

HISTORY • HOSPITALITY MANAGEMENT

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

031 • HISTORY OF EAST ASIA

3.0 units

Total Lecture 54.4 hours

Acceptable for credit: University of California, California State University

This course is a survey of the history of China, Japan, Korea, Vietnam and related countries in East Asia with emphasis on the political, social, and economic development of these countries and their interaction with the West. Students will explore the origins of the cultural traditions, major religions in the area, the unifying forces of Chinese culture, and Western intrusion into the region. *Pass/No Pass Option.*

033 • WOMEN'S ISSUES PAST AND PRESENT

3.0 units

Total Lecture 54.4 hours

Acceptable for credit: University of California, California State University

Examines the significant issues, personal, political, social, economic and ethnic that women face today. Topics will be first be set in a historical context and then discussed as they appear in modern societies around the world. Globalization of economies as well as differences in cultural expectations as they apply to women and affect choices open to women will be reviewed. *Pass/No Pass Option.*

HOSPITALITY MANAGEMENT

- Food Services and Restaurant Management - FDRST
- Hotel and Motel Management - HM
- Institutional Foods - INFDS

DIVISION: Commercial Services
DEPARTMENT: Hospitality Management
DEPT CHAIR: W. Haze Dennis
PHONE: 408-855-5252
COUNSELING: 408-855-5030

The hospitality industry is in the business of providing food, lodging, and related services to people who are away from home. Clearly, there is job security within an industry which provides services for people who travel for business and/or pleasure.

This industry provides a fun, flexible, and dynamic working environment. With good people in high demand, salaries are increasing faster than other industries.

Courses explore the principles of management and supervision, safety and sanitation and fundamentals of food preparation techniques.

Our industry partners, who assist in providing work experiences, are looking for more than just student help, but the leaders and futures of their operations.

A career in the hospitality industry can take you across the state or across the globe.

Student Learning Outcomes

Students who complete the Hospitality Management Program will:

- Direct a diverse staff in meeting established operational objectives
- Define the concept of "service" and train others to meet and exceed guest expectations, in any hospitality industry environment
- Train workers in the proper and safe use of standard food service equipment
- Ensure that a food service establishment is operating within current safety and sanitation codes, train workers in proper safety and sanitation procedures
- Read, create and analyze accounting statements as they apply to hospitality operations; identify costing standards and communicate profit objectives in common industry language
- Describe and analyze the interrelationships between menu development, food purchasing, cost control, and be able to make profitable operational decisions based upon that understanding
- Perform necessary food and labor calculations; profit and loss statement development and analysis; periodic and perpetual inventory summaries and calculations
- Describe the main departments within a full service Hotel and their functions, and describe how each department works together to ensure the overall objective is met

Student will be assessed through a combination of performance evaluations, written assignments, and written tests and quizzes.

Career Options:

- Travel Planning
- Chef
- Restaurant Manager
- Front Desk Supervisor
- Conference Centers
- Cruise Lines
- Health Care
- Hotel Management
- Convention Planning
- Meeting Planning
- Food Service
- Attractions (Disney)

Some career options require more than two years of college study.

Highlights:

- Professional staff with diverse background in industry.
- Curriculum input from advisors currently in the industry.
- 14,500 sq ft. facility with two fully equipped kitchens.
- Two hands on operations classes open to the public.
- Currently under reconstruction. Facility renovation and expansion.
- Support Services of Job Placement Center.
- Industry sponsored Work Experience environments.
- Job placement directly through program directors office.

A.S. Degree:

- Hospitality Management

Certificate:

- Food Services and Restaurant Management
- Fundamental Food Service Skill

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Schedule Matrix:

COURSE	FALL	SPRING	SUMMER
FDRST 050A	D,E	E	
FDRST 051	D,E	D	
FDRST 052	D		
FDRST 053		D	
FDRST 054	E		
FDRST 055	E		
FDRST 058		E	X
FDRST 059	E	E	
FDRST 060A		E	
FDRST 072	E		
FDRST 073	E		
FDRST 074		E	
FDRST 075		E	X
FDRST 900		E	
FDRST 901	E		
HM 076	D/E	E	
INFDS 050	E	E	

