

# HOSPITALITY & RESTAURANT MANAGEMENT (HRM)

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## HRM 51 Introduction to Hospitality

**3 Units** (Degree Applicable, CSU, C-ID #: HOSP 100)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Overview of structure and financial performance of hospitality industry; food and lodging, resorts, tourism enterprises, attractions and related operations. Focus on orientation to customer service, cultural and economic trends, and career opportunities.

## HRM 52 Food Safety and Sanitation

**2 Units** (Degree Applicable, CSU, C-ID #: HOSP 110)

Lecture: 36

Prerequisite: Eligibility for ENGL 68

Sanitation practices affecting individual and commercial food service operations. Prevention and control of foodborne illnesses through flow of food and Hazard Analysis Critical Control Point (HACCP) management. Also includes study of worker safety. Students will take a nationally recognized Food Safety Manager Certification exam as part of this course.

## HRM 56 Hospitality Supervision

**3 Units** (Degree Applicable, CSU, C-ID #: HOSP 170 X)

Lecture: 54

Human resource management procedures and skills needed to hire, train, and manage employees in the hospitality industry. Role, responsibilities, and legal issues related to supervision. Application of management techniques including: effective communication, recruitment, selection, training, coaching, team building, performance evaluation, discipline, and conflict management.

## HRM 57 Hospitality Cost Control

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: HRM 51 (May have been taken previously)

Analyzing and managing food, beverage, labor, and other costs within a hospitality operation. Emphasis on problem solving, applying cost control techniques to maximize profits while managing expenses. Topics include establishing standards, cost-volume-profit analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention, and labor control.

## HRM 59 Introduction to Food and Beverage Management

**3 Units** (Degree Applicable, CSU, C-ID #: HOSP 130)

Lecture: 54

Techniques and procedures of management are explored and developed as they relate to commercial and institutional food and beverage facilities. Topics include functions of management, marketing, menu development, effective cost controls in purchasing, labor and service techniques.

## HRM 61 Menu Planning

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: HRM 51

Menu development, design, and analysis. Emphasis on demographics and market research, facility assessment, costing, pricing, menu analysis, menu design, and layout. Includes a practical concept-to-creation capstone project.

## HRM 62 Event Planning and Catering

**3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: HRM 52

Event planning and catering with an emphasis on the business and culinary aspects of catering. Includes event types, revenue-cost analysis, menu pricing, staff coordination, organizing logistical components, client negotiation and contracts, contracting vendors, conflict resolutions, and marketing. On-campus catering events are required for the lab. Duties may include setting tables, preparing food, serving food, building buffet stations, cleaning, and setting up and breaking down of events.

## HRM 64 Hospitality Financial Accounting

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: BUSA 11 or Eligibility for MATH 50

Financial accounting specific to hospitality businesses. Emphasis on: bookkeeping, financial statements development and analysis, and tailoring the Uniform System of Accounting to hotels, restaurants, clubs, and other food service operations.

## HRM 66 Hospitality Law

**3 Units** (Degree Applicable, CSU, C-ID #: HOSP 150)

Lecture: 54

Prerequisite: HRM 51

Legal relationship and considerations of hotel, restaurant, travel, and tourism operations. Field trip required.

## HRM 70 Introduction to Lodging

**3 Units** (Degree Applicable, CSU, C-ID #: HOSP 140)

Lecture: 54

Introduction to the operating system and components of a hotel-resort facility, which includes front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human resource management, and information systems. Independent field trips required for this course.

## HRM 72 Hospitality Purchasing and Procurement

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Policies, procedures, controls, and their implementation in purchasing merchandise and supplies for the hospitality industry including equipment, service ware, furniture, fixtures, contract services, and food and beverage supplies. The focus of this course is on optimal procurement, purchasing, and selection policies and procedures for the hospitality industry.

**HRM 74 Introduction to Tourism**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Introductory study of travel and tourism management, its principles, practices, philosophies, and systems. Examination of tourism as a developing industry including its travel modes, organizations, laws, and environmental, and socio-economic impact.

**HRM 91 Hospitality Work Experience**

**1-4 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lab: 60-300

Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog

Provides students with actual on-the-job experience in an approved worksite which is related to classroom-based learning. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. Work experience placement is not guaranteed, but assistance is provided by faculty.