



2009-2010
Career and Technical
Programs

Culinary Arts
and Hospitality
Management
(541) 463-3503

Two-Year Associate
of Applied Science
Degree

One-Year of
Certificate of
Completion,
Food Service
Management

Career Pathway
Certificate of
Completion,
Restaurant
Ownership

Hospitality Management

Purpose The Hospitality Management curriculum focuses on the management aspects of today's exciting hospitality industry: lodging, meeting and convention management, food and beverage, travel and tourism, and recreation and leisure. Upon graduation, enter the hospitality industry working in such areas as hotel operations, inn keeping, convention and visitor associations, restaurant management or ownership, and travel and tourism organizations.

Learning Outcomes The graduate, depending on area of concentration, will:

- understand broad hospitality and food service concepts.
- be knowledgeable of the travel and tourism industry and the operation of hospitality services.
- become familiar with front desk operations including reservations, room assignments, management statistical reports, and handling financial operations.
- become acquainted with the hospitality industry through field trips to local motels, hotels, and convention centers.
- access library, computer, and communications services and obtain information and data from regional, national, and international networks.
- perform mathematical functions related to hospitality operations.
- operate equipment used in the industry—including point of sales systems, computers, and computer software.
- manage conferences, specials events, and trade shows.
- become knowledgeable of the various elements involved in restaurant management and ownership.
- supervise housekeeping operations.
- manage property in hospitality operations and resorts.
- develop strong customer service skills and practices.
- demonstrate strong communications, problem-solving, and human relations skills.

Employment Trends Statewide, 194 annual openings for hotel, motel, and resort desk clerks are projected in Oregon, and 8 openings are projected annually in Lane County; statewide, 27 annual openings for tour guides and escorts are projected in Oregon, and 7 opening is projected annually in Lane County; statewide, 5 annual openings for concierges are projected in Oregon, and 1 opening is projected annually in Lane County; and statewide, 26 annual openings for lodging managers are projected in Oregon, and 1 opening is projected annually in Lane County; statewide, 17 annual openings for meeting and convention planners are projected in Oregon, and one opening is projected annually in Lane County.

Wages Hotel, motel, and resort desk clerks range from \$9.29 an hour in Lane County to \$9.65 an hour statewide, with an average annual salary of \$20,082; tour guides and escorts range from \$9.88 an hour in Lane County to \$11.68 and hour statewide, with an average annual salary of \$24,294; concierges average hourly pay is \$14.26 an hour statewide with an average annual salary of \$29,661; lodging managers range from \$21.32 an hour statewide to \$23.96 an hour in Lane County with an average annual salary of \$44,346; and meeting and convention planners range from \$16.00 an hour in Lane County to \$17.81 an hour statewide with an average annual salary of \$37,158.

Costs in Addition to Tuition (2-year program estimate)*

Books and Fees \$950

* Subject to change without notice.

Hospitality Management

Licensing or Other Certification Exams Required Students completing certain classes that comply with the American Hotel and Lodging Association (AHLA) or National Restaurant Association Education Foundation (NRAEF) will receive Certificates of Completion from these recognized organizations.

Prerequisites Must be a credit-level student. Students are strongly advised to enter fall term.

Admission Deadline Student applications are reviewed monthly. Steps to be completed for entry into the Hospitality Management program include the following:

- Complete an admission form (https://exp.lanecc.edu/pls/lanec/bwskalog.P_DisplLoginNon) and receive your "L" number. Contact Enrollment and Student Financial Services at 463-3100 for admission information.
- Complete college placement tests with the following minimum scores: writing-64, reading-68 and readiness for MTH 025 – taking Math Placement Test Parts A, B and C – 7 out of 10 in each part, and attach copies of test score sheets to application. Students with prior college credit may attach a copy of transcript(s). Math must be current within one year or a placement test will need to be taken.
- Complete an application for admission to the Hospitality Management program. Including questionnaire, available from the Culinary and Hospitality office or online at lanecc.edu/culinary.
- Submit Hospitality Management program application to the Culinary Arts and Hospitality Management office.

Criteria Used for Admission Students are selected based on application to the program.

Cooperative Education (Co-op) Students may earn credit for on-the-job work experience related to their educational and career goals. Through Co-op, a student can develop and practice skills, expand career knowledge, and make contacts for future employment. For more information, contact Joe McCully, Hospitality Cooperative Education Coordinator, Bldg. 19, Rm. 210, (541) 463-3516.

Program Advisor Betty Svarverud, (541) 463-5378

Program Counselor Carolyn Litty, (541) 463-5236

Program Contact Denise Elder, (541) 463-3503

Note All HRTM and CA numbered courses required for this program must be taken for a grade, not pass/no pass, and must be passed with a grade of "C-" or better.

Two-Year Associate of Applied Science Degree

First Year	Fall
CG 203 Human Relations at Work ^H	3
HRTM 105 Restaurant Operations ^{D,G}	3
HRTM 106 Introduction to Hospitality Management ^{D,G}	3
HRTM 225 Hospitality Management Lab ^{D,G}	2
Program Elective ^{D,G}	2-3
MTH 025 Basic Math Applications ^{*,D,M}	3
Total Credits	16-17

CS 120 Concepts of Computing: Information Processing ^S	4
HRTM 110 Hospitality Sales and Marketing ^{D,G}	3
HRTM 120 Communications and Guest Relations ^{D,G}	3
HRTM 225 Hospitality Management Lab ^{D,G}	2
MTH 052 Math for Introductory Physical Science ^{*,S}	4
Total Credits	16

