

ISC Class 12 <ospitality Management 'Syllabus

HOSPITALITY MANAGEMENT (880)

Aims

1. To develop an understanding of the different phrases used in hospitality.
2. To develop an understanding of the basic management principles.
3. To equip candidates with the knowledge of hospitality management and the services offered.
4. To enable candidates to distinguish between different departments of a hotel and to explain basic functions of each.
5. To enable candidates to describe and explain professional skills required in hospitality.
6. To create awareness regarding the emerging trends in hospitality establishments.
7. To develop the ability to classify hotels and describe the facilities available.
8. To develop practical skills in operational areas for the hospitality industry.

CLASS XI

There will be **two** papers in the subject.

Paper I - Theory: 3 hours70 marks

Paper II- Practical Work ...30 marks

PAPER - I (THEORY) – 70 Marks

Part I (20 marks) will consist of **compulsory** short answer questions covering the entire syllabus.

Part II (50 marks): Candidates will be required to answer **five** questions. Each question in this part shall carry **10 marks**.

1. Soft Skills in Hospitality

Hospitality based English; personal development, motivation.

Hospitality based English: meeting and greeting phrases used in operational areas; personal development (patience, respect, tolerance, leadership skills, technical skills); motivation: self-motivation and the art of motivating others using appropriate language skills.

2. Basic Management Principles

Fayol's principles of Management; Levels of Management.

Introduction to Fayol's five principles of Management: planning, organizing, staffing, leading, controlling - to be explained generally and with specific reference to hospitality.

Hotel hierarchy: GM, departmental heads, supervisors, operational employees (To be

explained generally and with specific reference to hospitality).

3. Hospitality Management and Tourism

Interdependence of Hospitality Management and Tourism.

Meaning of each. An understanding of why and how Hospitality and Tourism are interlinked, with examples.

4. Services offered in Hospitality

Services offered to guests, Characteristics of hospitality personnel.

Services offered to guests such as food and accommodation services and personal services (for example - tour arrangements, sightseeing, spas) – to be discussed in brief with examples.

Characteristics of hospitality personnel such as dedication, honesty, social intelligence, empathy, presence of mind, knowledge of different languages, punctuality, positive attitude, appearance, communication skills, networking, initiative, personal touch, taking responsibility, positive body language, hard work, desire to learn, ambition and talent.

5. Departments in a Hotel

Food Production, Food and Beverage service, Front Office, Accommodation Operations.

Food Production - Knowledge of basic commodities (salt, sugar, fats, oils, raising agents); meaning of cuisine, examples of two

Indian regional cuisines (own state and one other) and their popular dishes and two international cuisines and their popular dishes (French and Italian); basic knife skills and cuts of vegetables.

Food and Beverage service - Meaning of catering establishments, brief history of catering - thermopolia, inns, taverns (in Rome and Greece), dharamshalas, sarais, (in India) leading to restaurants, hotels, cafes in the present day; food and beverage service areas, departmental hierarchy, duties and responsibilities of staff, service conventions (brief overview).

Front Office - Departmental hierarchy, duties and responsibilities of front office staff. Brief explanations of how the Front Office has interdepartmental relations with all departments of the hotel; description and explanation of the use of property management systems.

Accommodation Operations - Role of accommodation operations in hospitality. Departmental hierarchy. General layout and structure of the department. Public areas – maintenance and decoration (examples of

both public areas and guest rooms). Flower arrangements (low-long, front open, ikebana, horizontal).

PAPER II - PRACTICAL WORK

(30 Marks)

Candidates will be expected to complete the practical work listed below and maintain a **File** for the same.

The file will be assessed internally by the Teacher out of 30 Marks.

List of Practical Work to be done throughout the year:

- (i) Front office** – standard guest phrases, telephone manners, guest handling, the guest cycle (role play). Demonstration and practice of the above through real time situations e.g. school functions.
- (ii) Accommodation operations** – cleaning agents e.g. for public areas, flower arrangements (low-long, front open, ikebana, horizontal), projects on decor for public areas and guest rooms.

CLASS XII

There will be **two** papers in the subject.

Paper I - Theory: 3 hours70 marks

Paper II- Practical Work: ...30 marks

PAPER - I (THEORY) – 70 Marks

Part I (20 marks) will consist of **compulsory** short answer questions covering the entire syllabus.

Part II (50 marks): Candidates will be required to answer five questions. Each question in this part shall carry 10 marks.

1. Managerial Skills in Hospitality

A brief understanding of conceptual skills (planning and organizing), interpersonal skills (communication and rapport building), operational/technical skills (knowledge) and leadership skills in relation to Hospitality - using appropriate hospitality phrases and language skills.

2. Hospitality: reach, growth and emerging trends

Increase in Tourism over the last few years, Current issues/emerging trends in hospitality. Tourism Statistics from domestic and international travel to show where and how tourism has increased over the last few years. Trends, technology (e.g. hospitality technology for energy conservation, cloud-based services, instant check-in and check-out), guest experiences, sustainability, security, use of social media.

3. Customer care in Hospitality

Meaning and importance of customer care in the Hospitality industry. General definitions and examples of customer satisfaction (meeting customer expectations), customer delight (the 'wow' factor – surpassing customer expectations and providing a pleasant experience which is unexpected).

4. Classification of Hotels

Criteria for classification of Hotels.

Different criteria for classification with explanations and examples - classifications from regulatory bodies by the Ministry of Tourism, Government of India and one international body United Nations World Tourism Organization (UNWTO).

5. Operational Areas of Hotels

Food Production, Food and Beverage service, Front Office, Accommodation Operations.

Food Production - Basic inputs on stocks, soups and sauces (theory only and demo through videos) – these form the basics of different cuisines, allergens, nutritional values – their importance and how to calculate them using a simple software), menu planning and food cost; importance of safety and hygiene.

Food and Beverage service- Types of meals, various meal periods (breakfast, lunch, high tea, supper, dinner) – timing and type of food served, menus and covers, different types of service, welcoming and seating guests (concept of meet, greet, seat), discussion of standard operating procedures (SOPs).

Front Office - Guest cycle, introduction to the property management systems and their uses (relationship between different departments).

Accommodation Operations - Attributes of AO personnel, planning and control desk, classification of guest rooms, public area cleaning and maintenance (e.g. common to in-house and non-resident guests), decor (including four different types of flower arrangements), appropriate wall and floor coverings for guest rooms and public areas.

PAPER II: PRACTICAL WORK (20 Marks)

Candidates will be expected to complete the practical work listed below and maintain a **File** for the same.

List of Practical Work to be done throughout the year

- (i) Food production – knife skills, cuts of vegetables, nutritional knowledge and calculation of nutritional values, menu planning and food cost, pre-preparation of food such as cold cooking, salads, *chaats*, sandwiches, induction cooking.
- (ii) Food and beverage service – service sequence, restaurant mise-en-place, table layout sequence for different meals, table layouts, service conventions and standard operating procedures and phrases.

PROJECT WORK AND PRACTICAL FILE 10 MARKS

Project Work – 7 Marks

The candidate is to creatively execute **ONE** project/assignment on any aspect of Hospitality Management. Teachers may assign or students may choose any **one** project of their choice.

The project work is to be assessed by a Visiting Examiner appointed locally and approved by the Council.

Practical File – 3 Marks

The Visiting Examiner is required to assess candidates on the basis of the Practical file maintained by them during the academic year.

NOTE: No question paper for Project Work will be set by the Council.