



**The University of Jordan**  
**Accreditation & Quality Assurance Center**

**COURSE Syllabus**

1	Course title	Hotels Security and Occupational Safety
2	Course number	<b>5302211</b>
3	Credit hours (theory, practical)	3
	Contact hours (theory, practical)	3
4	Prerequisites/corequisites	None
5	Program title	Hotel Management
6	Program code	02
7	Awarding institution	The University of Jordan
8	Faculty	Faculty of Tourism and Hospitality
9	Department	Hotel Management Department
10	Level of course	2
11	Year of study and semester (s)	Second
12	Final Qualification	B.Sc. in Hotel Management
13	Other department (s) involved in teaching the course	NONE
14	Language of Instruction	English
15	Date of production/revision	2010\ 2015

**16. Course Coordinator:**

Course Coordinator:	Dr. Omar A. Alananzeh
Office numbers:	317
office hours:	Sunday, Tuesday, Thursday from 09:00 to 10:00
phone numbers:	35058
email addresses:	o.ananzeh@ju.edu.jo omarananzeh@yhao.com

**17. Other instructors:**

Course Instructor:	Dr. Omar A. Alananzeh
Office numbers:	317
office hours:	Sunday, Tuesday, Thursday from 09:00 to 10:00
phone numbers:	35058
email addresses:	o.ananzeh@ju.edu.jo omarananzeh@yhao.com

**18. Course Description:**

This course describes the best and most important health and safe procedures in the hotels, the meaning of public safety and the safe conditions that should be available in hotels and restaurants, and the safe and healthy process that employees should address to keeps them safe. Also, this course presents the ways of determine hazards and the process of minimizing risks .

**19. Course aims and outcomes:****A- Aims:**

- 1- Knowing the safe and secure process of occupational health in hotels
- 2- Recognizing the hazards and risks in hotels.
- 3- Reporting about hazards in different sections in hotels.
- 4- Determining the causes of fires in hotels.
- 5- Dealing with equipments and chemicals safely.

**B- Intended Learning Outcomes (ILOs):** Upon successful completion of this course students will be able to ...

- 1- Students will be able to manage hazards and risks in hospitality industry
- 2- Students will be able follow the safe and secure ways in dealing with and using equipments in hotels.
- 3- Students will be able avoid hazards in hotels.
- 4- Students will be able to deal with risks in work environment.
- 5- Students will be able to offer first aid for injured employees.
- 6- Students will be able to report about injuries and fault machines.

**20. Topic Outline and Schedule:**

Topic	Week	Instructor	Achieved ILOs	Evaluation Methods	Reference
Introduction	First	Dr. Omar Alananzeh	Introducing the course	Class discussion	Textbook
Principle of public safety	Second	Dr. Omar Alananzeh	To Know the safe and secure process of occupational health in hotels	Class discussion	Textbook
Work injuries	Third	Dr. Omar Alananzeh	To know the work injuries and to avoid it	Quiz	Textbook
Job pressures	Fourth	Dr. Omar Alananzeh	To deal with the pressure of work regarding his body safety	Class discussion	Textbook
Managing risks in catering and Hospitality	Fifth	Dr. Omar Alananzeh	To manage different types of risk in hospitality sector	Hotel Orientation	Textbook

Preventing slips and trips in catering	Sixth	Dr. Omar Alananzeh	To recognize the causes of slips and trips in kitchen	Midterm	Textbook
Ventilation in catering	Seventh	Dr. Omar Alananzeh	To understand the importance of ventilation and its work and maintenance	Class discussion Video visualization	Textbook
Equipments maintenance	Eighth	Dr. Omar Alananzeh	To know how to empty and clean fryers and other equipments	Class discussion	Textbook
Safe use of cleaning substances	Ninth	Dr. Omar Alananzeh	To learn the safe use of equipment specially in kitchens	Class discussion	Textbook
Fires in hotels	Tenth	Dr. Omar Alananzeh	To know the causes of fires in hotels and how to avoid that	Quiz	Textbook
Preventing pains and aches to hospitality staff	Eleventh	Dr. Omar Alananzeh	To know the different pains and aches that the employees could suffer specially in housekeeping department	Class discussion	Textbook
HACCAP	Twelfth	Dr. Omar Alananzeh	To know what is HACCP and how to apply it in hotels	Hotel orientation	Textbook
Security Department	Thirteenth	Dr. Omar Alananzeh	Students know the important role of security department in hotels	Class discussion	Textbook
Projects and assignments discussion	Fourteenth	Dr. Omar Alananzeh	General information about safety and security in hotels	Class discussion	Textbook
Revision	Fifteenth	Dr. Omar Alananzeh	Students revise the material for more information	Class discussion	Textbook

**21. Teaching Methods and Assignments:**

Development of ILOs is promoted through the following teaching and learning methods:  
Lectures, discussion groups, debates, problem solving, etc.

