ADLTED 774 Course Outline as of Fall 2022

CATALOG INFORMATION

Dept and Nbr: ADLTED 774   Title: GREEN HOTEL SERVICE
Full Title: Green Hotel Service Work
Last Reviewed: 11/13/2017

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	12	Lecture Scheduled	0
Minimum	0	Lab Scheduled	6.00	6	Lab Scheduled	72.00
		Contact DHR	0		Contact DHR	0
		Contact Total	6.00		Contact Total	72.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00   Total Student Learning Hours: 72.00

Title 5 Category: Non-Credit
Grading: Non-Credit Course
Repeatability: 27 - Exempt From Repeat Provisions
Also Listed As:
Formerly:

Catalog Description:

Preparation for entry level employment as a hotel service worker with an emphasis on green housekeeping. Training in safety, use of tools, equipment, chemicals, materials and supplies, and proper application of dusting, sweeping, mopping, various floor machines, specialized equipment. Other topics include basic customer service, hotel/motel systems for cleaning, sanitizing, and arranging rooms, hallways, and other hospitality areas.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:

Description: Preparation for entry level employment as a hotel service worker with an emphasis on green housekeeping. Training in safety, use of tools, equipment, chemicals, materials and supplies, and proper application of dusting, sweeping, mopping, various floor machines, specialized equipment. Other topics include basic customer service, hotel/motel systems for

cleaning, sanitizing, and arranging rooms, hallways, and other hospitality areas. (Non-Credit Course)
Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:
Transfer Credit:
Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

			Effective:	Inactive:
AS Degree:	**Area**		Effective:	Inactive:
CSU GE:	**Transfer Area**		Effective:	Inactive:
IGETC:	**Transfer Area**		Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:	
UC Transfer:		Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Describe the duties of a hotel service worker and green housekeeper
2. Demonstrate industry-recommended practices of safety in the use of tools, equipment, chemicals, materials and supplies.

Objectives:
Upon completion of the course, students will be able to:
1. Recognize and demonstrate appropriate practices for using a variety of cleaning products and equipment
2. Explain the importance of safety in the workplace, including the identification of possible hazards, physical and environmental
3. Discuss the transition to, and identify, environmentally friendly chemicals and cleaning practices
4. Prepare a resume and complete a job application for a position as a hotel service worker

Topics and Scope:

I. Hotel Service Workers Careers and Duties
    A. Types of work sites
    B. Duties and responsibilities
    C. Job skills and requirements
    D. Workers rights on the job
II. Work Site and Personal Safety
    A. Equipment handling
    B. Materials handling

C. Hazardous spaces
D. Ergonomics
III. Appropriate Cleaning and Housekeeping Practices
IV. Environmentally Friendly Products and Their Use
V. Workforce Readiness
    A. Assessing necessary job site skills
    B. Resume and cover letter
    C. Interview preparation
    D. Job search and networking with potential employers

Assignment:

1. Role-playing simulating basic tasks (4 - 6)
2. Paired and group speaking activities related to job tasks and safety issues (4 - 6)
3. Terminology quizzes, oral and written (4 - 6)
4. Poster project--work flow chart or product identification
5. Resume and cover letter
6. Job application

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Resume and cover letter; job application	Writing 20 - 30%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Simulating tasks	Problem solving 15 - 20%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None	Skill Demonstrations 0 - 0%

Exams: All forms of formal testing, other than skill performance exams.

Quizzes	Exams 10 - 20%

Other: Includes any assessment tools that do not logically fit into the above categories.

Role-playing activities; poster project	Other Category 40 - 45%

Representative Textbooks and Materials:
Instructor prepared materials