Degree Description

The Hospitality Management program is designed to prepare you for entry-level management positions in the hospitality industry, including positions in front desk, housekeeping, security and engineering.

Marketable Skills

1. Service Orientation - Actively looking for ways to help people

2. Time Management - Managing one's own time and the time of others.

3. Systems Evaluation - Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

4. Management of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

5. Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

6. Instructing - Teaching others how to do something.

7. Coordination - Adjusting actions in relation to others' actions.

8. Writing - Communicating effectively in writing as appropriate for the needs of the audience.

Semester I	Hours
HAMG 1321 Introduction to Hospitality Industry	3 hours
CHEF 1305 Sanitation and Safety	3 hours
POFT 1301 Business English *or* ENGL 2311 Technical & Business Writing	3 hours
HAMG 1313 Front Office Management	3 hours
	12 hours

Semester II	Hours
HAMG 2307 Hospitality Marketing and Sales	3 hours
MRKG 1302 Principles of Retailing	3 hours
CHEF 1301 Basic Food Preparation	3 hours
BCIS 1305 Business Computer Applications	3 hours
	12 hours

Total hours: **24 hours**

Course Descriptions

HAMG 1321 Introduction to Hospitality Industry

An exploration of the elements and career opportunities within the multiple segments of the hospitality industry. Semester Hours 3 (3 lec)

CHEF 1305 Sanitation and Safety

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and workplace safety standards. Semester Hours 3 (3 lec)

POFT 1301 Business English

Introduces the practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Students will apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills; and teaches how to write effective sentences and paragraphs for business applications. Semester Hours 3 (3 lec)

ENGL 2311 Technical & Business Writing

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice of individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: Passing score on writing portion of TSI Assessment or credit for ENGL 0301. Semester Hours 3 (3 lec)

HAMG 1313 Front Office Management

Functions of front office operations as they relate to customer service. Includes a study of front office interactions with other departments in the lodging operation. Semester Hours 3 (2 lec/3 lab)

HAMG 2307 Hospitality Marketing and Sales

Identification of the core principles of marketing and sales and their impact on the hospitality industry. Semester Hours 3 (3 lec)

MRKG 1302 Principles of Retailing

Introduces to the retailing environment types of retailers, current trends, the employment of retailing techniques, and factors that influence retailing. Semester Hours 3 (3 lec/lab)

CHEF 1301 Basic Food Preparation

A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Prerequisite: CHEF 1305 Semester Hours 3 (3 lec)

BCIS 1305 Business Computer Applications

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. Required for students taking the Business Field of Study. Semester Hours 3 (2 lec/2 lab)