

Degree Description

If you like the idea of working with people in an upbeat and friendly environment, then you might want to consider a career in the hospitality industry! Jobs include management of hotels, restaurants, attractions, convention centers, cruise ships and tourism offices.

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
ENGL 2311 Technical & Business Writing <i>or</i> ENGL 1301 Composition I	3 hours
HAMG 1321 Introduction to Hospitality Industry	3 hours
CHEF 1305 Sanitation and Safety	3 hours
HAMG 1313 Front Office Management	3 hours
	12 hours

Semester II	Hours
TRVM 1300 Introduction to Travel and Tourism	3 hours
CHEF 1301 Basic Food Preparation	3 hours
BCIS 1305 Business Computer Applications	3 hours
MRKG 1302 Principles of Retailing	3 hours
MATH 1314 College Algebra <i>or</i> MATH 1332 Contemporary Mathematics (Quantitative Reasoning)	3 hours
	15 hours

Summer Semester	Hours
HAMG 2388 Internship-Hospitality Admin/Mgmt ¹	3 hours
	3 hours

Semester III	Hours
HRPO 2301 Human Resources Management	3 hours
Communications elective	3 hours
HAMG 2330 Convention and Group Management and Services	3 hours
HAMG 2337	3 hours
HAMG 1340 Hospitality Legal Issues	3 hours
	15 hours

Semester IV	Hours
ACNT 1303 Introduction to Accounting I <i>or</i> BMGT 2310 Financial Management	3 hours
HAMG 2301 Principles of Food & Beverage Operation	3 hours
Social/Behavioral Science elective	3 hours
HAMG 2305 Hospitality Management & Leadership	3 hours
Language, Philosophy, & Culture elective <i>or</i> Creative Arts elective	3 hours
	15 hours

Total hours: 60 hours

¹ Students must meet Guidelines for Internship (page 56 of General Catalog) and have approval of the program director to enroll in this course.

Electives/General Education Courses

Communications

ENGL 1301 Composition I	3 hours
ENGL 2311 Technical & Business Writing	3 hours
COMM 1307 Introduction to Mass Communication	3 hours
SPCH 1311 Introduction to Speech Communication	3 hours
SPCH 1315 Public Speaking	3 hours
SPCH 1321 Business & Professional Communication	3 hours

Creative Arts

ARTS 1301 Art Appreciation	3 hours
ARTS 1303 Art History I (Prehistoric to the 14th Century)	3 hours
ARTS 1304 Art History II (14th Century to the Present)	3 hours
DRAM 1310 Theater Appreciation	3 hours
DRAM 2361 History of Theater I	3 hours
DRAM 2362 History of Theater II	3 hours
HUMA 1315 Fine Arts Appreciation	3 hours
MUSI 1306 Music Appreciation	3 hours
MUSI 1308 Music Literature I	3 hours
MUSI 1309 Music Literature II	3 hours
MUSI 1310 American Music	3 hours

Language, Philosophy, & Culture

ENGL 2321 British Literature	3 hours
ENGL 2322 British Literature I	3 hours
ENGL 2323 British Literature II	3 hours
ENGL 2326 American Literature	3 hours
ENGL 2327 American Literature I: Up to the Civil War	3 hours
ENGL 2328 American Literature II: Civil War to the Present	3 hours
ENGL 2331 World Literature	3 hours
ENGL 2332 World Literature I: Up to the 17th Century	3 hours
ENGL 2333 World Literature II: 17th Century to the Present	3 hours
ENGL 2341 Forms of Literature	3 hours
FREN 2311 Intermediate French I	3 hours
GERM 2311 Intermediate German I	3 hours
HUMA 1301 Introduction to Humanities I	3 hours
HUMA 1302 Introduction to Humanities II	3 hours
PHIL 1301 Introduction to Philosophy	3 hours
PHIL 1304 Introduction to World Religions	3 hours
PHIL 2306 Introduction to Ethics	3 hours
SPAN 2311 Intermediate Spanish I	3 hours
SGNL 2301 Intermediate ASL I	3 hours

Social/Behavioral Science

ANTH 2351 Cultural Anthropology	3 hours
CRIJ 1301 Introduction to Criminal Justice	3 hours
ECON 2301 Principles of Macroeconomics	3 hours
ECON 2302 Principles of Microeconomics	3 hours
ENGR 2308 Engineering Economics	3 hours
PSYC 2301 General Psychology	3 hours
SOCJ 1301 Introduction to Sociology	3 hours
SOCJ 1306 Social Problems	3 hours
SOCJ 2326 Social Psychology	3 hours
SOCW 2361 Introduction to Social Work	3 hours

Course Descriptions

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)

ENGL 1301 Composition I

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communication, and critical analysis. Prerequisite: TSI complete in Reading and Writing or the equivalent. Semester Hours 3 (3 lec)

HAMG 1321 Introduction to Hospitality Industry

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

CHEF 1305 Sanitation and Safety

Emphasizes 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)

HAMG 1313 Front Office Management

Introduces the 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 (3 lec).

