

HOTEL & RESTAURANT MANAGEMENT

The hospitality industry continues to be one of the fastest growing in the state. By 2006, the World Travel and Tourism Council projects that the hospitality/travel/tourism industry will have grown to be the world's largest, generating \$7 quadrillion and employing 11 percent of the world's workforce. There is an immense need for knowledgeable managers who can master today's and tomorrow's technology--and across-the-board need being driven by major hotel and restaurant chains as well as privately owned hotels, clubs, and restaurants.

Career Opportunities

A.S./Certificate Level

| | |
|--|-----------------------|
| Baker | Line Cook |
| Restaurant Manager | Hotel Manager Trainee |
| Food Service Manager Trainee | |
| Commercial-Recreation Management Trainee | |

B.S. Level

| | |
|---------------------|--------------------------|
| Instructor | Club Manager |
| Hotel Sales Manager | Restaurant Manager/Owner |

Faculty

Full-Time

Frank Haywood

Part-Time

Abdallah Al-Sadek
Dirk Boon
Martin Finfrock
Richard Harnden
Jon Lodi
Henri Patey
Gaye Warren

Culinary Arts

Associate in Science Degree

Certificate of Achievement

This program prepares students for entry-level positions as a culinarian, baker, or foodservice manager trainee. In these positions, employees are required to prepare menus, requisition supplies, supervise equipment, maintain varied records, and coordinate data with accountants and others in the organization.

Upon completion of the following classes, students will receive a Certificate of Achievement from the Ventura County Community College District.

To receive the A.S. Degree, students must also complete General Educational requirements. It is recommended that students make an appointment with a counselor to complete an educational plan.

| Required Courses: | | Units |
|-------------------|-----------------------------|-------|
| HRM R100 | Introduction to Hospitality | 2 |
| HRM R102A | Quantity Food Preparation | 7 |
| HRM R102B | Food Preparation Management | 4 |
| HRM R103A | Baking Techniques | 6 |
| HRM R104 | Sanitation | 3 |
| HRM R105 | Gourmet/Garde Manger | 4 |
| HRM R107 | Dining Room Service | 3½ |
| HRM R109 | Management by Menu | 3 |

Total Required Units for VCCCD Certificate 32½

Students who wish to work toward certification from the *American Culinary Federation Educational Institute (ACFEI)* must complete the following classes also:

| | | |
|----------|-------------------------------|----|
| HRM R106 | Nutrition in Food Service | 2 |
| HRM R111 | Food Purchasing and Receiving | 3½ |
| HRM R113 | Bar and Beverage Management | 3 |
| HRM R114 | Hospitality Supervision | 3 |

Total Required Units for VCCCD and ACFEI Certificates 44

Recommended Elective Courses:

| | | |
|-----------|----------------------|---|
| HRM R102I | Food Theory | 3 |
| BUS R030 | Business Mathematics | 3 |

Restaurant Management

Associate in Science Degree

Certificate of Achievement

This program prepares students to obtain employment in the restaurant management field as foodservice unit managers, multi-unit managers, corporate executives, or corporate trainers. Career opportunities for trained personnel are almost limitless.

Upon completion of the following classes, students will receive a Certificate of Achievement from Ventura County Community College District.

To receive the A.S. Degree, students must also complete General Educational requirements. It is recommended that students make an appointment with a counselor to complete an educational plan.

Required Courses:

| Required Courses: | | Units |
|-------------------|--------------------------------|-------|
| CIS R020A | Introduction to Microcomputers | 2 |
| HRM R100 | Introduction to Hospitality | 2 |
| HRM R102A | Quantity Food Preparation | 7 |
| HRM R102B | Food Preparation Management | 4 |
| HRM R104 | Sanitation | 3 |
| HRM R108 | Facilities and Equipment | 3 |
| HRM R110 | Food and Beverage Cost Control | 3 |
| HRM R114 | Hospitality Supervision | 3 |
| HRM R115 | Hospitality Marketing | 3 |