D= DAY CLASSES; E= EVENING CLASSES

Hospitality Management - A.S. Degree

Core Curriculum Courses (Required)	Units
FDRST 050A Introduction to the Hospitality Industry.....	2.0
FDRST 051 Basic Food Preparation	5.0
FDRST 052 Quantity Foods Operation.....	5.0
FDRST 053 Restaurant Operations.....	5.0
FDRST 054 Hotel and Restaurant Accounting	3.0
FDRST 055 Food Purchasing.....	3.0
FDRST 058 Food, Beverage and Labor Cost Controls	3.0
FDRST 059 Hospitality Management	3.0
FDRST 060A Food Service Facilities Planning.....	3.0
FDRST 075 Menu Planning.....	2.0
INFDS 050 Sanitation and Safety.....	2.0
MKT 056A Marketing Principles.....	3.0
NS 015 Human Nutrition.....	3.0
CA 021 Introduction to Computers.....	1.0
WRKEX 301-304 Cooperative Work Experience	5.0*
Total Program A.S. Degree Requirements:	48.0

* The 5 units of Work Experience are composed of at least 400 hours (minimum) of actual hands-on experience in various food service operations. Students must sign up and be assigned an advisor.

Recommended Electives:	Units
FDRST 073 Beginning Baking and Confectionery	2.0
FDRST 074 Intermediate Baking and Confectionery.....	2.0
FDRST 900** Chocolate Creations	2.0
FDRST 901** Wines and Spirit	2.0
HM 075 Housekeeping Operations	2.0
HM 076 Hotel and Motel Front Office Management.....	3.0

** Non Associate Degree Level Courses

Fundamental Food Service Skills - Certificate

The Fundamental Food Service Skills Certificate I can be completed in two semesters and will enable students to compete successfully for positions in the food services industry. The required courses are offered both fall and spring semesters and provide a solid foundation in theory. *The 5 units of work experience are composed of 400 hours (minimum) of actual hands-on experience in various food service operations. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required)	Units
FDRST 050A Introduction to the Hospitality Industry.....	2.0
FDRST 051 Basic Food Preparation	5.0
FDRST 059 Hospitality Management	3.0
INFDS 050 Sanitation and Safety	2.0
WRKEX 301-304 Cooperative Work Experience	5.0*
Total Program Certificate Requirements:	17.0

Food Service & Restaurant Management - Certificate

Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required)	Units
FDRST 050A Introduction to the Hospitality Industry.....	2.0
FDRST 051 Basic Food Preparation	5.0
FDRST 052 Quantity Foods Operation.....	5.0
FDRST 053 Restaurant Operations.....	5.0
FDRST 054 Hotel and Restaurant Accounting	3.0
FDRST 055 Food Purchasing.....	3.0
FDRST 058 Food, Beverage and Labor Cost Controls	3.0
FDRST 059 Hospitality Management	3.0
FDRST 060A Food Service Facilities Planning.....	3.0
FDRST 075 Menu Planning.....	2.0
INFDS 050 Sanitation and Safety	2.0
MKT 056A Marketing Principles.....	3.0
CA 021 Introduction to Computers	1.0
WRKEX 301-304 Cooperative Work Experience	5.0*
Total Program Certificate Requirements:	45.0

* The 5 units of Work Experience are composed of at least 400 hours (minimum) of actual hands-on experience in various food service operations. Students must sign up and be an advised assistant.

Recommended Electives:	Units
FDRST 070A Professional Table Service.....	2.0
FDRST 071A Beginning Cuisine	2.0
FDRST 072 Intermediate Cuisine	2.0
FDRST 073 Beginning Baking and Confectionery.....	2.0
FDRST 074 Intermediate Baking and Confectionery.....	2.0
FDRST 900** Chocolate Creations	2.0
FDRST 901** Wines and Spirit	2.0
HM 075 Housekeeping Operations	2.0
HM 076 Hotel and Motel Front Office Management.....	3.0
INFDS 053A Human Relations	2.0

** Non Associate Degree Level Courses

FOOD SERVICE & RESTAURANT MANAGEMENT (FDRST)