Spring	
CA 159 Kitchen Operations ^{D,G}	3
HRTM 130 Hospitality Information Systems ^{D,G}	3
HRTM 140 Security in the Hospitality Industry ^{D,G}	3
HRTM 225 Hospitality Management Lab ^{D,G}	2
BT 165 Introduction to Accounting Cycle.....	4
WR 115W Introduction to College Writing: Workplace Emphasis ^{*,D,W}	3
Total Credits	18

Summer	
HRTM 280 Co-op Ed: Hospitality Management ^{D,G}	7
Total Credits	7

Second Year	
HRTM 230 Hotel Operations 1 ^{D,G}	3
HRTM 260 Supervision in the Hospitality Industry ^{D,G}	3
HRTM 265 Hospitality Financials 1 ^{D,G}	3
HRTM 279 Buffet and Banquet Planning ^{D,G}	2
Program Elective ^{D,G}	2-3
Total Credits	13-14

Winter	
HRTM 231 Hotel Operations 2 ^{*,D,G}	3
HRTM 275 Hospitality Financials 2 ^{*,D,G}	3
HRTM 279 Buffet and Banquet Planning ^{D,G}	2
Program Elective ^{D,G}	2-3
Arts and Letters requirement ^R	3
Total Credits	13-14

Spring	
HE 252 First Aid ^{D,P}	3
HRTM 279 Buffet and Banquet Planning ^{D,G}	2
HRTM 290 Hospitality Leadership ^{*,D,G}	4
Program Elective ^{D,G}	3
Total Credits	12

Hospitality Management

Food Service Management

One-Year Certificate of Completion

	Fall
Choice of:	3
HRTM 105 Restaurant Operations ^{D,G}	
HRTM 106 Introduction to Hospitality Management ^{D,G}	
CA 175 Foodservice Safety and Sanitation ^{D,G}	2
MTH 25 Basic Math Applications ^{*D,M}	3
HRTM 265 Hospitality Financials 1 ^{D,G}	3
HRTM 260 Supervision in the Hospitality Industry ^{D,G}	3
CG 203 Human Relations at Work ^H	3
Total Credits	17

	Winter
HRTM 120 Communications and Guest Relations ^{D,G}	3
HRTM 275 Hospitality Financials 2 ^{*D,G}	3
FN 105 Nutrition for Foodservice Professionals ^{D,G}	3
WR 115W Introduction to College Writing ^{*D,W}	3
HRTM 110 Hospitality Sales and Marketing ^{D,G}	3
HRTM 280 Co-op Ed: Hospitality Management ^{D,G} or	
HRTM 225 Hospitality Management Lab ^{D,G}	2-3
Total Credits	17-8

	Spring
CA 159 Kitchen Operations ^{D,G}	3
CA 200 Restaurant and Menu Management ^{D,G}	3
HRTM 286 Fundamentals of Wine, Beer and Spirits ^{D,G}	3
HRTM 130 Hospitality Information Systems ^{D,G}	3
HRTM 290 Hospitality Leadership ^{*D,G}	4
Total Credits	18

Elective Offerings:

HRTM 150 At Your Service	2
HRTM 109 Principles of Meeting and Convention Management ^{D,G}	3
HRTM 286 Fundamentals of Wine, Beer and Spirits ^{D,G}	3
HRTM 104 Introduction to Travel and Tourism ^{D,G}	3
CA 130 Oregon Wine Country ^{D,G}	2
CA 110 Guest Chef Series ^{D,G}	2
CA 175 Food Safety and Sanitation ^{D,G}	2
HRTM 281 Restaurant Ownership ^{D,G}	3
CA 200 Restaurant and Menu Management ^{D,G}	3
GEOG 201 World Regional Geography	3

Restaurant Ownership

Career Pathway Certificate of Completion

	Fall
CA 175 Foodservice Safety and Sanitation ^{D,G}	2
MTH 25 Basic Math Applications ^{*D,M}	3
HRTM 265 Hospitality Financials 1 ^{D,G}	3
HRTM 260 Supervision in the Hospitality Industry ^{D,G}	3
Total Credits	11

	Winter
HRTM 275 Hospitality Financials 2 ^{D,G}	3
HRTM 120 Communications and Guest Relations ^{D,G}	3
Program Elective ^{D,G}	2-3
Total Credits	8-9

	Spring
CA 159 Kitchen Operations ^{D,G}	3
CA 200 Restaurant and Menu Management ^{D,G}	3
HRTM 281 Restaurant Ownership ^{D,G}	3
HRTM 286 Fundamentals of Wine, Spirits and Beer ^{D,G}	3
HRTM 130 Hospitality Information Systems ^{D,G}	3
Total Credits	15

Check current class schedule for terms offered or go to: lanecc.edu/culinary/culinary adventuring.

Students may take Cooperative Education in any term approved by the coordinator.

Cooperative Education can be substituted for one term of HRTM 225 Hospitality Management Lab.

Students interested in transferring to a four-year institution should:

1. Complete WR 122 and WR 123 to fulfill the Arts and Letters requirements for the AAS.
2. Add MTH 111 and MTH 112 courses

Standard footnotes:

- * Prerequisite required
- A Meets Arts/Letters requirement
- B Must be passed with grade of "B-" or better to use as a prerequisite
- D Degree or certificate requirement; must be passed with grade of "C-" or better
- G Must be taken for a grade, not P/NP; major requirement

- H Meets Human Relations/Social Science requirement
- M Meets Mathematics requirement
- P Meets PE/Health requirement
- R Required for AAS degree
- S Meets Science/Math/Computer Science requirement
- W Meets Written Communications or English Composition requirement

an equal opportunity/affirmative action institution committed to cultural diversity
and compliance with the *Americans with Disabilities Act* 6/09