

ABSTRACT

The objective of developing the Guest Registration Practicum Module for Front Office D3 Hospitality Telkom University is to provide a comprehensive and detailed guide for students to master various guest registration procedures in the hotel front office accurately and effectively. This module was created using an updated method, which includes adjustments to check-in procedures, guest data management, and the handling of special guest requests. All these updates have been aligned with the latest developments in hotel technology and operations. With this method, students are expected to acquire practical skills that are highly relevant to the modern hospitality industry and to understand the importance of delivering high-quality and professional guest services. The application of this module has shown that students will be better prepared and skilled in facing challenges in the field. Moreover, this module aids them in understanding real-life situations that may occur in the hospitality industry through case examples and case studies. In conclusion, the primary aim of writing this final project book is to emphasize the importance of having a practical module that is continuously updated and relevant to support student learning and adequately prepare them for entering the hospitality industry.

Keywords: *Practical Module, Guest Registration, Front Office, Hospitality, Professional*