050A • INTRODUCTION TO THE HOSPITALITY INDUSTRY 2.0 units

Total Lecture 36.8 hours

Acceptable for credit: California State University

Students learn about the scope of the Hospitality and Tourism Industry. This course is designed to prepare students for careers in hospitality management. Lectures by industry leaders, field trips, and audio-visual materials are highlights of this course. Information about the Hospitality Management Program is explained. *Grade Only.*

HOSPITALITY MANAGEMENT

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051 • BASIC FOOD PREPARATION

5.0 units

Total Lecture 44.8 hours, Total Lab 134.4 hours

Advisory: MATH 903

Acceptable for credit: California State University

Practice in the basic principles of food preparation. A lecture/lab course dealing with the fundamentals of food preparation. Includes the preparation of small quantities of the basic food groups. Uniform required. *Materials Fee: \$50.00. Grade Only.*

052 • QUANTITY FOODS OPERATION

5.0 units

Total Lecture 16.0 hours, Total Lab 216.00 hours

Advisory: FDRST 055, FDRST 059

Prerequisite: FDRST 051, INFDS 050, FDRST 058

Corequisite: FDRST 107S

Acceptable for credit: California State University

The students engage in a real cafeteria operation, and are rotated through all jobs. The emphasis is on management, quantity food preparation and teamwork. Action station preparation and catering operations are introduced. Menu planning, purchasing, commercial kitchen organization, sanitation and safety, and cost accounting are reinforced. A uniform is required. *Pass/No Pass Option.*

053 • RESTAURANT OPERATIONS

5.0 units

Total Lecture 27.2 hours, Total Lab 188.8 hours

Advisory: FDRST 055

Prerequisite: FDRST 052, FDRST 059

Corequisite: FDRST 107S

Acceptable for credit: California State University

The students engage in an actual restaurant operation. Students rotate through all positions typically found in a full service restaurant. Additionally, each student is responsible for planning and managing two operational day's and/or live on-site or off-site catering events. The emphasis is on management, planning, food preparation, service, and evaluation. Cost accounting, purchasing, supervision, sanitation and safety, and marketing are reinforced. Uniforms are required. *Pass/No Pass Option.*

054 • HOTEL AND RESTAURANT ACCOUNTING

3.0 units

Total Lecture 54.4 hours

Advisory: MATH 903

Acceptable for credit: California State University

A systematic study of the basic principles of accounting as they apply to the Hospitality Industry. *Grade Only.*

055 • FOOD PURCHASING

3.0 units

Total Lecture 54.4 hours

Advisory: MATH 903

Acceptable for credit: California State University

The course covers two basic areas. Product information which is required for procurement in the food services industry and fundamental principles and purchasing techniques, receiving and storage of supplies. This is a certificate course sponsored by the National Restaurant Association's Education Foundation. *Grade Only.*

058 • FOOD, BEVERAGE AND LABOR COST CONTROLS

3.0 units

Total Lecture 54.4 hours

Advisory: MATH 903

Acceptable for credit: California State University

A study of food and beverage control systems used in small and large food and beverage operations. Pre-cost control, inventory systems, cost analysis, food and beverage cost percentages and profit and loss statements will be covered. Also included are the cycle of product handling; Federal, state and local laws and requirements and licensing as they apply to the Hospitality Industry. This is a certificate course sponsored by the National Restaurant Association's Education Foundation. *Grade Only.*

059 • HOSPITALITY SUPERVISION AND LEADERSHIP

4.0 units

Total Lecture 73.6 hours

Advisory: MATH 900, FDRST 050A

Acceptable for credit: California State University

The course approaches hospitality supervision from two different perspectives. The first is the overall theory of management including an industry overview, traditional management theories and general systems thinking; and secondly, from the perspective of managing operational control functions. *Grade Only*

060A • FOOD SERVICE FACILITIES PLANNING

3.0 units

Total Lecture 54.4 hours

Advisory: MATH 903

Acceptable for credit: California State University

This course is designed to familiarize the student with the complexities of planning, designing and equipping a food service operation. This is a certificate course sponsored by the National Restaurant Association's Education Foundation. *Grade Only.*

070A • PROFESSIONAL TABLE SERVICE

2.0 units

Total Lecture 36.8 hours

Prerequisite: MATH 903

This course covers table settings, dining room service, customer relations, food and beverage service, serving techniques and set ups. Demonstrations will be presented. *Grade Only.*

