HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

Choose a career that takes you places

Do you want to develop some front office / reception knowledge so you can work in a hotel or resort? Then this program is for you either for newcomers to the hospitality industry or existing workers looking to diversify their skills. The main focus of this short course is around using the two industry standard computerised accommodation booking systems - OPERA and HIRUM. You'll learn about using OPERA & HIRUM for accommodation bookings, receiving and processing reservations and managing multiple reservations.

<table>
<thead>
<tr>
<th>LOCATION/S</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mooloolaba</td>
<td>Part time: 9 weeks / 1 day per week</td>
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</table>

**Course delivery options**

<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part time</td>
<td>Mooloolaba</td>
<td>Classroom</td>
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</table>

**Key dates**

For key start dates for each location visit the online brochure for this course (under the course details tab).

[tafeeastcoast.edu.au/course/11175](tafeeastcoast.edu.au/course/11175)

**Entry requirements**

Course Entry Requirements

There are no formal entry requirements for...

[...more online](tafeeastcoast.edu.au/course/11175)

**Resources required**

No specific resources are required to successfully complete this course.

It is recommended that students have access to a reliable internet connection to...

[...more online](tafeeastcoast.edu.au/course/11175)

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**What are my payment options?**

No matter what your circumstances, TAFE Queensland East Coast has a payment option to suit you. If you are unsure of what’s right for you, call us on 1300 656 188. We’re here to help.

[...more online](tafeeastcoast.edu.au/course/11175)

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**FULL FEE | $771**

This is the total cost of the course.

Got a question?

Enquire about your full fee study options

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Accurate as at 18 July 2017. For the latest information see:

[tafeeastcoast.edu.au/course/11175](tafeeastcoast.edu.au/course/11175)

RTO 0275

CRICOS 03020E
Outcome

Selected Units - SIT30616 Front Office Short Course

Job prospects
- Front Office Attendant
- Duty Manager
- Front Office Supervisor
- Porter
- Switchboard Operator

Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Type</th>
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<tbody>
<tr>
<td>SITTTSL010</td>
<td>Use a computerised reservations or operations system</td>
<td>Elective</td>
</tr>
<tr>
<td>SITTTSL007</td>
<td>Process reservations</td>
<td>Elective</td>
</tr>
<tr>
<td>SITHACS008</td>
<td>Provide accommodation reception services</td>
<td>Elective</td>
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</tbody>
</table>

Disclaimer
Not all electives available at all campuses

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?

Enrol today to secure your spot in this course.

HOW TO ENROL

Recognition of prior learning

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified a whole lot sooner.

More info:


Make your future happen

Connect with TAFE on Facebook

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