



## SYLLABUS

### Academic year 2024-2025

#### 1. Information regarding the program

1.1. Higher education institution	BABES-BOLYAI UNIVERSITY	
1.2. Faculty	BUSINESS	
1.3. Department	Hospitality Services	
1.4. Field of study	BUSINESS ADMINISTRATION	
1.5. Study cycle	MASTER	
1.6. Study programme / Qualification	ADMINISTRAREA AFACERILOR ÎN OSPITALITATE ȘI TURISM INTERNATIONAL (cu predare în limba engleză)	

#### 2. Information regarding the course

2.1. Name of the course	Operațiuni și strategii în industria cazării/Lodging operations and business strategies						
2.2. Code	IME0033						
2.3. Course coordinator	Prof.dr.ADINA NEGRUSA						
2.4. Seminar coordinator	Prof.dr.ADINA NEGRUSA						
2.5. Year of study	I	2.6. Semester	2	2.7. Type of evaluation	E	2.8. Type of course	compulsory

#### 3. Total estimated time (hours/semester of didactic activities)

3.1. Hours per week	3	Of which: 3.2. lecture	2	3.3 seminar/laboratory	1	
3.4. Total hours in the curriculum	42	Of which: 3.5. lecture	28	3.6. seminar/laboratory	14	
Time allotment:						ore
Learning using manual, course support, bibliography, course notes						30
Additional documentation (in libraries, on electronic platforms, field documentation)						30
Preparation for seminars/labs, homework, papers, portfolios and essays						32
Tutorship						6
Evaluations						2
Other activities:						8
3.7. Total individual study hours						108
3.8. Total hours per semester						150
3.9. Number of ECTS credits						<b>6</b>

#### 4. Prerequisites (if necessary)

4.1. curriculum	-
4.2. competencies	-



## 5. Conditions (if necessary)

5.1. for the course	Course room with computer and beamer
5.2. for the seminar /lab activities	Course room with computer and beamer

## 6. Specific competencies acquired

Professional Competencies	<p>C1. Running a business division/ subdivision in the hospitality and tourism sector.          C4. Drawing up decision-based strategies/ alternatives specific to hospitality/ tourism units by means of modern information technology tools</p> <ul style="list-style-type: none"> <li>• Managing hotel operations</li> <li>• Inspect guestroom conditions according to standardized procedures</li> <li>• Motivate employees to achieve desired performance</li> <li>• Implementing hotel strategies</li> <li>• Accurately implement health and safety regulation</li> </ul>
Transversal competencies	<p>CT1 Application of the principles, norms and of the values of professional ethics within one's own rigorous, efficient and responsible work strategies</p>

## 7. Objectives of the course (outcome of the acquired competencies)

7.1. General objective of the course	<ul style="list-style-type: none"> <li>• This course is an overview of hospitality and lodging management.</li> <li>• Students will learn the types of lodging establishments, hotels, ownership and levels of service.</li> <li>• Special focus is given to the front office and basic communication and telecommunication procedures in relation to customer service.</li> <li>• Hospitality services, basic housekeeping skills and industry safety are additional components of this course.</li> </ul>
7.2. Specific objective of the course	<ul style="list-style-type: none"> <li>• Understand the history, organization, complexity, and scope of not only the lodging industry but also the people and roles (stakeholders) involved in the lodging industry.</li> <li>• Speak and write using terminology appropriate to the lodging industry.</li> <li>• Understand the various career directions within the Lodging Industry.</li> <li>• Identify the relationship between a hotel's operational departments.</li> <li>• Understand common lodging terms, and how they are used in the hotel industry.</li> <li>• Describe the basic organizational structure of a hotel.</li> <li>• Understand the role and responsibilities of a General Manager in a lodging establishment.</li> </ul>



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|  | <ul style="list-style-type: none"> <li>• Understand the role and responsibilities of the human resource department.</li> </ul> |
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## 8. Content

8.1. Course	Teaching method	Remarks
1. Overview of Lodging Industry <ul style="list-style-type: none"> <li>• The history of lodging</li> <li>• Lodging industry classification</li> </ul>	interactive discussion, questioning, heuristic conversation	• 2 lectures
2. Front Office Operations <ul style="list-style-type: none"> <li>• Organization</li> <li>• Reservations</li> <li>• Registration</li> <li>• Guest services</li> <li>• Night Audit</li> <li>• Checkout</li> </ul>	interactive discussion, questioning, heuristic conversation	• 3 lectures
3. Housekeeping <ul style="list-style-type: none"> <li>• Housekeeping staff</li> <li>• Scheduling</li> <li>• Guest room cleaning</li> <li>• Public area cleaning</li> <li>• Inventory and control</li> </ul>	interactive discussion, questioning, heuristic conversation	• 1 lecture
4. Strategic pricing and Revenue Management <ul style="list-style-type: none"> <li>• Fundamentals of Revenue</li> <li>• Ways to achieve Revenue Management</li> </ul>	interactive discussion, questioning, heuristic conversation	• 1 lecture
5. Strategic pricing and Yield Management <ul style="list-style-type: none"> <li>• Pricing and revenue optimization</li> </ul>	interactive discussion, questioning, heuristic conversation	• 1 lecture
6. Strategic management process <ul style="list-style-type: none"> <li>• Global competitiveness in the hospitality and lodging industry</li> <li>• Situation analysis</li> </ul>	interactive discussion, questioning, heuristic conversation	• 1 lecture
7. Strategic direction for lodging and tourism <ul style="list-style-type: none"> <li>• Analysis of external and internal context</li> <li>• Creating a strategic direction</li> </ul>	interactive discussion, questioning, heuristic conversation	• 2 lectures
8. Strategy formulation <ul style="list-style-type: none"> <li>• Concentration strategies</li> <li>• Vertical Integration strategies</li> <li>• Diversification strategies</li> </ul>	interactive discussion, questioning, heuristic conversation	• 1 lecture