072 • INTERMEDIATE CUISINE

2.0 units

Total Lecture 36.8 hours

Advisory: MATH 903

Prerequisite: FDRST 071A

This is a continuation of FDRST 71A. Advanced preparation techniques of gourmet food will be demonstrated. Complete meals and table set-up will be covered. Uniform required. A fee is charged; check schedule for exact amount. *Materials Fee: \$100.00. Grade Only.*

073 • FUNDAMENTALS OF BAKING AND CONFECTIONERY

2.0 units

Total Lecture 16.0 hours, Total Lecture 54.4 hours

This course will introduce baking and confectionery work. The student will have an opportunity to observe baking and decorating demonstrations and participate in the preparation of cakes, pies, pastries and desserts. A uniform is required. A fee is charged; check schedule of classes for exact amount. *Materials Fee: \$100.00. Grade Only.*

074 • INTERMEDIATE BAKING AND CONFECTIONERY

2.0 units

Total Lecture 16.0 hours, Total Lecture 54.4 hours

Advisory: FDRST 073 and MATH 903

A continuation of FDRST 73 with emphasis on advanced techniques of baking skills and confectionery design. Uniform required. A fee is charged; check schedule of classes for exact amount. *Materials Fee: \$100.00. Grade Only.*

075 • MENU PLANNING

2.0 units

Total Lecture 36.8 hours

Acceptable for credit: California State University

This course covers the principles of menu planning for commercial, institutional, and industrial food service operations. Since the menu is the controlling document that affects every area of operation in the food service facility, all aspects of planning and execution will be visited. This is a certificate course sponsored by the National Restaurant Association Educational Foundation. *Grade Only.*

076 • SALES AND MARKETING IN THE HOSPITALITY INDUSTRY

3.0 units

Total Lecture 54.4 hours

Acceptable for credit: California State University

This course provides students with the knowledge and practical experiences to understand and develop short term and strategic operating marketing plans for food and lodging segments of the industry. Marketing is emphasized as a management philosophy that guides the design and delivery of guest services. *Grade Only.*

079 • INTRODUCTION TO WINE AND FOOD PAIRING

3.0 units

Total Lecture 36.8 hours, Total Lab 54.4 hours

Advisory: FDRST 051 and FDRST 078

Prerequisite: Students must be 21 years of age or older. Valid proof of age must be provided at first class meeting.

This course introduces students to the fundamentals of food and wine pairing using traditional and non-traditional approaches. Students will produce foods from various ethnic cuisines including French, Italian, Spanish, Mexican, Middle Eastern, Asian, and American to pair with wines from around the world. Why good pairings work will be examined from a chemical interaction perspective. How to market wines with various menus will also be covered. *Materials Fee: \$100.00. Pass/No Pass Option.*

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096 • HEALTHY CUISINE

2.0 units

Total Lecture 16.0 hours, Total Lab 54.4 hours

Light and health cuisine is introduced as practiced by the professional chef. The emphasis is on the preparation and presentation of appetizers, soups, salads, fish, poultry, lean meats, meatless dishes and light desserts which please the palate while contributing to a healthy life style. The student will have the opportunity to observe the correct preparation method and participate in the production of healthy gourmet dishes. A uniform is required and a fee is charged for food supplies. Please check the schedule of classes for the correct amount. *Materials Fee: \$100.00. Pass/No Pass Option.*

105 • CATERING MANAGEMENT AND OPERATIONS

3.0 units

Total Lecture 36.8 hours, Total Lab 54.4 hours

Advisory: MATH 900

Corequisite: FDRST 107S

Acceptable for credit: California State University

This course provides an in-depth look at the professional caterer, from prospecting and initial client contact to executing the event and follow-up. Students learn about the physical and mental challenges of managing a full service catering operation. A lab fee and uniform requirements apply. *May be repeated 2 times. Materials Fee: \$100.00. Pass/No Pass Option.*

106S • INTRODUCTORY CATERING OPERATIONS PRACTICUM

0.5 unit

Total Lab 27.2 hours

Corequisite: FDRST 051, FDRST 072

This course is required as a supplement to instruction in FDRST 051 Basic Food Preparation and FDRST 072 Intermediate Cuisine. The purpose of this class is to increase students' skills, speed, and competence in hands-on food production. *May be repeated 2 times. Pass/No Pass Option.*

