



PRINCIPLES OF HOTEL FRONT OFFICE OPERATIONS

SECOND EDITION

SUE BAKER
JEREMY HUYTON
PAM BRADLEY

Principles Of Front Office Operations

Sue Baker,Jeremy Huyton



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 Principles of Hotel Front Office Operations Sue Baker,Pam Bradley,Jeremy Huyton,1994

Principles 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 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 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 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 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 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,1994-04-01 **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,Jeremy Huyton,199? **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

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