A. **Course Description**
   - **Credits:** 3.00
   - **Lecture Hours/Week:** 3.00
   - **Lab Hours/Week:** 0.00
   - **OJT Hours/Week:** 0
   - **Prerequisites:** None
   - **Corequisites:** None
   - **MnTC Goals:** None

   This course provides a hands-on tour of the front office in a lodging establishment. Curriculum includes a computerized simulation of the front office processes from guest check-in thru night audit. This is on-the-job training in the classroom.

B. **Course Effective Dates:** 8/25/08 – Present

C. **Outline of Major Content Areas**
   - As noted on course syllabus

D. **Learning Outcomes**
   - As noted on course syllabus

E. **Minnesota Transfer Curriculum Goal Area(s) and Competencies**

F. **Learner Outcomes Assessment**
   - As noted on course syllabus

G. **Special Information**
   - None noted