Take a minimum of two (2) classes from the following:

| | | |
|-----------|-------------------------------|----|
| HRM R102B | Food Preparation Management | 4 |
| HRM R107 | Dining Room Service | 3½ |
| HRM R109 | Management by Menu | 3 |
| HRM R111 | Food Purchasing and Receiving | 3½ |
| HRM R112 | Food and Beverage Management | 3 |

Total Required Units 36 - 37.5

Recommended Electives:

| | | |
|-----------|--|---|
| BUS R030 | Business Mathematics | 3 |
| HRM R106 | Nutrition in Food Service | 2 |
| HRM R108 | Facilities and Equipment | 3 |
| HRM R116A | Hospitality Accounting I | 3 |
| HRM R119 | Hospitality Law | 3 |
| HRM R122 | Hospitality Human Resources Management | 3 |

◆ Hotel Management

Associate in Science Degree Certificate of Achievement

This program prepares students for hospitality management positions at the entry- or mid-level. The curriculum gives students a thorough understanding of management principles and the operation of every department.

Upon completion of the following courses, students will receive a Certificate of Achievement from Ventura County Community College District.

To receive the A.S. Degree, students must also complete General Educational requirements. It is recommended that students make an appointment with a counselor to complete an educational plan.

Required Courses: Units

| | | |
|-----------------------------|--|-----------|
| CIS R020A | Introduction to Microcomputers | 2 |
| HRM R100 | Introduction to Hospitality | 2 |
| HRM R108 | Facilities and Equipment | 3 |
| HRM R112 | Food and Beverage Management | 3 |
| HRM R114 | Hospitality Supervision | 3 |
| HRM R115 | Hospitality Marketing | 3 |
| HRM R116A | Hospitality Accounting I | 3 |
| HRM R117 | Front Office Procedures | 3 |
| HRM R118 | Housekeeping Management | 2 |
| HRM R119 | Hospitality Law | 3 |
| HRM R120 | Facilities Management | 3 |
| HRM R121 | International Hotel Management | 3 |
| HRM R122 | Hospitality Human Resources Management | 3 |
| Total Required Units | | 36 |

Recommended Electives:

| | | |
|-----------|--------------------------------|----|
| BUS R030 | Business Mathematics | 3 |
| HRM R102A | Quantity Food Preparation | 7 |
| HRM R104 | Sanitation | 3 |
| HRM R107 | Dining Room Service | 3½ |
| HRM R110 | Food and Beverage Cost Control | 3 |
| HRM R116B | Hospitality Accounting II | 3 |
| HRM R190 | Internship in HRM | 3 |

Hotel & Restaurant Management Courses

HRM R001—Introduction to Food Service 3 units

1 hour lecture, 6 hours lab weekly

Students will learn basic cooking skills that can be applied in any type or level of food service operation. Emphasis is placed on understanding how to cook rather than simply presenting a set of unrelated recipes. Students will get hands-on experience preparing and presenting food for various campus activities as well as lab assignments to local food service establishments. Field trips may be required. Course may be taken two times. (2)

HRM R098—Short Courses in Hotel & Restaurant Management ½-10 units

Lecture and/or lab hours as required by unit formula

Specialized workshops designed to train or update workers in hotel and restaurant field. Content of courses designed specifically for participants. Total workshop credit limited to 10 units. (2)

HRM R100—Introduction to Hospitality 2 units

2 hours lecture weekly

Overview of the hospitality industry, its history and interrelationships of hotel, restaurant, travel, and leisure industries. Economic and social influences of leisure. Emphasis on attitude required of a person seeking a position in the industry. Required course for ACEFI, AHMAEI, and EFNRA. (2)

Transfer credit: CSU

HRM R102A—Quantity Food Preparation 7 units

Prerequisites: Negative TB test.

Advisory: HRM R100.

3 hours lecture, 12 hours lab weekly

Study and laboratory experience of quantity food preparation (i.e. school cafeteria); introduction and application of principles and procedures of basic food preparation, emphasis on equipment, tools and the proper utilization of time and use of leftovers. Student lab hours will be assigned at a two-hour orientation meeting before the beginning of the semester. Required course for ACEFI and EFNRA. (2)

Transfer credit: CSU

HRM R102B—Food Preparation Management 4 units

Prerequisites: HRM R102A and negative TB test.

