



## Short Training Courses for the Hospitality Industry

Department of Tourism and Hospitality  
Kohsar University Murree



Sr. No	Certification Program/Diploma Course	Duration	Course Fee
1	<b>House Keeping</b>	3 months	14000/-
	<ul style="list-style-type: none"> <li>• Overall structure and operation of hospitality industry</li> <li>• Role of housekeeping and its relationship with other departments</li> <li>• Planning and organizing housekeeping department</li> <li>• Housekeeping standards / trends</li> <li>• Cleaning Procedures and Cleaning Agents (Ceramics, Glass, Plastics, Linen, Uniforms, carpets, sanitary fittings)</li> <li>• Guestroom Cleaning</li> <li>• Public Area and Other Types of Cleaning</li> <li>• Ceilings, Walls, Furniture, and Fixtures</li> <li>• Beds, Linens, and Uniforms</li> <li>• Carpets and Floors</li> <li>• Managing an On-Premises Laundry</li> <li>• Human resource and training employees in housekeeping</li> <li>• Attributes of Housekeeping Service Personnel</li> <li>• Safety and Security in House keeping</li> </ul> <p><b>Eligibility Criteria:</b> Matriculation</p>		
2	<b>Front Office</b>	2 months	22,500/-
	<ul style="list-style-type: none"> <li>• Fundamentals of front office operations</li> <li>• Handling Reception</li> <li>• Check-in and check-out process</li> <li>• Front office supervisory skills</li> <li>• Managing Front office</li> </ul> <p><b>Eligibility Criteria:</b> Matriculation</p>		
3	<b>Tour Guide</b>	2 months	20,000/-
	<ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Building Rapport</li> <li>• Interpretive Activities</li> <li>• Tour Management</li> <li>• Leadership</li> </ul>		

4	<b>Communication Skills</b>	One week	5,000/-
	<b>Verbal Communication</b> <ul style="list-style-type: none"> <li>• Basic English communication</li> <li>• Tours guide communication</li> <li>• Front office communication</li> <li>• Restaurant communication</li> <li>• Room service communication</li> </ul> <b>Non-Verbal Communication</b> <ul style="list-style-type: none"> <li>• Dressing</li> <li>• Body language</li> </ul>		
5	<b>Social Media Marketing</b>	5 weeks	30,000/-
	<ul style="list-style-type: none"> <li>• Social media landscape</li> <li>• Social media overview</li> <li>• Goals and planning for social media</li> <li>• Understand audience</li> <li>• Choosing social media channels</li> <li>• Social media content</li> <li>• Social media content management</li> <li>• Analytics</li> </ul>		
6	<b>Junior Chef</b>	2 months	15000/-
	<ul style="list-style-type: none"> <li>• Kitchen Safety and Hygiene</li> <li>• Correct dressing for the kitchen</li> <li>• Safe Knife use</li> <li>• How to prepare and cook from a recipe</li> <li>• How to work with a clean workspace during cooking and clean up afterwards</li> <li>• Learn how to plan a cooking production schedule or workflow (what to cook first and last)</li> <li>• How to write a shopping list for your recipe</li> <li>• Basic food preparation skills: Pakistani and continental cuisine <ul style="list-style-type: none"> <li>○ Meat preparation</li> <li>○ Vegetable and lentil preparation</li> <li>○ Pasta making</li> <li>○ Bread/chapati making</li> <li>○ Desserts</li> </ul> </li> <li>• How to cost a recipe</li> <li>• Flavor Profile Wheel: Judge the flavor and taste of your dish and get feedback from your peers and teachers</li> <li>• How to adapt a recipe for different special diets (e.g. Vegetarian)</li> </ul>		