



2016 – 2017

Career Technical Programs

**Culinary Arts and Hospitality
Management**
541.463.3518

lanecc.edu

Hospitality Management

**Associate of Applied Science Degree
Career Pathway Certificate, Meeting,
Convention, and Special Events Manager**

Program Coordinator Wendy Milbrat, Project Specialist, 541.463.3518, milbratw@lanecc.edu; or email: CulinaryHospPrograms@lanecc.edu

Purpose Trains graduates for exciting, varied careers in several areas, such as hotel management, meeting and special event management, restaurant management and ownership, and travel and tourism-related businesses. Upon completing this degree program in Hospitality Management, students will have opportunities for challenging and rewarding careers that can take them around the world if they so choose.

Learning Outcomes The student who successfully completes all Hospitality Management requirements will:

- apply problem solving and decision making processes to Hospitality Management situations.
- characterize supervisory and management functions.
- demonstrate job search and interviewing skills.
- demonstrate technological literacy to support the Hospitality Management Industry.
- determine appropriate guest service strategies within the Hospitality industry.
- develop employability skills required for the Hospitality Management Industry.
- explain basic hotel departments and functions.
- evaluate leadership styles appropriate for the Hospitality workplace.
- explore careers in the Hospitality Industry.
- demonstrate oral communication skills required in Hospitality Management.
- explore the legal and ethical environment of the Hospitality Management industry.
- practice effective communication skills for the Hospitality Management workplace.
- review financial records and accounts applicable to Hospitality Management operations.
- practice customer service skills required in Hospitality Management.
- summarize management practices for the food industry.
- understand and demonstrate business and financial management.
- understand appropriate environmental function and sustainable standard operating procedures.
- understand economic principles of the Hospitality Management industry.
- understand marketing skills needed in the Hospitality industry.
- participate in Hospitality Management work-based learning experiences.
- understand safe working habits for the Hospitality Management industry.

Accreditation Hospitality Management, accredited by the Accreditation Commission for Programs in Hospitality Administration (ACPHA). Students graduating from the program will receive national certification status as a Certified Hospitality Graduate (CHG).

Admission Information A separate application to the program is required. Admission information is available from the Culinary Arts and Hospitality Management office, Building 19, Room 204 or online at lanecc.edu/hospitality. Or email: CulinaryHospPrograms@lanecc.edu

Advising & Counseling Program Advisor, Claudia Riumallo; Program Counselor, Carolyn Litty

Cooperative Education (Co-op) Students earn credit for on-the-job work experience related to educational and career goals. Through Co-op, students can develop and practice skills, expand career knowledge, and make contacts for future employment. For more information contact Joe McCully, Cooperative Education Coordinator, Bldg.19, Rm. 210, 541.463.3516, mccullyj@lanecc.edu

Job Openings Projected through 2020

Hotel Front Desk

Lane County openings 17 annually
Statewide openings 218 annually

Hotel Managers

Lane County openings 3 annually
Statewide openings 31 annually

Meeting and Convention Planners

Lane County openings 3 annually
Statewide openings 44 annually

Wages

Hotel Front Desk

Lane County average hourly \$10.39; average annual \$21,620
Oregon average hourly \$10.77; average annual \$22,405

Hotel Managers

Lane County average hourly \$23.11 ; average annual \$48,062
Oregon average hourly \$ 22.82 ; average annual \$ 47,462

Meeting and Convention Planners

Lane County average hourly \$21.40 ; average annual \$ 44,517
Oregon average hourly \$22.01 ; average annual \$45,778

Costs

Books	\$977
Program Specific Fees	\$850
Resident Tuition and General Student Fees	\$9,930

Total Estimated Cost \$11,757

Course fees may change during the year. See the online credit class schedule for fees assigned to courses.

Course Requirements

1. Prerequisites are required for some courses. See course descriptions.
2. All courses must be completed with a letter grade, not P/NP, and must be passed with a grade of 'C-' or better to satisfy program requirements.
3. Directed electives may be met in any term of the two-year program. Check current class schedule for which Directed Electives are offered in a given term.

Hospitality Management

- Students may take Cooperative Education in any term approved by the coordinator.
- Cooperative Education can be substituted for one term of HRTM 225 Banquet Operations.
- Students interested in transferring to a four-year institution should:
 - Complete WR 122 and WR 123 to fulfill the Arts and Letters requirements for the AAS.
 - Add MTH 111 and MTH 112 courses.
- General Education Requirements: Arts and Letters requirement, 3 credits; Human Relations requirement, 3 credits; Physical Education or Health, 3 credits; Science/Math/Computer Science, 3 credits; WR 115W, 3 credits; Choice of Social Science or Science/Math/Computer Science or Arts and Letters requirement, 3 credits
- It is strongly recommended that students take MTH 025 Basic Mathematics Applications: Culinary Majors but not required. Students may take any MTH 025 or higher class.
- MS PowerPoint and Excel are used extensively. If students are not familiar with these software programs, they are encouraged to take these classes prior to or during their first year in the program.

Must be a credit-level student. Students are strongly advised to enter fall term. Complete college placement tests with the following minimum scores: writing-70, reading-68 and readiness for MTH 025 (taking the Arithmetic section of the Accuplacer test and scoring 75 or higher) and attach copies of test score sheets to application. Students with prior college credit, must attach a copy of transcript(s), and are highly recommended to take the Placement tests and attaching those scores as well. Math must be current within one year or a placement test will need to be taken. A Lane County Food Handlers Card is required for entry into the program.

The Dual Degree Option for Culinary Arts Graduates, seeking the 2yr. AAS in Hospitality Management, can not be reversed. This option can only be obtained by first completing the 2yr. AAS in Culinary Arts.