2 hours lecture, 6 hours lab weekly

Advanced study and laboratory experience of food preparation management. Application of advanced preparation, kitchen organization and supervision of food service workers emphasizing high production standards, recipe standardization, portion control, and food service sanitation. Students will receive experience in food service operations management. Field trips may be required. (2)

Transfer credit: CSU

HRM R102E—HRM Foods Lab 2 units

Prerequisites: Negative TB test.

Advisory: HRM R102A.

6 hours lab weekly

Supervised practice in the college-operated cafeteria and HRM kitchen. Food preparation in range, pantry, bakery and short order. Kitchen maintenance and care stressed. Course may be taken four times. (1)

Transfer credit: CSU

HRM R102G—Catering 4 units

Prerequisites: HRM R100, HRM R102A; negative TB test.

2 hours lecture, 6 hours lab weekly

Advanced learning and laboratory experience of performing the activities of supplying food, beverage, and organized food related services for social or special functions. Course includes on-premise and off-premise catering. (2)

Transfer credit: CSU

HRM R102I—Food Theory 3 units

Prerequisites: HRM R100, HRM R102A, HRM R102B.

2 hours lecture, 3 hours lab weekly

Course offers an in-depth study of food in relation to principles and techniques of food production. Emphasis is not only on control of reactions of chemical and physical properties of food when subjected to environmental conditions (i.e. heat, cold, air, and additives) but also on rudimentary procedures of food safety and food composition in relation to nutrition. (2)

Transfer credit: CSU

HRM R103A—Baking Techniques 6 units

Prerequisites: HRM R100, HRM R102A, and negative TB test.

3 hours lecture, 9 hours lab weekly

Course provides instruction in the preparation and/or use of pastries, pies, fillings, milk, starches, and leavening agents. Rations and chemical reactions of ingredients are also stressed, as well as the effects of heat and refrigeration on products. Breads, rolls, Danish pastries, and puff pastries are demonstrated and practiced. After instruction, students calculate food cost and mark-up for retail sales of products. Required course for ACEFI. (2)

Transfer credit: CSU

HRM R103B—Advanced Baking 4 units

Prerequisites: HRM R103A or equivalent.

2 hours lecture, 6 hours lab weekly

Course provides instruction in methods and procedures of convenience and retail baking used in both hotels and restaurants, as well as retail bakeries. Advanced level skills in baking are taught. (2)

Transfer credit: CSU

HRM R104—Sanitation **3 units***3 hours lecture weekly*

Course covers the principles of food microbiology, important food-borne diseases, standards that are enforced by regulatory agencies, and applied measures for the prevention of foodborne diseases and other microbiological problems. Describes the Hazard Analysis Critical Control Point (HACCP) system. Hazards, standards, and corrective actions are presented for important operations (i.e. cooking, cooling, hot holding, and reheating) that are critical control points for food safety. Covers current and valuable topics such as dealing with employees testing HIV positive; controlling pathogens that cause foodborne illness; and employee hazard communication programs. Required course for ACEFI and EFNRA. (2)

*Transfer credit: CSU***HRM R104B—Serving Safe Food** **½ unit***½ hour lecture weekly*

This course is designed to provide the food service professional meaningful training in food safety. Certification of competency is provided when the student successfully completes the training and the final exam. Course may be taken four times. (1)

*Transfer credit: CSU***HRM R105—Gourmet/Garde Manger** **4 units***Prerequisites: HRM R102A, HRM R102B and negative TB test.**2 hours lecture, 6 hours lab weekly*

Develops special techniques and skills in quality saute and flambe cooking. Covers entree cooking and specialty food items, cooking with wine and herbs, exotic salads. Modern trends of garde manger (the art of decorating food for eye appeal) presentations showing the changing environment, updated concepts, and new ideas. Course may be taken two times. (2)

*Transfer credit: CSU***HRM R106—Nutrition in Food Service** **2 units***Prerequisites: HRM R100, HRM R102A.**2 hours lecture weekly*

