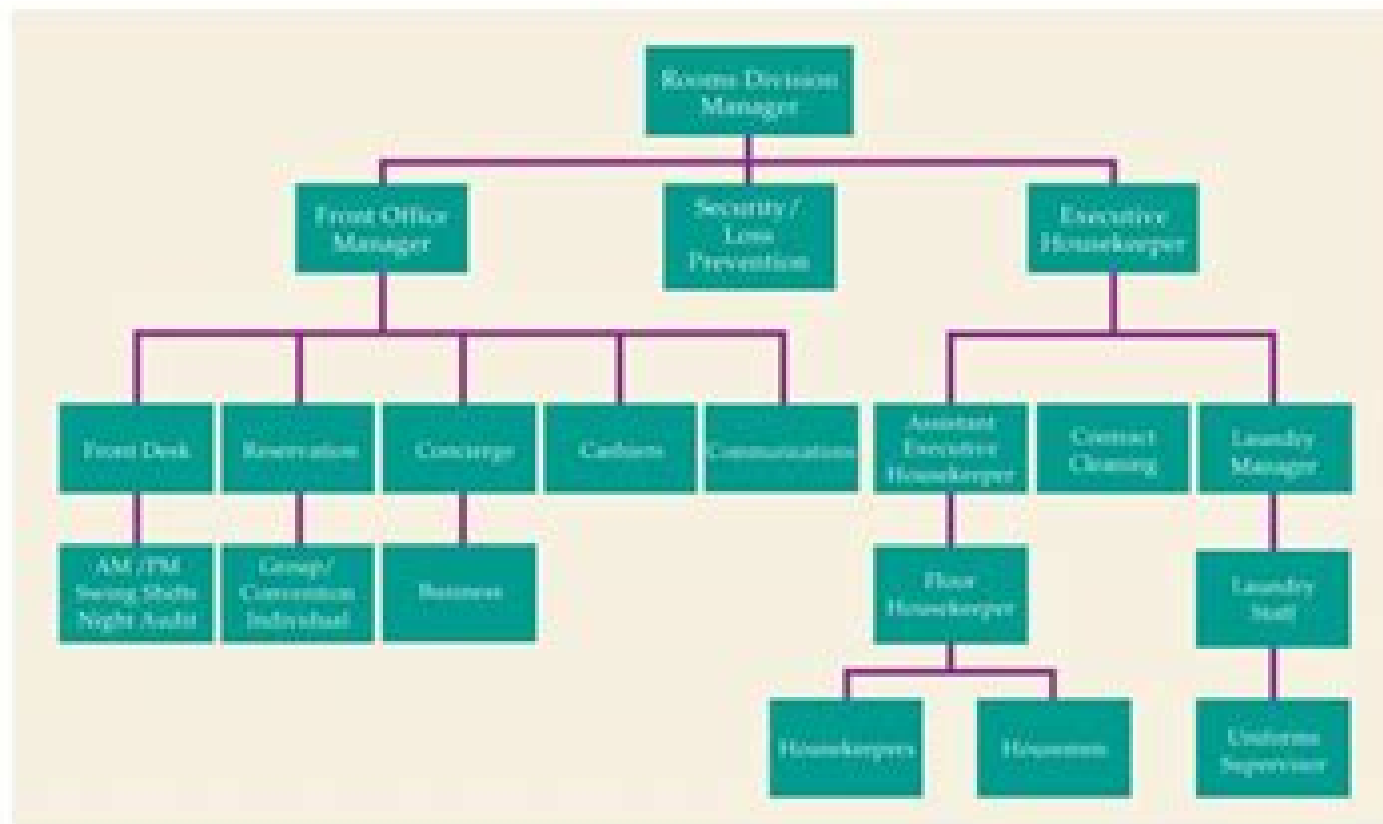


Figure 5-2

Room Division Organizational Chart



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Front Office P. Abbott,S. Lewry,2010-02-17 Designed for all students of hospitality and tourism management the second edition of this best selling text gives a modern approach to front office operations and management using realistic scenarios set in the hotel environment Key features of this essential text user friendly style of writing and accessible page layout enables students to use it as a reference book as well as a textbook updated in the light of recent developments such as global distribution systems and the internet greater focus on increasing yield and expansion of vital management aspects such as staffing and equipment additional extended practical exercise material Front Office reflects the importance of different features of the receptionist s work and is divided into four main sections Procedural aspects Dealing with people Increasing yield Management aspects Front Office is ideal for GNVQ BTEC students those taking the professional exams of the HCIMA and for undergraduates and postgraduates studying hospitality and tourism management and all relevant executive courses *Program Operations Manual System* United States. Social Security Administration. Office of Operational Policy and Procedures,1981 **The Lancasterian System of Instruction in the Schools of New York City** John Franklin Reigart,1916 *Instruction Design in Hospitality: Teachers and Practitioners* Chun Min Kuo,2022-11-10 As

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