate achievement of the ILOs are provided through the following assessment methods and requirements:

- strategies to get feedback on the quality of education.
- strategies followed to other in education either by the teacher or by the department.

23. Course Policies:

A- Attendance policies: Attendance must attend lectures so that it is taken into account when evaluate student participation.

B- Absences from exams and handing in assignments on time: The delay in the delivery of duties reports on time, will not be accepted after the deadline.

C- Health and safety procedures: personal hygiene and attention.

D- Honesty policy regarding cheating, plagiarism, misbehavior: will be transferred to the commissions of inquiry and the denial of the material in some cases.

E- Grading policy: based on the tests, participation and attendance.

F- Available university services that support achievement in the course:
restaurant department and tools available .

24. Required equipment:

25. References:

A- Required book (s), assigned reading and audio-visuals:

- 1- الدباس , نزية, ادارة قسم الغرف, ط2, دار ومكتبة الحامد للنشر والتوزيع, عمان, 2002م.
 2- الدباس, نزية, والحوامدة, نبيل , ادارة الايواء, ط1, دار ومكتبة الحامد للنشر والتوزيع, عمان, 2002م.

3-David, K.Hayes, and Jack D. Ninemeis.(2007) , " Hotel Operations Management", 2th /ed , Person Prentice Hall.

4- Alan T, JamesF,(2006)" Hotel and Lodging Management"2th /ed ,Wiley.

B- Recommended books, materials, and media:

26. Additional information:

Name of Course Coordinator: -----Signature: ----- Date: -----

Head of curriculum committee/Department: ----- Signature: -----

Head of Department: ----- Signature: -----

Head of curriculum committee/Faculty: ----- Signature: -----

Dean: ----- -Signature: -----

Copy to:
Head of Department

Assistant Dean for Quality Assurance
Course File