

Vishnu Waman Thakur Charitable Trust's
Bhaskar Waman Thakur College of Science,
Yashvant Keshav Patil College of Commerce,
Vidhya Dayanand Patil College of Arts,
(VIVA College)



**Advanced
Techniques of
Accommodation
(CC-ATA)**



**Late Shri. VISHNU WAMAN THAKUR CHARITABLE TRUST'S
Bhaskar Waman Thakur College of Science
Yashvant Keshav Patil College of Commerce
Vidhya Dayanand Patil College of Arts**

VIVA COLLEGE

DEPARTMENT

HOTEL AND TOURISM MANAGEMENT

Organising

Add on Course

**Advanced Techniques of
Accommodation**

2018 - 2019





Late Shri. Vishnu Waman Thakur Charitable Trusted

Bhaskar Waman Thakur College of Science
Yashvant Keshav Patil College of Commerce
Vidhya Dayanand Patil College of Arts
(VIVA College)
(Affiliated to University of Mumbai)
(NAAC ACCREDITED-'B' Grade, CGPA 2.69)

Department of Hotel & Tourism Management

ADVANCED TECHNIQUES OF ACCOMODATION

OBJECTIVES:

- To enhance the capabilities of students in understanding contemporary hospitality.
- To practically learn and demonstrate housekeeping operation and get an insight into the concept of colour wheel and elements & principles of design.
- The student will be able to create Flower Arrangements for various occasions and locations.
- The student will be able to plan and implement décor for special occasions.
- Understand the role of public relations with the hotel industry.
- Develop skills required as an efficient and effective receptionist in any hotel (large or Small) and to handle situations and types of guests in the job.

Chapter no	Content of Syllabus (Theory)	Hours
1	Flower Arrangement 1.1 Introduction to Flower Arrangement 1.2 Flower arrangement materials – Flowers, Fillers, and equipment, tools, accessories 1.3 Selection, care and conditioning of plant material 1.4 styles of flower arrangements –Western, Free style, Abstract, Oriental (Ikebana) 1.5 Principles of Western flower arrangement 1.6 Advanced techniques of Flower Arrangements	4hrs
2	Linen Origami 2.1 Introduction and History 2.2 types of Linen used in hotels 2.3 Importance and trends of linen origami 2.4 Various folds and styles of linen origami	2 hrs
3	Risk and Environmental Management 3.1 Fire safety and accident prevention 3.2 Types of Fire	3 hrs

	3.3 Various Causes of Fire 3.4 Prevention and Crisis handling 3.5 First Aid – types of bandages, First aid, contents of first aid box 3.6 Dealing with emergencies - Fire	
4	Introduction to Personality Development 4.1 Introduction to Grooming Standards- For Boys and Girls 4.2 Personal Hygiene 4.3 Dress code, body Language and posture 4.4 Communication skills 4.5 Grooming Accessories 4.6 Social and digital Etiquettes	6 hrs
	Total	15 hrs

Sr. No	Contents of Syllabus (Practical)	Hours
1.	Floral Art Types of Flower Arrangement- Ikebana, Free Style, Crescent, Abstract	4hrs
2	Fire Fighting and First aid Use of Fire Extinguisher Types of Bandages	3hrs
3	Linen Origami Different Styles and folds of Linen- Animal folds, Flower folds Use of Accessories in Linen Origami	4hrs
4	Grooming Standards Make up and hair styles for girls Personality Development- Confidence building, time Management, Team work, Stress Management, Leadership Skills.	4hrs
	Total	15 hrs



Mr. Vaibhav Patil
HOD
Department of Hotel Management