<p>9. Strategy implementation</p> <ul style="list-style-type: none"> <li>• Strategic restructuring</li> <li>• Function level strategies</li> </ul>	<p>interactive discussion, questioning, heuristic conversation</p>	<ul style="list-style-type: none"> <li>• 1 lecture</li> </ul>
<p>10. Strategy implementation</p> <ul style="list-style-type: none"> <li>• Interorganizational relations</li> <li>• Tourism clusters</li> </ul>	<p>interactive discussion, questioning, heuristic conversation</p>	<ul style="list-style-type: none"> <li>• 1 lecture</li> </ul>
<p>Bibliography</p>	<ol style="list-style-type: none"> <li>1. Abbot, P. and Lewry, S. (1999) – Front-office: Procedures, social skills, yield and management, Butterworth Heinemann, Second edition.</li> <li>2. Bardi, James A. (2007) – Hotel Front Office Management, Editura John Wiley &amp; Sons, Third edition.</li> <li>3. Enz, Cathy A. Hospitality Strategic Management: Concepts and Cases, John Wiley and Sons, 2009</li> <li>4. David K. Hayes &amp; Jack D. Ninemeier, Hotel Operations Management, Prentice Hall, USA</li> <li>5. David K. Hayes, Revenue Management for the Hospitality Industry, John Wiley and Sons, 2010</li> <li>6. Lupu, N., Hotelul- economie și management, Editura All Beck, București 2010.</li> <li>7. Negrușă, A., Managementul unităților hoteliere, Editura Alma Mater, Cluj-Napoca, 2006.</li> </ol>	

8.2. Seminar / laboratory	Teaching method	Remarks
1. Partners in lodging industry	Exercise and case study analysis	1 seminar
2. Measuring hotel performance	Exercise and case study analysis - Assignment	1 seminar
3. Reservation systems and operational reservation plans	Exercise and case study analysis – Assignment	2 seminars
4. Check-in/Check-out operations	Exercise and case study analysis	1 seminar
5. Scheduling and inventory tools	Exercise and case study analysis Assignment	1 seminar
7. Pricing and Yield Management	Exercise and case study analysis Practical Pricing for Hotel Industry	1 seminar
8. Pricing and Yield Management	Exercise and case study analysis Assignment	1 seminar



9. Analysis of the Lodging Industry Players	Exercise and case study analysis- presentation	1 seminar
10. Porter's Five Forces and Industry Characteristics	Exercise and case study analysis - presentation	1 seminar
11. Strategic Direction Organizational values, resources and competitive advantages	Exercise and case study analysis - presentation	1 seminar
12. Strategy formulation Vertical Integration strategies and Generic business strategies	Exercise and case study analysis- presentation	1 seminar
13. Strategy formulation Concentration strategies and Generic business strategies	Exercise and case study analysis- presentation	1 seminar
<b>Bibliography</b>	Same titles mentioned above	

**9. Corroborating the content of the course with the expectations of the epistemic community, professional associations and representative employers within the field of the program**

The course is useful for all professions from hospitality and tourism sector or related to them, as follows:

- Hotel general manager, Attraction manager, Local authority tourism manager
- Hotel clerk, Front office manager, Events manager, room manager
- Meeting and convention planner
- Reservation ticket agent, reservation analyst, head concierge, F&B manager
- accounting expert, in diagnosing the financial state of the entity within hospitality and tourism sector, revenue manager

**10. Evaluation**

Type of activity	10.1 Evaluation criteria	10.2 Evaluation method	10.3 Share of final grade
10.4. Course	<ul style="list-style-type: none"> <li>• correctly applying the learnt notions;</li> <li>• identifying the correct solutions</li> </ul>	Final exam	40%
10.5. Seminar/lab activities	<ul style="list-style-type: none"> <li>• correctly applying the learnt notions</li> <li>• practical utilization of learnt notions</li> </ul>	Assignments (3 minimum)	30%
	<ul style="list-style-type: none"> <li>• applying the methods and research tools</li> <li>• applying the specific theoretical notions</li> <li>• practical skills in the field</li> </ul>	Project	30%



#### 10.6. Minimum performance standards

- knowledge of basic notions and their application to practical situations;
- interpretation of obtained results.
- The evaluation mode is also maintained for the re-exam's session;
- In order to calculate the final mark summing up the points obtained during the semester, it is necessary to obtain at least 50% of the score related to the written exam.

Content	Competencies acquired	Competencies evaluation method
Topics. 1-13	<b>C1. Running a business division/ subdivision in the hospitality and tourism sector.</b>	50% Project (Grade for content) + 50% grade for final test
Topics. 1-13	<b>C4. Drawing up decision-based strategies/ alternatives specific to hospitality/ tourism units by means of modern information technology tools</b>	50% grade for final test + 50% Assignments grade
	CT1 Application of the principles, norms and of the values of professional ethics within one's own rigorous, efficient and responsible work strategies	50% Project (Grade for oral presentation) + 50% Assignments grade

**Date**

**Course coordinator**

**Seminar coordinator**

23.04.2024

Prof. Dr Adina Negrușă

Prof. Dr Adina Negrușă

**Date of approval**

**Head of department**

22.05.2024

Assoc. Prof. Dr Marius Bota