107S • BANQUET AND CATERING OPERATIONS

0.5 unit

Total Lab 27.2 hours

Corequisite: FDRST 052 or FDRST 053, or FDRST 105

This course is a required supplement for students enrolled in FDRST 052, Quantity Foods Operation, FDRST 053, Restaurant Operation, and FDRST 105, Catering Management and Operations. Students must fulfill 24-30 hours working on department on-site and off-site banquet and catering events. Activities include, but are not limited to: client contact and communication, event planning, service and execution, breakdown and followup. *May be repeated 2 times. Pass/No Pass Option.*

900 • CHOCOLATE CREATIONS (NON-ASSOCIATE DEGREE COURSE)

2.0 units

Total Lab 16.0 hours, Total Lab 54.4 hours

This course provides the student with the history of chocolate and the manufacture of chocolate confections. Tempering of chocolate and production of ganaches will be presented. Students will prepare such items as truffles, chocolate rolls, marzipan, ganaches, couvertures, chocolate tulips and other designs. Uniform required. A fee is charged; check schedule of classes for exact amount. *Materials Fee: \$100.00. Grade Only.*

901 • WINE AND SPIRITS OF THE WORLD (NON-ASSOCIATE DEGREE COURSE)

2.0 units

Total Lecture 36.8 hours

This course introduces the student to the history of beer, distilled spirits and wine. The course examines the various alcoholic beverages produced throughout the world and the laws pertaining to it. Storage and service are covered as well. *Materials Fee: \$100.00. Pass/No Pass Option.*

951 • WORKPLACE SANITATION (NON-ASSOCIATE DEGREE COURSE)

0.5 unit

Total Lecture 8.0 hours

This course is an intensive one day session designed to certify food-service workers in safe and sanitary food handling. Topics include personal cleanliness, sanitary practices in food preparation, cause, control and investigation of illnesses caused by food contamination, dish washing, storage and refrigeration sanitation of kitchen equipment, cleansing materials, garbage and refuse disposal, safety precautions and training for accident prevention. This course is sponsored by the National Restaurant Association's Education Foundation. The certification exam is administered at the end of the session. *May be repeated one time. Pass/No Pass Option.*

HOTEL AND MOTEL MANAGEMENT (HM)

075 • HOUSEKEEPING IN HOTELS, MOTELS AND INSTITUTION

3.0 units

Total Lecture 54.4 hours

Introduction to the fundamentals and principles involved in the management of the housekeeping function in hotels, motels, and institutions, such as hospitals and nursing homes. *Pass/No Pass Option.*

076 • HOTEL AND MOTEL FRONT OFFICE MANAGEMENT

3.0 units

Total Lecture 54.4 hours

Advisory: MATH 900

This course is an introduction to the principles of effective front office management. Topics include hotel organization, forecasting, revenue management, budgeting, front office interaction with sales, housekeeping, and human resources. Students examine the guest services role, reservations, registration, account settlement, the audit process, and evaluate a hotel operation. Computer simulation provides students with a real-world interactive learning experience. *Pass/No Pass Option.*

INSTITUTIONAL FOODS (INFDS)

050 • SANITATION AND SAFETY

2.0 units

Total Lecture 36.8 hours

Advisory: MATH 903

Acceptable for credit: California State University

Personal cleanliness. Sanitary practices in food preparation. Cause, control and investigation of illnesses caused by food contamination. Dish washing, storage and refrigeration, sanitation of kitchen and equipment. Cleansing materials; garbage and refuse disposal. Safety precautions and training for accident prevention. This is a certificate course sponsored by the National Restaurant Association's Education Foundation. *Grade Only.*

950 • INSTITUTIONAL FOODS: SERVING LARGE POPULATIONS (NON-ASSOCIATE DEGREE COURSE)

0.5 units

Total Lecture 8.0 hours

This course covers personal cleanliness, sanitary practices, and prevention of food-contaminated illnesses. Basic principles of nutrition in meal planning are examined. *Pass/No Pass Option.*