First Year

	Fall
HRTM 105 Restaurant Operations	3
HRTM 106 Introduction to Hospitality Management	3
HRTM 225 Hospitality Management Lab	2
MTH 25 Basic Mathematics Applications:	
Culinary Majors	3
General Education Requirement	3

Winter

Directed Elective	3
HRTM 110 Operation of Hospitality Sales and Marketing	3
HRTM 140 Hospitality Law and Security	3
HRTM 220 Sustainability in the Hospitality Industry	2
HRTM 225 Hospitality Management Lab	2
General Education Requirement	3

Spring

CA 175 Foodservice Sanitation and Safety	2
CA 200 Menu Management	3
HRTM 225 Hospitality Management Lab	2
General Education Requirement	6

Second Year

	Fall
General Education Requirement	3
CA 159 Kitchen Fundamentals	2
Directed Elective	3
HRTM 230 Hotel Operations 1	3
HRTM 265 Hospitality Financials 1	3
HRTM 286 Bar and Beverage Management	3

Winter

Directed Elective	3
HRTM 231 Hotel Operations 2	3
HRTM 260 Hospitality Human Resources and	

Supervision	3
HRTM 275 Hospitality Financials 2	3
HRTM 292 Dining Room and Kitchen Lab	2

Spring

Directed Elective	3
General Education Requirement	3
HRTM 205 Managing the Restaurant Operat	3
HRTM 290 Hospitality Leadership	3
HRTM 292 Dining Room and Kitchen Lab	2

Summer

HRTM 280 Cooperative Education: Hospitality Management	7
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Directed Electives

BA 101 Introduction to Business	4
BA 223 Marketing	4
BA 224 Human Resource Management	4
BA 278 Leadership and Team Dynamics	4
BT 163 QuickBooks	3
BT 123 MS Excel for Business*	3
BT 122 MS PowerPoint for Business*	3
BT 120 MS Word for Business	3
BT 165 Introduction to Accounting Cycle	4
CA 130 Oregon Wine Country	2
CA 176 Concepts of Flavour	2
CS 120 Concepts of Computing: Information Processing ..	4
FN 105 Nutrition for Foodservice Professionals	3
FN 110 Personal Nutrition	3
HRTM 100 Introduction to Culinary Arts and Hospitality Management	3
HRTM 104 Introduction to Travel and Tourism	3
HRTM 109 Principles of Meeting and Convention Management	3
HRTM 209 Advanced Principles of Meeting and Convention Management	3
PHL 201 Ethics	4
COMM 115 Introduction to Intercultural Communications	4
COMM 130 Business and Professional Speech	4
SUST 101 Introduction to Sustainability	3
SUST 120 Gardening and Sustainable Food Systems	3
WR 121 Introduction to Academic Writing	4

*MS Powerpoint and Excel are used extensively. If students are not familiar with these software programs they are encouraged to take these classes prior to or during their first year in the program.

Meeting, Convention, and Special Events Manager

Offered by the Culinary Arts and Hospitality Management, 541.463.3518

Career Pathway Certificate

Program Coordinator Wendy Milbrat, Project Specialist, 541.463.3518, milbratw@lanec.edu; or email: CulinaryHospPrograms@lanec.edu

Purpose The Career Pathways Certificate program for a Meeting, Convention, and Special Events Manager is for students that want to learn how to manage meetings, conventions, and special events. All of the classes offered in this program apply directly to an Associate of Applied Science degree in Hospitality Management.

Learning Outcomes The student who successfully completes all Meeting, Convention, and Special Events Manager requirements will:

- explore careers in the Hospitality industry.
- demonstrate job search and interviewing skills.
- demonstrate technological literacy to support the Hospitality Management Industry.

Hospitality Management

- practice customer service skills required in Hospitality Management.
- review financial records and accounts applicable to Hospitality Management operations.
- explore the legal and ethical environment of the Hospitality Management industry.
- understand economic principles of the Hospitality Management industry.
- understand safe working habits for the Hospitality Management industry.
- understand and demonstrate business and financial management.
- evaluate leadership styles appropriate for the Hospitality workplace.
- explain basic hotel departments and functions.
- determine appropriate guest service strategies within the Hospitality industry.
- characterize supervisory and management functions.
- summarize management practices for the food industry.
- understand marketing skills needed in the Hospitality industry.
- provide effective student learning and expansion of knowledge in the field of event management.
- provide study of Sustainability principles in the industry focused on meetings, conventions, and special events.

Admission Information A separate application to the program is required. Admission information is available from the Culinary Arts and Hospitality Management office, Building 19, Room 204 or online at lanecc.edu/culinary. Or email: CulinaryHospPrograms@lanecc.edu

Course Requirements

1. Students that are completing both the Hospitality Management AAS degree and the Meeting, Convention, and Special Event Management certificate need to complete a total of 8 co-op credits.

Fall

HRTM 109 Principles of Meetings and Convention Management	3
HRTM 225 Hospitality Management Lab	2
HRTM 230 Hotel Operations 1	3

Winter

HRTM 110 Hospitality Sales and Marketing.....	3
HRTM 225 Hospitality Management Lab	2
HRTM 231 Hotel Operations 2	3
HRTM 260 Hospitality Human Resources and Supervision.....	3
HRTM 280 Cooperative Education: Hospitality Management	4

Spring

HRTM 106 Introduction to Hospitality Management	3
HRTM 280 Cooperative Education: Hospitality Management	4
HRTM 209 Advanced Principles of Meeting, Convention, and Special Event Management	3
HRTM 225 Hospitality Management Lab	2