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## HOSPITALITY MANAGEMENT

### **HFT 1000, Introduction to Hotel-Restaurant Management Introduction to Hotel-Restaurant Management** **3 hrs., 3 crs.,**

(Offered fall and spring). An introduction to the hotel-motel-restaurant business, departments, industry's responsibilities, business ethics, and opportunities for creative employment.

### **HFT 1210, Leadership and Managerial Development Leadership and Managerial Development** **3 hrs., 3 crs.,**

(Offered spring). Explore and discuss various managerial styles and techniques as applied to planning, organization, staffing, directing, and controlling within hospitality business concepts. Basic skills and training to develop and understand examples of effective leadership qualities to motivate and improve staff performance, coaching, and working efficiently with peers, superiors, and subordinates.

### **HFT 1254, Lodging Operations Lodging Operations** **3 hrs., 3 crs.,**

(Offered fall). This course introduces students to guest service operations and is designed for students interested in managing hotels, motels, resorts, and other related lodging businesses. The course provides students with practical knowledge of the concepts and procedures used in managing commercial lodging operations. Students are introduced to the rooming and guest service functions. The course includes the theories and principles of guest service management used in the lodging industry. The course gives students the opportunity to develop human relations and customer service skills. Operation of the various functions of the rooming department of a lodging operation are covered.

### **HFT 1300, Managing Housekeeping Operations Managing Housekeeping Operations** **3 hrs., 3 crs.,**

Systemic approach to managing housekeeping operations in hospitality industry. Emphasis on role of housekeeping department and understanding managerial skills necessary to efficiently operate department.

### **HFT 1313, Hospitality Property Management Hospitality Property Management** **3 hrs., 3 crs.,**

(Offered spring). Overview of hospitality property management functions, including maintenance, utilities, security, parking, and recreation facilities.

### **HFT 1600, Hospitality Law Hospitality Law** **3 hrs., 3 crs.,**

(Offered fall). A study of the laws impacting the hospitality industry. Topics include an introduction to law, court systems, civil rights law, employment law, contracts, torts, regulations governing the sale of food and alcohol, responsibility for guests' property, and legal rights of innkeepers and restaurateurs.

### **HFT 1860, Beverage Management Beverage Management** **3 hrs., 3 crs.,**

(Offered spring). A study of the three categories of alcoholic beverages: wine, beer, and spirits. Provides a strong foundation in beverage purchasing, receiving, storing, control, and sales needed by the professional beverage manager.

### **HFT 2264C, Banquet and Convention Management Banquet and Convention Management** **6 hrs., 3 crs.,**

(Offered fall). Prerequisites: FOS2201, FSS1063C, FSS1202C. Corequisite: FSS2240L. Introduction to the complete set of skills necessary to adequately perform as a hotel banquet manager and convention planner. Actual functions will be used to reinforce the general rules of table service as they apply to buffets and banquets.

### **HFT 2401, Hospitality Accounting and Financial Analysis Hospitality Accounting and Financial Analysis** **3 hrs., 3 crs.,**

(Offered fall). Basic understanding of financial accounting and specifically hospitality industry accounting concepts and procedures used in hotels, restaurants and clubs.

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**HFT 2451, Cost Control and Purchasing Cost Control and Purchasing****3 hrs., 3 crs.,**

(Offered spring). This course is an overview of the management system with an in-depth study in the control component of the management cycle. It will focus on the principles and procedures involved in an effective system of food, beverage, labor, and sales income control, as well as emphasize the development and use of standards and the calculation of actual costs.

**HFT 2501, Hospitality Marketing Hospitality Marketing****3 hrs., 3 crs.,**

(Offered fall). Provides students with basic knowledge and practical experience which will enable them to develop marketing and sales plans for hotel/motel/restaurant properties.

**HFT 2750, Convention Service and Management Convention Service and Management****3 hrs., 3 crs.,**

(Offered fall). Prerequisite: HFT1000. Introduces students to the complete set of skills necessary to adequately perform as a hotel banquet manager and convention planner. Actual events will be used to reinforce the general rules of table service, booking functions, staffing banquets/conventions, and responsibilities of a host venue as they apply to buffets and banquets. Prepares students in trade show administration, meeting management and legal issues associated with banquets and conventions.

**HFT 2840C, Dining Room Operations Dining Room Operations****8 hrs., 3 crs.,**

(Offered spring). Prerequisites: FOS2201, FSS1063C, FSS1202C, FSS2240L, FSS2380, FSS2381, HFT2264C. Corequisite: FSS2224L. Types of dining room and beverage service techniques found in the hospitality industry.

**HFT 2867C, Wine Essentials Wine Essentials****3 hrs., 3 crs.,**

\$63.00 lab fee Minimum age of 18 years. This course is an introduction to the subject of wine for hospitality industry managers. Topics include the history of wine, winemaking, wine producing regions of the world, grape and wine varieties, wine tasting, wine and food pairing, and wine service. Classes include wine tasting labs that focus on developing sensory evaluation skills, and varietal identification.

**HFT 2949, COOP/Work Experience/Hospitality COOP/Work Experience/Hospitality****1 hr., 1 cr.,**

1-3 crs. Cooperative Education courses may be taken toward completion of most of the Associate in Arts and Associate in Science degree programs. A maximum of six credit hours may be used in meeting the A.A. degree requirements. Prerequisite: Minimum of 2.0 GPA, meet with the co-op coordinator, and availability of co-op work experience slot. Supervised, practical work experience that seeks to combine theories and apply practical skills to projects in the student's major field of study. Requirements include online weekly, mid-term, and end-of-term reflection assignments.

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