



**AYDIN ADNAN MENDERES UNIVERSITY  
DAVUTLAR VOCATIONAL SCHOOL  
HOTEL RESTAURANT AND CATERING SERVICES  
TOURISM AND HOTEL MANAGEMENT  
COURSE INFORMATION FORM**

Course Title	Housekeeping								
Course Code	TRZM107			Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	78 (Hours)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course	It is aimed to gain qualifications related job preparation at Housekeeping								
Course Content	Housekeeping Department, Housekeeping Staff, Forms used at Housekeeping Department, Relations with other departments								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation)								
Name of Lecturer(s)	Ins. Nurcan YILMAZ								

#### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

#### Recommended or Required Reading

1	Otel İşletmelerinde Kat Hizmetleri Yönetimi - Prof. Dr. Meryem AKOĞLAN KOZAK
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Week	Weekly Detailed Course Contents	
1	Theoretical	Introducing Housekeeping Department
2	Theoretical	Organizational Chart
3	Theoretical	Personal Care
4	Theoretical	Working Schedule
5	Theoretical	Relations between housekeeping department and front office department
6	Theoretical	Relations between housekeeping department and food & beverage department
7	Theoretical	Relations between housekeeping department and maintenance department
8	Intermediate Exam	Mid term exam
9	Theoretical	Bed Making
10	Theoretical	Forms used at housekeeping department
11	Theoretical	Room Status Report
12	Theoretical	Pass Key, Lost and Found
13	Theoretical	Orientation
14	Theoretical	Motivation
15	Theoretical	Job training at housekeeping department

#### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	3	56
Midterm Examination	1	10	1	11
Final Examination	1	10	1	11
			Total Workload (Hours)	78
			[Total Workload (Hours) / 25*] = ECTS	3

\*25 hour workload is accepted as 1 ECTS

#### Learning Outcomes

1	Getting to know housekeeping department
2	Making shift change operations
3	Managing human resources at housekeeping department
4	Making job organization



5	To understand the relationship between housekeeping department and other departments
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**Programme Outcomes** (*Tourism and Hotel Management*)

1	...
2	...
3	...
4	...
5	...

**Contribution of Learning Outcomes to Programme Outcomes** *1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High*

	L1
P1	5

