

HOSPITALITY MANAGEMENT (HFT)

HFT1050 INTRO TO HOSPITALITY & TOURISM MANAGEMENT (3.00 Credits)

This course provides a survey of the history, organization, problems, opportunities and future trends in the areas which comprise the travel and tourism industries. Emphasis is placed on the economic benefits and social implications of tourism. This course is beneficial to the purchaser of tourism services as well as the marketer.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

HFT1210 SUPERVISORY DEVELOPMENT (3.00 Credits)

This course provides training on the art of supervising employees and the development of sound relations with other departments. It covers methods of controlling costs, development of cost consciousness, cost improvements, techniques in the supervision of employees, and developing sound relations with other departments.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

HFT1941 OPERATIONS AND SERVICE PRACTICUM (3.00 Credits)

This course requires practical work experience or participation in formalized internship program in related disciplines in a approved segment of the hospitality/restaurant/travel industries and is coordinated with a weekly seminar. Faculty makes regular appraisals of the learning progress through on-site visitations and consultation with supervisors. Emphasis is placed on how the job relates to the satisfaction of customer needs. In addition, the essence of the service transaction offered by the organization is analyzed, including both the tangible and intangible components

Total Contact Hrs: 16.00

Lecture Hrs: 16.00

Complete all the courses in the following option:

- Prerequisite: HFT2250 (minimum grade: C)

HFT2220 ORGANIZATION AND PERSONNEL MANAGEMENT (3.00 Credits)

This course covers the organization, supervision and direction of operations in the hospitality/ restaurant/travel industries. It analyzes the internal organizational structure and its administrative roles and functions. The course considers techniques of employee training, promotions, job specifications, discipline and morale. The course borrows from the behavioral sciences by emphasizing the human dimensions of management.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

HFT2250 HOTEL MANAGEMENT (3.00 Credits)

This course provides a study of the growth and progress of the hotel industry and how hotels are developed, organized, financed and operated.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

HFT2410 FRONT OFFICE SYSTEMS AND PROCEDURES (3.00 Credits)

This course provides basic training in front office procedures, and focuses on the rooms division of a hotel: front office, housekeeping, guest service, engineering, and security/loss prevention.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

HFT2460 FINANCIAL MANAGEMENT (3.00 Credits)

A study of accounting systems for the hospitality/ restaurant/travel industries with emphasis on operating statistics and financial reports. The utilization of financial statements by management is studied.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

Complete all the courses in the following option:

- Pre or Corequisite: HFT2250 (minimum grade: C)

HFT2500 MARKETING (3.00 Credits)

This course emphasizes how to sell and promote the services the hospitality/restaurant/travel industries offer guests. It covers the development of business through personal selling, media advertising and publicity. In addition, the operations of a sales and convention department are studied.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

HFT2511 CONVENTION AND GROUP BUSINESS MARKETING MANAGEMENT (3.00 Credits)

This course covers the functions of the convention organizer and tour wholesaler in relation to the suppliers of travel and hospitality services. The responsibilities of each organization in the marketing of facilities and activities to organizers, retailers, and/or consumers are emphasized.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

2 Hospitality Management (HFT)

HFT2600 HOSPITALITY LAW (3.00 Credits)

This course provides a study of the nature and function of our legal system as applied to hospitality, restaurant and travel operations. Operator/guest relationships, contracts, torts, civil rights and insurable risks are emphasized.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

HFT2942 MANAGEMENT AND CONTROL PRACTICUM (3.00 Credits)

This course requires practical work experience or participation in a formalized internship program in related disciplines in an approved segment of the hospitality/restaurant/travel industries and is coordinated with a weekly seminar. Faculty make regular appraisals of the learning progress through on-site visitations and consultations with supervisors. Emphasis is placed on human relations, motivational techniques and management styles relating to the control of employees, money, and material as they are used to satisfy customer needs.

Total Contact Hrs: 16.00

Lecture Hrs: 16.00

Complete all the courses in the following option:

- Prerequisite: HFT1941 (minimum grade: C)