The methods of instruction may include, but are not limited to:

**1- Lectures:**

This course is primarily a self-directed course where the possibilities are limited by only the student's imagination with a lot of free form experimental techniques to work with in workshops as well as the tutorial topics in the recommended textbooks and documented materials.

**2- Workshops/Assignments:**

Workshop assignments are assigned at the end of each unit to help support and supplement material found in the text.

**3- Chapter presentation:**

Each student will be required to make a presentation of chapter summary during the semester. Please sign up for a time that is convenient for you.

**22. Evaluation Methods and Course Requirements:**

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

The following methods of learning assessment may be used for the various levels of learning in this course:

- Tests and Exams.
- Course Work (Quizzes, Assignments and Group Works).
- Term Project.

**23. Course Policies:****A- Attendance policies:**

Absence from lectures shall not exceed 15%. Students who exceed the 15% limit without a medical or emergency excuse acceptable to an approved by the Dean of the faculty shall not be allowed to take the final examination and shall receive a mark of zero for the course. If the excuse is approved by the Dean, the student shall be considered to have withdrawn from the course.

**B- Absences from exams and handing in assignments on time:**

Students are expected to attend all classes of this course (without exception). A prior approval is required for class absence except for emergencies. However, any student with 7 Classes short attendance will be enforced to withdraw from the course, and the student will receive EW in his/her transcript for this course.

Do not come late to class. Any student coming late will not be allowed to attend the class and he/she will be marked absent. A make up test will be conducted for absent students who have accepted excuse determined by the course instructor or the Dean.

**C- Health and safety procedures:**

The college ensure all the safety and security of students in classrooms and the practical places.

**D- Honesty policy regarding cheating, plagiarism, misbehavior:**

“A student who knowingly represents work of others as his/her own, uses or obtains unauthorized assistance in the execution of any academic work, or gives fraudulent assistance to another student is guilty of cheating. Violators will be penalized.”

Definition of cheating:

Cheating is an attempt to gain marks dishonestly and includes:

- Copying from another student's work.
- Using materials not authorized by the institute.
- Collaborating with another student during a test, without permission.
- Knowingly using, buying, selling, or stealing the contents of a test.
- Plagiarism which means presenting another person's work or ideas as one's own, without attribution.
- The minimum penalty for cheating is an automatic zero for the test or assignment leading to a possible “F” for the subject. The student will be expelled from the examination room so that he/she doesn't disturb other students. The exam invigilator will produce a report on the case. The report will be kept in the student file.
- A second offense will result in the immediate suspension of the student for the remainder of the current semester. A copy of the decision will be kept in the student file, while another one will be passed to the Dean.

**E- Grading policy:**

Failure in attending a course exam will result in zero mark unless the student provides an excuse acceptable to the Dean who approves a re-sit exam. Failed courses will normally be reassessed in the scheduled semester. It is your responsibility to attend the exam at the correct time and place.

Your results will be printed in a transcript, which includes all your assessments. You should check the accuracy of your transcript. If there is an error in your transcript, you have to notify the instructor.

- In the event that a student is up to ten minutes late, he/she will be permitted to

attend/sit the exam. However, there will not be any extra time allowances made in favor of this student.

- In the event that a student is more than 10 minutes late, he/she will not be permitted to attend/sit the exam.
- The student will not be allowed to re-sit an exam unless he/she furnishes the institute with written evidence as follows:
  - Sickness by providing a medical report stamped by the Ministry of Health.
  - Death of a member of his/her family.
  - Accidents (e.g. car accident).
  - Natural causes such as heavy storms.

A grade of ( D ) is the minimum passing grade for this course. Grades of less than D are not acceptable for credit towards graduation in this course.

Element	Weight
Class Participation	10%
Quizzes	10%
Mid Test	30%
Final Test	50%
<b>Total</b>	<b>100%</b>

**Class participation is divided as follow:**

Element	Marks
Class Attendance & participation	5 Marks
Quizzes Test	10 Marks
Chapter Presentation	5 Marks
<b>Total</b>	<b>20 Marks</b>

**F- Available university services that support achievement in the course:**

Data Show, Theatre

**24. Required equipment:**

Data show, smart board

**25. References:****A- Required book (s), assigned reading and audio-visuals:**

Bardi, J, A,. (2007). Hotel Front Office Management, John Wiley & Sons, Inc. FOURTH EDITION.

Front Office Operations: The Official Guide., (Boston Business School).

Al Yousuf, M, H.,& et al., (2015), "Setting the standard: the development of bespoke guides for HACCP-based food safety management systems for different sectors of the hospitality industry.", Worldwide Hospitality and Tourism Themes, Vol. 7 Iss 1.

**B- Recommended books, materials, and media:**

RE Lucas . (1995). Managing employee relations in the hotel and catering industry.

Phil Hughes·Ed Ferrett (2011). Introduction to Health and Safety at Work. Fifth edition, Routledge

**26. Additional information:**



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

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

Head of Department: **Dr. Omar Alananzeh** Signature: -----

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

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

Copy to:

Head of Department  
Assistant Dean for Quality Assurance  
Course File