

# Hospitality

## Hospitality Degrees and Certificates

### Hospitality Management, Associate in Applied Science

The hospitality industry is the number one employer in Atlantic County. This degree, coupled with experience prepares students for management careers in hospitality including hotels, restaurants, casinos, and other hospitality and tourism related businesses.

In addition to hotel management courses, students are exposed to a variety of courses in business administration, which enable them to make appropriate business decisions.

In their final semester, students are required to complete a mandatory 135-hour internship in a hospitality-related business.

Many classes are scheduled in three-hour blocks to reduce travel time. Transfer credits are accepted pending approval from the Admissions Office. The degree can be earned part-time.

For more information, contact the ACA director, Chef Joe Sheridan, at (609)343-4939 or [jsheridan@atlanticcape.edu](mailto:jsheridan@atlanticcape.edu).

#### Upon completion of this program students will be able to:

- Identify and apply the knowledge and skills necessary for hospitality and tourism operations;
- Develop and integrate a core set of business skills necessary to successfully operate a hospitality and tourism organization;
- Demonstrate competence in the communication skills necessary for hospitality and tourism management;
- Formulate business decisions in hospitality and tourism management;
- Evaluate leadership principles necessary in the diverse and global hospitality industry;
- Demonstrate professional conduct and industry knowledge in an internship setting.

(HOSP-FALL 2023)

## General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

### Communication

Course #	Title	Credits
COMM120	Public Speaking	3
ENGL101	Composition I	3
ENGL102	Composition II	3

### Mathematics-Science-Technology

*Note: If you are planning on transferring to a four-year institution, it is strongly recommended that you take MATH150-Precalculus or MATH155-Calculus I and speak with an academic advisor.*

Course #	Title	Credits
	General Education Mathematics or Science Course (4 credits)	4
	General Education Mathematics or Science Course (4 credits)	4

# Social Science

Course #	Title	Credits
	General Education Social Science Course (3 credits)	3

## Program Courses

Course #	Title	Credits
ACCT130	Financial Accounting	4
BUSN222	Principles of Management	3
HOSP100	Orientation to Hospitality and Tourism	3
HOSP132	Food Service Sanitation	1
HOSP134	Restaurant Operations	3
HOSP200	Hotel Operations	4
BUSN/HOSP205	Human Resources Management	3
HOSP250	Catering and Events Planning	3
HOSP265	Hospitality Sales and Marketing	3
HOSP295	Internship in Hospitality Management	4
HOSP299	Seminar in Hospitality Management	3
	Choose: BUSN or HOSP Course (3 credits)	3
	Choose: BUSN210 or HOSP225 (3 credits)	3

## Technological Competency: 0-4 Credits

(Is fulfilled with CISM125 or CISM132, testing or reviewed departmental portfolio.)

<b>Total Credits</b>	<b>60</b>
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## Recommended Sequence of Courses

### First Semester

Course #	Title	Credits
BUSN222	Principles of Management	3
ENGL101	Composition I	3
HOSP100	Orientation to Hospitality and Tourism	3
	General Education Mathematics or Science Course (4 credits)	4
	General Education Social Science Course (3 credits)	3

### Second Semester

*Includes summer and/or winter session options*

Course #	Title	Credits
ACCT130	Financial Accounting	4
ENGL102	Composition II	3
HOSP132	Food Service Sanitation	1
HOSP134	Restaurant Operations	3
HOSP265	Hospitality Sales and Marketing	3

## Third Semester

*Includes summer and/or winter session options*

Course #	Title	Credits
HOSP200	Hotel Operations	4
BUSN/HOSP205	Human Resources Management	3
HOSP250	Catering and Events Planning	3
HOSP299	Seminar in Hospitality Management	3
	General Education Mathematics or Science Course (4 credits)	4

## Fourth Semester

Course #	Title	Credits
COMM120	Public Speaking	3
HOSP295	Internship in Hospitality Management	4
	Choose: BUSN210 or HOSP225 (3 credits)	3
	Choose: BUSN or HOSP Course (3 credits)	3

# Hospitality Management, Certificate

The Hospitality Management Certificate program provides students with an opportunity to learn the essentials of Hospitality Management. This Certificate provides an opportunity for individuals transitioning to a hospitality related profession, current hospitality employees desiring upward mobility opportunities and students wishing to pursue an advanced degree to earn an industry recognized credential in a shorter period of time. Students in the Certificate program can choose to complete a hospitality internship as part of their elective coursework.

The Hospitality certificate includes six (6) credits of general education coursework. Credits earned in the Hospitality Certificate may be applied to an A.A.S. degree in Hospitality Management.

For more information, contact ACA director, Chef Joseph Sheridan, at (609)343-4939 or [jsheridan@atlanticcape.edu](mailto:jsheridan@atlanticcape.edu).

## Upon completion of this program students will be able to:

- Utilize industry specific terminology;
- Discuss the functions of hotel departments and their operational interdependency;
- Describe safe food handling and responsible alcohol service;
- Explain the necessity of delivering exemplary customer service in the hospitality industry.