TRVM 1300 Introduction to Travel and Tourism

Presents an overview of the travel and tourism industry. Emphasis on travel careers and the impact on society. Semester Hours 3 (3 lec)

CHEF 1301 Basic Food Preparation

Studies 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)

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)

MATH 1314 College Algebra

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Graphing calculator required. Prerequisite: TSI math complete or MATH 0311. Semester Hours 3 (3 lec)

MATH 1332 Contemporary Mathematics (Quantitative Reasoning)

Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered. Graphing calculator required. Prerequisite: TSI math complete or MATH 0308 or consent of division chair. Semester Hours 3 (3 lec)

HAMG 2388 Internship-Hospitality Admin/Mgmt

Establishes a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisites: HAMG 1321, 1342, and CHEF 1305. Semester Hours 3 (16 Internship Hours)

HRPO 2301 Human Resources Management

Introduces behavioral and legal approaches to the management of human resources in organizations. Recommended completion of BMGT 1303 or BMGT 1327. Semester Hours 3 (3 lec)

HAMG 2330 Convention and Group Management and Services

Presents the essential components of successful convention and meeting planning. Semester Hours 3 (3 lec)

HAMG 2337

Identifies hospitality building systems and facilities; to include sustainability and risk management. Semester Hours 3 (3 lec)

HAMG 1340 Hospitality Legal Issues

Explores the legal and regulatory requirements that impact the hospitality industry. Topics include: Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws. Semester Hours 3 (3 lec)

ACNT 1303 Introduction to Accounting I

Introduces a study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. May not be counted toward the associate degree if taken after successful completion of ACCT 2301. Semester Hours 3 (3 lec/lab)

BMGT 2310 Financial Management

Presents examination of accounting information to support managerial decision-making processes. Topics include managerial concepts and systems, various analyses for decision making, and planning and control. Semester Hours 3 (3 lec)

HAMG 2301 Principles of Food & Beverage Operation

Introduces food and beverage management in various hospitality environments. Emphasizes cost controls from procurement to marketing to sales. Semester Hours 3 (3 lec)

HAMG 2305 Hospitality Management & Leadership

Focuses on management and leadership in the hospitality industry with an emphasis on management philosophy, policy formulation, communications, motivation and team building. Semester Hours 3 (3 lec)

ENGL 1301 Composition I

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communication, and critical analysis. Prerequisite: TSI complete in Reading and Writing or the equivalent. 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)

COMM 1307 Introduction to Mass Communication

Survey of basic content and structural elements of mass media and their functions and influences on society. Semester Hours 3 (3 lec)

SPCH 1311 Introduction to Speech Communication

Introduces basic human communication principles and theories embedded in a variety of contexts, including interpersonal, small group, and public speaking. Semester Hours 3 (3 lec)

SPCH 1315 Public Speaking

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Semester Hours 3 (3 lec)

SPCH 1321 Business & Professional Communication

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams, and technologically mediated formats. Semester Hours 3 (3 lec)

ARTS 1301 Art Appreciation

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts. Semester Hours 3 (3 lec)

ARTS 1303 Art History I (Prehistoric to the 14th Century)

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Semester Hours 3 (3 lec)

ARTS 1304 Art History II (14th Century to the Present)

A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. Semester Hours 3 (3 lec)

DRAM 1310 Theater Appreciation

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in major productions may be required. Applies as a required Humanities or Visual & Performing Arts course for all students. Semester Hours 3 (3 lec)

DRAM 2361 History of Theater I

Study of the history of the theater from primitive times through the Renaissance. Required of theatre majors; open to non-theatre majors. Semester Hours 3 (3 lec)

DRAM 2362 History of Theater II

Study of the history of the theater from the Renaissance through today. Required of theatre majors; open to non-theatre majors. Semester Hours 3 (3 lec)

HUMA 1315 Fine Arts Appreciation

This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, architecture, drama, and dance) and the ways in which they express the values of cultures and human experience. Semester Hours 3 (3 lec)

MUSI 1306 Music Appreciation

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.) Applies as a required humanities or fine arts course for all students. Semester Hours 3 (3 lec)

MUSI 1308 Music Literature I

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. Surveys music literature from Gregorian chant to the early classical period. Emphasis is on music materials and listening skills through recorded music and scores. Required for music majors and minors. Semester Hours 3 (3 lec)

