

#### RECENZIE DE CARTE

## PRINCIPILE OPERATIUNILOR DE LA RECEPTIA HOTELULUI (Principles of Hotel Front Office Operations)

#### Regional

Cartea a fost concepută pentru a pune la dispoziția studenților și a tuturor celor implicați în industria hotelieră elementele de bază ale teoriei și practicii operațiunilor de front-office. Pe tot parcurul cărpii, aplicațiile inlesnesc Insușirea modului de gândire a unui lucrător de la front-office. Succesiunea capitolelor urmează un client tipic, de la check-in la check-out, în relație cu celelalte sectoare și departamente din cadrul unui hotel.

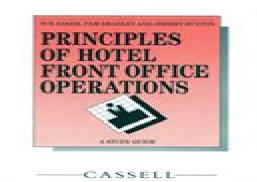
Sue Baker și Jeremy Hușton predau la catedra de management kotelier și al turismului de la Politelmica din Hong Kong, Pam Bradley a fost conferențiar la aceeași catedră. Autorii au o vastă experiență diductică în Marea Britanie, precum și o bogată experiență în industria hotelieră.



#### Abstract

The book is designed to help students new to the hotel industry to explore thoroughly the principles and concepts of front office operations. Activities are provided throughout to help students move from an understanding of the basic principles to thinking like a front office person. The chapters follow a typical guest from check-in to check-out with small detours to other areas and departments.

Sue Baker and Jeremy Huyton are currently senior lecturers in the Department of Hotel and Tourism Management at Hong Kong Polytechnic. Pam Bradley is a former lecturer in the same Department. All the authors have extensive previous teaching experience in the UK as well as working experience in the hotel industry.



# **Principles Of Front Office Operations**

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### **Principles Of Front Office Operations:**

**Principles of Hotel Front Office Operations** Sue Baker, Pam Bradley, Jeremy Huyton, 2000 A comprehensive textbook covering all aspects of running the front desk of a modern hotel It emphasizes the technological aspects of running a hotel desk and features illustrations assessment questions learning objectives and a case study that runs through the whole book This new edition has been revised by Huyton and Baker and there is a lecturer s guide to accompany the text of Hotel Front Office Operations Sue Baker, Pam Bradley, Jeremy Huyton, 2001-11-27 This student centred guide to front office operations in the hotel industry employs a user friendly approach to encourage self access and enable students to progress at their own pace independently of the lecturer Activities are provided throughout to help students move from an understanding of the basic principleds to thinking like a front office person The chapters follow a typical guest from check in to check out with small detours to other areas and departments Each chapter includes an end of chapter summary review and discussion questions there is a detailed glossary of useful terms The book is suitable for those taking Hotel Catering and Institutional Operations Management examinations and undergraduates on hotel and catering management courses This student centred quide to front office operations in the hotel industry employs a user friendly approach to encourage self access and enable students to progress at their own pace independently of the lecturer Activities are provided throughout to help students move from an understanding of the basic principleds to thinking like a front office person The chapters follow a typical quest from check in to check out with small detours to other areas and departments Each chapter includes an end of chapter summary review and discussion questions there is a detailed glossary of useful terms. The book is suitable for those taking Hotel Catering and Institutional Operations Management examinations and undergraduates on hotel and catering management courses Principles of Hotel Front Office Operations Sue Baker, Pam Bradley, Jeremy Huyton, 1994

**Principles of Hotel Front Office Operations** Sue Baker, Jeremy Huyton, 199? **Principles of Hotel Front Office Operations** Sue Baker, Pam Bradley, Jeremy Huyton, Helen Baroch, 1996-01-01 Australian adaption of an English practical text for students new to the hotel industry undertaking courses based on the tourism training Australia ACTRAC black book front office reception training modules BFO1 BFO2 BFO3 BFO6 BFO7 BFO8 BFO9 and BFO10 The activities provided cover the basic principles and concepts of front office operations They follow a typical guest from check in to check out Includes diagrams tables end of chapter summaries review and discussion questions There is also a glossary of terms and an index

Principles of Hotel Front Office Operations Sue Baker,1994-04-01 Principles of Front Office Operations Sue Baker,1994-11 The SAGE Handbook of Hospitality Management Roy C Wood,Bob Brotherton,2008-06-05 At last a comprehensive systematically organized Handbook which gives a reliable and critical guide to all aspects of one of the world s leading industries the hospitality industry The book focuses on key aspects of the hospitality management curriculum research and practice bringing together leading scholars throughout the world Each essay examines a theme or functional

