

# BUSINESS & PUBLIC SERVICES TECHNOLOGIES

## HOSPITALITY MANAGEMENT

### Hospitality Management Degree - A25110

-Day and online

The Hospitality Management curriculum prepares students to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes front office management, guest services, sanitation, menu writing, quality management, purchasing, and other areas critical to the success of hospitality professionals.

Upon completion, graduates should qualify for supervisory or entry-level management positions in food and lodging including: front office, reservations, housekeeping, purchasing, dining room, and marketing. Opportunities are also available in the support areas of food and equipment sales.

### Hospitality Management Diploma - D25110A

-Day

The hospitality management diploma prepares students to understand and apply the administrative and practical skills needed for positions in the hospitality industry. It also applies advanced classes in the hospitality and business field. Students may also choose concentrations in restaurant or hotel management. Course work includes guest services, human resource management, and other areas critical to the success of hospitality professionals. Upon completion, graduates should qualify for entry level supervisory or management training positions in the hospitality industry.

### Hospitality Restaurant Management Certificate - C25110D

-Day

The restaurant management certificate prepares students to understand and apply the administrative and practical skills needed for positions in the restaurant industry. Course work includes guest services, sanitation, human resource management, and other areas critical to the success of restaurant professionals. Upon completion, graduates should qualify for entry level supervisory or management training positions in the restaurant industry.

### Procurement Management Certificate – C25110E

-Day

The procurement management certificate provides students with skills specific to positions in food ordering industry. Course work includes procurement, sanitation, culinary skills, and accounting. Upon completion, graduates should qualify for entry-level supervisory or management training positions in food procurement.

### Hospitality Management Core Certificate – C25110F

-Online only

The hospitality management core certificate provides students an understanding of management and practical skills for the hospitality industry. Course work includes guest services, human resource management, leadership and other areas critical to the success of hospitality professionals. Upon completion, graduates should qualify for entry-level supervisory or management training positions in the hospitality industry.

### Hospitality Event Coordinator Certificate - C25110G

-Day Only

The event management certificate prepares students to understand and apply the administrative and practical skills needed for positions in the field of meeting and convention planning. Course work includes guest services, event planning, marketing, and other areas critical to the success of industry professionals. Upon completion, graduates should qualify for entry level supervisory or management training positions in the meeting and convention planning field.

### Hospitality Hotel Operations Certificate- C25110H

-Day

The hotel management certificate prepares students to understand and apply the administrative and practical skills needed for positions in the hotel industry. Course work includes guest services, sanitation, human resource management, and other areas critical to the success of hotel professionals. Upon completion, graduates should qualify for entry level supervisory or management training positions in the hotel industry.

### Foodservice Entrepreneurship Certificate - C25110J

-Day

The entrepreneur certificate gives students basic business skills specific to the hotel and restaurant industry. Course work includes guest services, human resource management, basic business and entrepreneurship studies, and other areas critical to the success of industry professionals. Upon completion, graduates should have a good understanding of the basics of setting up a business in the hospitality industry.

## PROGRAM SEQUENCE

### First Semester

CUL 110	Sanitation and Safety .....	2
ENG 111	Writing and Inquiry.....	3
HRM 110	Introduction to Hosp & Tourism .....	3
MAT 110	Math Measurement & Literacy .....	3
PSY 118	Interpersonal Psychology .....	3
— —	*Elective List I .....	2

### Second Semester

CUL 135	Food and Beverage Service .....	2
CUL 135A	Food and Beverage Service Lab .....	1
CUL 142	Fundamentals of Food.....	5
OR		
CUL 140	Culinary Skills I .....	5
HUM 115	Critical Thinking .....	3
— —	*Elective List II .....	2

### Third Semester

HRM 220	Cost Control - Food and Beverage.....	3
HRM 275	Leadership-Hospitality .....	3
HRM 240	Marketing for Hospitality .....	3
HRM 235	Quality Mgmt.-Hospitality.....	3

### Fourth Semester

WBL 112	Work-Based Learning I.....	2
HRM 245	Human Resources Management-Hosp .....	3
HRM 280	Management Problems - Hospitality .....	3
SPA 120	Spanish for the Workplace .....	3
— —	*English Elective.....	3
— —	*Elective List III .....	3

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**Fifth Semester**

ACC 175	Hotel and Restaurant Accounting .....	4
HRM 140	Legal Issues – Hospitality .....	3
___	*Elective List IV .....	3

**Complete Hospitality Restaurant Management certificate (C25110D):** CUL 110, HRM 110, HRM 215, HRM 245, HRM 275, CUL 135 and CUL 135A

**Complete Procurement Management certificate (C25110E):**  
ACC 175, CUL 110, CUL 140 OR CUL 142, HRM 220 and HRM 260.

**Complete Hospitality Management Core certificate (C25110F):**  
HRM 110, HRM 140, HRM 245, HRM 275 and HRM 280.

**Complete Hospitality Event Coordinator certificate (C25110G):**  
HRM 110, HRM 140, HRM 240, HRM 235, HRM 125 and HRM 210

**Complete Hospitality Hotel Operations certificate (C25110H):**  
CUL 110, HRM 110, HRM 120,HRM 210 and HRM 245.

**Complete Foodservice Entrepreneurship certificate (C25110J):**  
BUS 139, CUL 110, HRM 245HRM 140, HRM 220 and HRM 240.

**Complete Hospitality Management diploma (D25110):**  
CUL 110, ENG 111, HRM 110, MAT 110, HRM 140, HRM 240, HRM 220, HRM 245; Take one course from BUS 139, CUL214, or HRM 225; Choose 8 credits from ACC 175, CUL 130, CUL 135, CUL 135A, CUL 142, HRM 260; Choose 8 credits from WBL 112, HRM 120, HRM 210, SPA 120

**English Electives (Select one course from the following list):**  
ENG 112 Writing/Research in the Disc..... 3  
ENG 114 Prof Research and Reporting..... 3

**Elective List I (Select one or both course(s) from the following list):**  
CUL 214 Wine Appreciation .....
 2 || HRM 120 | Front Office Procedures..... | 3 |

**Elective List II (Select one or both course(s) from the following list):**  
CUL 130 Menu Design..... 2  
HRM 225 Beverage Management..... 3

**Elective List III: (Select one or both course(s) from the following list):**  
BUS 139 Entrepreneurship I..... 3  
HRM 210 Meetings & Event Planning..... 3

Elective List IV (Select 3 credits from the following list):

BUS 139	Entrepreneurship I.....	3
BUS 230	Small Business Management .....	3
CUL 130	Menu Design.....	2
CUL 214	Wine Appreciation .....	2
HRM 120	Front Office Procedures.....	3
HRM 125	Etiquette for Hospitality .....	1
HRM 210	Meetings & Event Planning.....	3
HRM 215	Restaurant Management .....	3
HRM 225	Beverage Management.....	3
HRM 260	Procurement for Hospitality.....	3

**Graduation Requirements ..... 71 Credit Hours**