MUSI 1309 Music Literature II

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. Surveys music literature from the classical period to the present. Emphasis is on music materials and listening skills through recorded music and scores. Required for music majors and minors. Semester Hours 3 (3 lec)

MUSI 1310 American Music

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music. Satisfies general humanities elective requirements. Semester Hours 3 (3 lec)

ENGL 2321 British Literature

A survey of the development of British literature from the Anglo-Saxon period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2322 British Literature I

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2323 British Literature II

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2326 American Literature

A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2327 American Literature I: Up to the Civil War

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2328 American Literature II: Civil War to the Present

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2331 World Literature

A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2332 World Literature I: Up to the 17th Century

A survey of world literature from the ancient world through the 16th century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2333 World Literature II: 17th Century to the Present

A survey of world literature from the 17th century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2341 Forms of Literature

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

FREN 2311 Intermediate French I

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: FREN 1412, three years of high school French, or consent of instructor or division chair. Students with three years of high school French are encouraged to see a French instructor prior to enrolling. Semester Hours 3 (3 lec)

GERM 2311 Intermediate German I

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: GERM 1412, three years of high school German, or consent of instructor or division chair. Students with three years of high school German are encouraged to see a German instructor prior to enrolling. Semester Hours 3 (3 lec)

HUMA 1301 Introduction to Humanities I

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. Team taught by faculty from diverse departments as a colloquium (academic seminar led by a different lecturer and on a different topic at each session). Works may include studies, journals, novels, poems, treatises, graphic novels, films, plays, paintings, musical compositions, etc. Semester Hours 3 (3 lec)

HUMA 1302 Introduction to Humanities II

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. Team taught by faculty from diverse departments as a colloquium (academic seminar led by a different lecturer and on a different topic at each session). Works may include studies, journals, novels, poems, treatises, graphic novel films, plays, paintings, musical compositions, etc. Semester Hours 3 (3 lec)

PHIL 1301 Introduction to Philosophy

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. Semester Hours 3 (3 lec)

PHIL 1304 Introduction to World Religions

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam. Semester hours 3

PHIL 2306 Introduction to Ethics

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. Semester Hours 3 (3 lec)

SPAN 2311 Intermediate Spanish I

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis is on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 1412, three years of high school Spanish, or consent of instructor or division chair. Students with three years of high school Spanish are encouraged to see a Spanish instructor prior to enrolling. Semester Hours 3 (3 lec)

SGNL 2301 Intermediate ASL I

Review and application of conversational skills in American Sign Language and interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore. Prerequisite: SGNL 1402 with a grade of C or better or consent of the program director. Semester Hours 3 (3 lec)

ANTH 2351 Cultural Anthropology

The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline. Prerequisite: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 3 (3 Lec)

CRIJ 1301 Introduction to Criminal Justice

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes, and an overview of the criminal justice system, including law enforcement and court procedures. Semester Hours 3 (3 lec)

ECON 2301 Principles of Macroeconomics

Analyzes the economy as a whole including measurement and determination of aggregate demand and aggregate supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, fiscal policy and monetary policy. Prerequisite: Must have passed the TSI Assessment or be concurrently enrolled in INRW 0402. Semester Hours 3 (3 lec)

ECON 2302 Principles of Microeconomics

Analyzes the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. Prerequisite: Must have passed the TSI Assessment or be concurrently enrolled in INRW 0402. Semester Hours 3 (3 lec)

ENGR 2308 Engineering Economics

Methods used for determining the comparative financial desirability of engineering alternatives. Provides the student with the basic tools required to analyze engineering alternatives in terms of their worth and cost, an essential element of engineering practice. The student is introduced to the concept of the time value of money and the methodology of basic engineering economy techniques. The course will address some aspects of sustainability and will provide the student with the background to enable them to pass the Engineering Economy portion of the Fundamentals of Engineering exam. Prerequisite: MATH 2413 with a grade of C or better. Semester Hours 3 (3 lec)

PSYC 2301 General Psychology

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. NOTE: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 3 (3 lec)

SOCI 1301 Introduction to Sociology

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. Semester Hours 3 (3 lec)

SOCI 1306 Social Problems

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems. Semester Hours 3 (3 lec)

SOCI 2326 Social Psychology

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Cross-listed as PSYC 2319. NOTE: Credit will not be given for both PSYC 2319 and SOCI 2326. Prerequisite: PSYC 2301 or SOCI 1301. Semester Hours 3 (3 lec)

SOCW 2361 Introduction to Social Work

An overview of the history and development of social work as a profession. The course is designed to foster a philosophical, historical, and critical understanding of the social work profession, including social work values, ethics, and areas of practice utilized under a Generalist Intervention Model. Semester Hours 3 (3 lec)