Course focuses on nutrition as it relates to personal health, foods and food preparation, menu planning and recipe modification, and marketing of food products for use in hotels, restaurants, and institutions. Required course for ACEFI and EFNRA. (2)

*Transfer credit: CSU***HRM R107—Dining Room Service** **3½ units***Prerequisites: HRM R100, HRM R102A.**2 hours lecture, 4½ hours lab weekly*

Course provides proper methods of service in all types of eating establishments, from "mom and pop" operations to haute cuisine restaurants. A comprehensive presentation of what is needed to provide excellent service. Course may be taken two times. (2)

*Transfer credit: CSU***HRM R108—Facilities and Equipment** **3 units***Prerequisites: HRM R100, HRM R102A.**3 hours lecture weekly*

Course looks at the steady growth of the foodservice industry combined with the need to control costs through more efficient facilities. Students will study the task of designing foodservice facilities step by step, from developing the initial concept to planning the project. Principles of design (the process itself, financing, construction, equipment, and final inspections) are covered in depth. Required course for EFNRA and AHMAEI. (2)

*Transfer credit: CSU***HRM R109—Management by Menu** **3 units***Prerequisites: HRM R102A.**3 hours lecture weekly*

Course studies the menu as the central theme that controls or influences most foodservice functions. Examines basic principles of menu making, including all phases of menu planning, for today's trends. Ways to control costs and create interesting menus for different types of establishments in the hospitality industry are studied. Required course for ACEFI and EFNRA. (2)

*Transfer credit: CSU***HRM R110—Food & Beverage Cost Control** **3 units***3 hours lecture weekly*

This course assists students in developing crucial financial management skills through key terms and concepts as well as procedures for analyzing cost/volume/profit, determining costs, and using costs to monitor labor, food service and beverage operations. Field trips may be required. (2)

*Transfer credit: CSU***HRM R111—Food Purchasing and Receiving** **3½ units***Prerequisites: HRM R100, HRM R102A.**Corequisites: HRM R102B.**3 hours lecture, 1½ hours lab weekly*

Course provides training in duties and functions of the professional food buyer; basic information on sources, grades, and standards for selecting food items stressing points on specifications; receiving, storing and issuing procedures. Students learn the principles and practices concerned with the purchasing and receiving of food, supplies, and equipment for various food service operations. Lab assignments include experience working with computerized food purchasing systems. Required course for ACEFI and EFNRA. (2)

*Transfer credit: CSU***HRM R112—Food and Beverage Management** **3 units***Prerequisites: HRM R100.**3 hours lecture weekly*

This course gives students the foundation needed to make smart decisions in commercial and institutional food and beverage operations. Information concerning the latest operational trends is presented. Case studies developed by industry professionals give students practice solving problems like those experienced on the job. Internet exhibits and Web site addresses link students with valuable food and beverage resources. Field trips may be required. (2)

*Transfer credit: CSU***HRM R113—Bar and Beverage Management** **3 units***Prerequisites: HRM R100.**Advisory: HRM R102A, HRM R109.**3 hours lecture weekly*

Covers all facets of bar and beverage management, including how to balance marketing and control objectives, plan the business, select and train employees, and establish and maintain control systems. Features in-depth material on responsible alcohol service and essential information on a wide range of beverage products, including non-alcoholic drinks and wines. Required course for AHMAEI and EFNRA. (2)

*Transfer credit: CSU***HRM R114—Hospitality Supervision** **3 units***Prerequisites: HRM R100, HRM R102A.**Advisory: HRM R102B.**3 hours lecture weekly*

This course covers the concepts, theories, and principles behind good supervisory practice. Students will study communications, motivation and work climate, job descriptions, recruitment and selection, performance evaluation, employee discipline, and controlling. The legal aspects of recruitment, selection, evaluation, and discipline are thoroughly discussed. Principles of good people management are presented in terms of how they apply on the job. Required course for ACEFI, AHMAEI, and EFNRA. (2)

Transfer credit: CSU

HRM R115—Hospitality Marketing 3 units

Prerequisites: HRM R100.

