



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title	Housekeeping								
Course Code	THM120	Course Level			Short Cycle (Associate's Degree)				
ECTS Credit	3	Workload	74 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	This course aims at having students gain the proficiency of operating all procedures about housekeeping and sanitation.								
Course Content	This course examines the management of housekeeping in hospitality operations. Topics will include management of cleaning functions; staffing; sanitation requirements and standards procedure development and supervision, material; equipment and supply administration; and facility, asset, and staff protection.								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Discussion								
Name of Lecturer(s)	Lec. Murat TOKER								

Assessment Methods and Criteria

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

Recommended or Required Reading

1	SEYMEN Oya Aytemiz ve KARAGÖZ GÜL Melike, Konaklama İşletmelerinde Çağdaş Kat Hizmetleri Yönetimi, Detay Yayıncılık, Ankara, 2003
2	AKOĞLAN KOZAK, Meryem ve YILDIZ, Emine, Temizlik Ürünlerinin Kullanımı ve Denetimi, Detay Yayıncılık, Ankara, 2006

Week	Weekly Detailed Course Contents & Teaching Methods	
1	Theoretical	Housekeeping
2	Theoretical	Organization Chart
3	Theoretical	Body Care
4	Theoretical	Points to Consider While Controlling Body Care
5	Theoretical	Work Chart
6	Theoretical	Infos Given to Departments
7	Theoretical	Room Status Report
8	Theoretical	Review / Midterm Exam
9	Theoretical	Room Status Report
10	Theoretical	Room Status Report
11	Theoretical	Pass Key
12	Theoretical	Mislaid Goods
13	Theoretical	Oriantation
14	Theoretical	Motivation
15	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	2	2	56
Midterm Examination	1	8	0	8
Final Examination	1	10	0	10
			Total Workload (Hours)	74
			[Total Workload (Hours) / 25*] = ECTS	3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	The students will learn all the stages about housekeeping
2	Understand the importance of housekeeping for accommodation businesses
3	Planning the housekeeping services



4	Checking the housekeeping services
5	Have knowledge and skills about housekeeping department