aspect of hospitality management and offers a critical overview of the principle ideas and issues that have contributed and continue to contribute within it Topics include The nature of hospitality and hospitality management The relationship of hospitality management to tourism leisure and education provision. The current state of development of the international hospitality business The core activities of food beverage and accommodation management Research strategies in hospitality management Innovation and entrepreneurship trends The role of information technology The SAGE Handbook of Hospitality Management constitutes a single comprehensive source of reference which will satisfy the information needs of both specialists in the field and non specialists who require a contemporary introduction to the hospitality industry and its analysis Bob Brotherton formerly taught students of Hospitality and Tourism at Manchester Metropolitan University He has also taught Research Methods to Hospitality and Tourism students at a number of international institutions as a visiting lecturer Roy C Wood is based in the Oberoi Centre of Learning and Development India **CTH - Front Office Operations BPP** Learning Media, 2009-07-01 BPP Learning Media is proud to be the official publisher for CTH Our CTH Study Guides provide the perfect tailor made learning resource for the CTH examinations and are also a useful source of reference and information **International Encyclopedia of Hospitality** for those planning a career in the hospitality and tourism industries **Management** Abraham Pizam, 2005-04-18 The International Encyclopedia of Hospitality Management covers all of the relevant issues in the field of hospitality management from both a sectoral level Lodging Restaurants Clubs Time share Conventions As well as a functional one Accounting whether they require broad detail which takes a more cross sectional view across each subject field or more focussed information which looks closely at specific topics and issues within the hospitality industry today Section Editors Peter Harris ACCOUNTING FINANCE Oxford Brookes University UK Zheng Gu ACCOUNTING FINANCE University of Nevada Las Vegas USA Randall Upchurch CLUB MANAGEMENT TIMESHARE MANAGEMENT University of Central Florida USA Patti Shock EVENT MANAGEMENT University of Nevada Las Vegas USA Deborah Breiter EVENT MANAGEMENT University of Central Florida USA David Stipanuk FACILITIES MANAGEMENT Cornell University USA Darren Lee Ross HUMAN RESOURCES MANAGEMENT James Cook University Australia Gill Maxwell HUMAN RESOURCES MANAGEMENT Caledonian Glasgow University UK Dimitrios Buhalis INFORMATION TECHNOLOGY University of Surrey UK Allan Stutts LODGING MANAGEMENT American Intercontinental University USA Stowe Shoemaker MARKETING University of Houston USA Linda Shea MARKETING University of Massachusetts USA Dennis Reynolds RESTAURANTS FOODSERVICE MANAGEMENT Washington State University USA Arie Reichel STRATEGIC MANAGEMENT Ben Gurion University Israel A Professional Guide to Room Division Operations Manoj Kumar Yadav, 2025-06-01 A Professional Guide to Room Division Operations is a training manual for the students and industry professionals in the room divisions of hospitality organizations. The book is divided into two parts Part I is on Front Office Operations which discusses topics like FO organization revenue resources quest segmentation reservation tariff reception

bell centre support centres call operations billing handling special situations guest cycles and so on The second part on housekeeping operations discusses topics on linen and uniform room operations organization of housekeeping cleaning and polishing public area cleaning area inspection in room services interior decoration laundry services pest control and waste disposal safety and security room selling techniques night auditing and so on With its wide coverage and approach to the subject the book will serve as a complete standalone resource for students front office hospitality and housekeeping **Hotel Accommodation Management** Roy C. Wood, 2017-10-10 This book offers students a uniquely concise accessible and comprehensive introduction to hotel accommodation management that covers the range of managerial subjects and disciplines in the sector The book focuses on enduring aspects of the accommodation management function front office management housekeeping revenue management the changing context of hotel accommodation provision the move to asset light the supply of accommodation trends in hotel investment and asset management the challenges engendered by social media and the collaborative economy to the hotel market and the role of accommodation in additional and integrated facilities and markets spas resorts MICE markets International case studies illustrating examples of practice in the industry are integrated throughout along with study guestions and other features to aid understanding and problem solving This is essential reading for all hospitality and hotel management students **Hospitality Management Practices** Bhupati Patil, 2025-01-24 Hospitality Management Practices offers a comprehensive overview of the principles strategies and skills required to excel in the hotel and hospitality industry Designed for students and aspiring professionals this book provides a detailed introduction to the core aspects of hotel management including food and beverage services front office operations sales and marketing accounting and guest relations The book emphasizes the importance of delivering quality service maintaining customer satisfaction and meeting operational and strategic goals It explores how hotels combine core services like lodging dining and event planning with additional amenities such as fitness and conference facilities to enhance quest experiences and increase revenue With a strong focus on service reliability quality and customer orientation this resource equips readers with the tools to create innovative solutions improve operational efficiency and meet the growing demands of a competitive global market Check In--check Out Jerome J. Vallen, 1974 **Corporate Governance:** Principles, Policies and Practices: Principles, Polices and Practices A. C. Fernando, 2011 The second edition of A C Fernando's bestselling Corporate Governance Principles Policies and Practices sheds light on recent corporate problems using a flexible modular format through a detailed explanation of the corporate governance mechanism and the various incentives within today s governance system while offering potential solutions in context With an emphasis on connecting corporate governance to practical management the book provides cutting edge material comprising new and unique study tools and fresh thought provoking content Modern Hotel Operations Management Michael Chibili, Shane de Bruyn, Latifa Benhadda, Conrad Lashley, Saskia Penninga, Bill Rowson, 2019-11-22 A comprehensive and wide ranging introduction to

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