Advisory: HRM R102A, BUS R132.

3 hours lecture weekly

An in-depth look at proven marketing strategies specific to hospitality services. Demonstrates how hotels, motels, and resorts can promote their unique features and compete more effectively in their market. Required course for AHMAEI and EFNRA. (2)

Transfer credit: CSU

HRM R116A—Hospitality Accounting I 3 units

Prerequisites: HRM R100.

Advisory: BUS R001 or BUS R101A.

3 hours lecture weekly

Basic introduction to accounting as it applies to the hospitality industry, focusing on the steps in the accounting cycle. Emphasizes the preparation of financial statements. Required course for AHMAEI and EFNRA. (2)

Transfer credit: CSU

HRM R116B—Hospitality Accounting II 3 units

Prerequisites: HRM R116A or equivalent.

3 hours lecture weekly

This course builds upon fundamentals of hospitality industry accounting, emphasizing interpretation of hotel financial statements, revenue and expense accounting, inventory methods, payroll, internal controls and other accounting functions unique to the needs of the hospitality industry. Required course for AHMAEI and EFNRA. (2)

Transfer credit: CSU

HRM R117—Front Office Procedures 3 units

Prerequisites: HRM R100.

3 hours lecture weekly

This course features information on today's front office computer technology, yield management, and reservation systems. Students will learn the effects of the front office on the overall operation of a hotel and will work step by step through the front office guest cycle. Outlines the role of front office management and discusses how guest concerns shape management strategies and procedures for front office tasks. Required course for AHMAEI. (2)

Transfer credit: CSU

HRM R118—Housekeeping Management 2 units

Prerequisites: HRM R100, HRM R114.

2 hours lecture weekly

Provides a thorough overview of all aspects of housekeeping management, from the big picture of maintaining a quality staff, planning, and organizing to the technical details of cleaning each area of the hotel. Shows the critical role the housekeeping department plays in maintaining guest satisfaction and explains the pressures and demands facing today's housekeeping executives. Required course for AHMAEI. (2)

Transfer credit: CSU

HRM R119—Hospitality Law 3 units

Prerequisites: HRM R100.

Advisory: BUS R111A.

3 hours lecture weekly

Explains the legal considerations of hospitality property management in straightforward, easy-to-understand terms. Explores important legislation affecting hospitality operations and helps students learn to recognize legal pitfalls before they become problems. Includes comprehensive coverage of food and beverage laws. Required course for EFNRA and AHMAEI. (2)

Transfer credit: CSU

HRM R120—Facilities Management 3 units

Prerequisites: HRM R100 and HRM R108.

Advisory: HRM R119 recommended.

3 hours lecture weekly

This course offers students everything they will need to know as operations managers to work effectively with the engineering/maintenance department. Covers all major facility systems and features special contributions from leading experts, including the most current information on telecommunication systems, lodging and food service planning and design, and renovation. Required course for AHMAEI. (2)

Transfer credit: CSU

HRM R121—International Hotel Management 3 units

3 hours lecture weekly

This course introduces students to the unique challenges and opportunities in managing hotels in the rapidly changing global arena. The course features extensive coverage of cultural diversity issues, strategies for attracting guests from around the world and meeting their unique needs. Material covered includes profiles of major international chains and advertising campaigns. Field trips may be required. (2)

Transfer credit: CSU

HRM R122—Hospitality Human Resources Management 3 units

3 hours lecture weekly

This course prepares students to manage vital human resource issues that affect the hospitality industry. The class targets turnover rate and retention, recruitment, key employment law and applications, unions and collective bargaining in the industry, and connects the students with real-world hospitality experiences. Field trips may be required. (2)

Transfer credit: CSU

HRM R190—Internship in HRM 3 units

Prerequisites: Completion of a total of 18 units of HRM courses to include HRM R100 and HRM R117.

9 hours lab weekly

Provides supervised work experience and gives hands-on training in hotels and/or restaurants. Students learn about different departments in the establishment(s). Required course for AHMAEI. (2)

Transfer credit: CSU