(HMGT-Fall 2022)

## General Education Courses

### Communication

Course #	Title	Credits
ENGL101	Composition I	3
COMM120	Public Speaking	3

## Program Courses

Course #	Title	Credits
HOSP100	Orientation to Hospitality and Tourism	3
HOSP132	Food Service Sanitation	1
HOSP200	Hotel Operations	4
BUSN/HOSP205	Human Resources Management	3
HOSP250	Catering and Events Planning	3
HOSP265	Hospitality Sales and Marketing	3

## Program Elective

Course #	Title	Credits
	Choose 9 credits of BUSN or HOSP Electives	9
	<b>Total Credits</b>	<b>32</b>

# Hospitality Courses

## BUSN/HOSP205 : Human Resources Management

Studies the internal problems of management related to the administration of staffing, interviewing, selection, labor relations, promotion and separation policies, and expatriate training, roles and responsibilities.

**Credits** 3

**Lecture Hours** 3

**Lab/Clinical/Field Study Hours** 0

**Prerequisites**

BUSN222, formerly BUSN120 (may be taken concurrently), or with permission of instructor.

## HOSP100 : Orientation to Hospitality and Tourism

Provides a basic overview of the hospitality and tourism industries. Hotels, restaurants, casinos, clubs, travel agencies and cruise ships will be discussed. Career opportunities within both industries will be explored.

**Credits** 3

**Lecture Hours** 3

**Lab/Clinical/Field Study Hours** 0

## HOSP132 : Food Service Sanitation

Examines the causes and prevention of foodborne illness outbreaks. Includes methods of safe food handling, receiving, preparation, service, food allergens and food safety regulations and standards. Students must complete the National Restaurant Association's ServSafe Food Protection Manager Certification Examination.

**Credits** 1

**Lecture Hours** 1

**Lab/Clinical/Field Study Hours** 0

## HOSP134 : Restaurant Operations

Covers restaurant operations from concept to service delivery. Topics include site selection, kitchen design, purchasing, storage, menu design, food/labor costs and service standards.

**Credits** 3

**Lecture Hours** 3

**Lab/Clinical/Field Study Hours** 0

**Prerequisites**

HOSP100, HOSP132, or permission of instructor.

## HOSP135 : Food Fundamentals

Examines culinary operations as they relate to front-of-the-house personnel. Includes product identification, appropriate choice of cooking method, nutritional information and its application. Students will acquire skills in recipe writing, designing appropriate menu items and cultural associations with food. Focus is placed on kitchen organization and flow.

**Credits** 3

**Lecture Hours** 2

**Lab/Clinical/Field Study Hours** 2

**Prerequisites**

Successful completion of sanitation certification or HOSP132 (may be taken concurrently)

## HOSP200 : Hotel Operations

Covers hotel operations from a daily operation including the operational strategy to address guest needs. Yield management concepts, housekeeping and security measures are also discussed. All aspects of this course are supported by a computer-based property management system actually used in the industry. This course will be offered once per year.

**Credits** 4

**Lecture Hours** 4

**Lab/Clinical/Field Study Hours** 0

**Prerequisites**

HOSP100 (may be taken concurrently) or permission of instructor.

## HOSP215 : Beverage Operations: Wine, Beer and Spirits

Provides a basic understanding of the bar and beverage business. Focuses on the products, equipment, consumer preferences, and regulations for responsible alcohol service. Emphasizes pairing food and alcoholic beverages. Students must complete the TIPS (Training for Intervention Procedures.) Certification Examination.

**Credits** 3

**Lecture Hours** 3

**Lab/Clinical/Field Study Hours** 0

**Semester Offered**

Spring

## HOSP225 : Hospitality Law

Rights and responsibilities that the law grants to, or imposes upon, the hotel industry and illustrates the possible consequences of failure to satisfy legal obligations. Court cases will be utilized. Casino and travel law and their effects on operations will be included. This course will be offered once per year.

**Credits** 3

**Lecture Hours** 3

**Lab/Clinical/Field Study Hours** 0

**Prerequisites**

HOSP100 or permission of instructor.

## HOSP250 : Catering and Events Planning

Examines the social and economic impact of catering and events planning, including trends and their effects. Styles of catering operations, event coordination, and quality service standards will be addressed. The importance of risk management and crisis management in catering and events planning will be emphasized.

**Credits** 3

**Lecture Hours** 3

**Lab/Clinical/Field Study Hours** 0

**Semester Offered**

Fall

## HOSP265 : Hospitality Sales and Marketing

Examines all aspects of hospitality sales and marketing techniques: developing a marketing plan, effective sales techniques, advertising and public relations efforts, and generational marketing trends as they pertain to the hospitality industry. The increased role of hospitality technology to improve hospitality sales will also be addressed. This course will be offered once per year.

**Credits** 3

**Lecture Hours** 3

**Lab/Clinical/Field Study Hours** 0

**Prerequisites**

HOSP100 (may be taken concurrently) or permission of instructor.

## HOSP295 : Internship in Hospitality Management

Designed to give students the opportunity to apply formal education to an actual work situation in the hospitality field under the supervision of the course instructor and the sponsoring Agency/Entity supervisor. In addition to the 135-hour field experience, students attend classroom sessions on a schedule determined by the course instructor.

**Credits** 4

**Lecture Hours** 1

**Lab/Clinical/Field Study Hours** 9

**Prerequisites**

All required hospitality program courses must be completed.

## HOSP299 : Seminar in Hospitality Management

Problem identification and development of solutions through group assignments and specific case studies of area hotels. Current industry trends will be highlighted by guest speakers. This course will be offered once a year.

**Credits** 3

**Lecture Hours** 3

**Lab/Clinical/Field Study Hours** 0

**Prerequisites**

ENGL101, ENGL102, COMM120, HOSP100, HOSP132, HOSP134, HOSP200, HOSP205 and HOSP250 HOSP265; or permission of instructor.