

# HOST 152 : Front Office Operations

**Credits:** 3

**Class Hours:** 3 lecture

**Recommended:** "C" or higher in HOST 101.

**Comments:** Prior Learning Assessment credit available for this course.

**Description:** This course studies the philosophy, theory, and current operating procedures of a hotel front office. It concentrates on the human relations skills necessary for effective guest and employee relations, and the technical skills necessary to operate a manual, mechanical, or computerized front office operation.

**Semester Offered:** Fall