



## SCHOOL OF HOTEL AND RESTAURANT MANAGEMENT

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The School of Hotel and Restaurant Management offers a four-year curriculum that leads to a Bachelor of Science Degree in Hotel and Restaurant Management. The mission of the School of Hotel and Restaurant Management is to provide quality education for students entering management positions in the hospitality industry, to foster research of direct application and benefit to the hospitality industry, and to further the professional development of industry members.

The program provides students a combination of general education course work linked with a core of business and hospitality management courses designed (1) to facilitate an understanding of the economic, legal, and social forces which shape the hospitality industry and (2) to provide a practical base of hospitality knowledge and abilities. Major course work emphasizes human relations skills as well as qualitative and quantitative critical analysis.

A food and beverage practicum as well as additional laboratory experiences in food preparation, service, hotel operations, and property management are part of the course of study. Students are required to complete eight hundred (800) hours of work experience in hospitality-related employment prior to graduation.

The School of Hotel and Restaurant Management is housed in the James and Carol Collins Center for Hospitality Management. The Center is specifically designed for this program and houses a public, student-operated full-service restaurant as well as additional laboratory, classroom, and administration facilities.

The School is the recipient of major research funding to study energy usage, energy management, and food service equipment for the hospitality industry. This research is being conducted in conjunction with the Colleges of Engineering and Environmental Design. The School is endowed with the Richard N. Frank Distinguished Lectureship Series and the Richard A. and Nancy A. Murbach Endowment Scholarship in Free Enterprise, which is awarded quarterly to the outstanding student in catering management. A wide range of scholarships is available to eligible students each year.

### CORE COURSES FOR MAJOR

Required of all students. A 2.0 cumulative GPA is required in core courses including option courses for the major in order to receive a degree in the major.

Legal Environment of Business Transactions . . . . .FRL	201	(4)
Principles of Management . . . . .MHR	301	(4)
Principles Marketing Management . . . . .IBM	301	(4)
Management Information Systems . . . . .CIS	310	(4)

### Required Courses

#### Foundation Series:

Introduction to Leisure Industry . . . . .HRT	101	(4)
Hotel and Restaurant Sanitation and Safety . . . . .HRT	225	(4)
Hotel and Restaurant Supervision . . . . .HRT	245	(4)

### Data Information Series

Computer Applications/Hospitality . . . . .HRT	338	(4)
Hotel and Restaurant Accounting . . . . .HRT	374	(4)
Food and Beverage Cost Control . . . . .HRT	375	(4)
Hosp. Ind. Financial Acct. I . . . . .HRT	274	(4)
Hosp. Ind. Financial Acct. II . . . . .HRT	275	(4)
Hosp. Ind. Finance . . . . .HRT	474	(4)

### Technical/Applied Management

Hotel and Restaurant Purchasing . . . . .HRT	300	(4)
Hospitality Marketing Management . . . . .HRT	302	(4)
Property Maintenance Management . . . . .HRT	305	(4)
Hotel and Restaurant Law . . . . .HRT	310	(4)

### Food & Beverage Series

Commercial Food Preparation . . . . .HRT	281 <sup>1</sup>	(4)
Food and Beverage Operations I . . . . .HRT	382	(4) <sup>1</sup>
Food and Beverage Operations II . . . . .HRT	383	(12) <sup>1</sup>

1=F&B Series courses must be taken in three consecutive quarters. When students sign up to start the F&B Series, they must select one of two options available. The lunch option will require students to take HRT 28101, 38201 and 38301. The dinner option will require students to take HRT 28102, 38202 and 38302.

### Critical Thinking/Problem Solving:

Hospitality Management Policy . . . . .HRT	410	(4)
Hospitality Operations Analysis Seminar . . . . .HRT	476	(4)
or Internship in Hospitality Management . . . . .HRT	441	(4)
or Senior Project . . . . .HRT	461	(2)
Senior Project . . . . .HRT	462	(2)

### SUPPORT AND DIRECTED ELECTIVES

#### Major Required Support Courses

Select 20 units from the following courses with advisor approval. Eight of the 20 units of major required support courses may be taken within the College of Business Administration, Nutrition and Consumer Science Department or in another discipline with approved petition. The Hotel Concentration requires a minimum of 12 credits from the courses listed within the concentration.

#### Hotel Concentration Elective

Hotel Rooms Management . . . . .HRT	304	(4)
Hotel Marketing, Sales, and Public Relations . . . . .HRT	390	(4)
Hotel Operations Seminar . . . . .HRT	425	(4)
Special Topics (with advisor approval) . . . . .HRT	499	(4)

#### Other Electives

Computer Basics-Hosp. . . . .HRT	108/L	(4)
Travel and Tourism Management . . . . .HRT	201	(4)
Quick Foodservice Management . . . . .HRT	235	(4)
Wines and Spirits . . . . .HRT	315	(4)
Club Management . . . . .HRT	320	(4)
Labor Law for the Hospitality Industry . . . . .HRT	340	(4)
Travel Geography . . . . .HRT	345	(4)
Hotel and Restaurant Layout . . . . .HRT	365	(4)
Beverage Management . . . . .HRT	385	(4)
Hospitality Property Development R/H . . . . .HRT	395	(4)
Catering and Banquet Management . . . . .HRT	401	(4)
International Travel and Tourism . . . . .HRT	415	(4)

Hospitality Information Systems . . . . .	HRT	480	(4)
Meat Utilization . . . . .	AS	327	(4)
Seafood Processing Technology . . . . .	AS	328	(4)
Culinary Produce Technology . . . . .	AGR	222	(4)
Principles of Economics . . . . .	EC	202	(4)1
Principles of Economics . . . . .	EC	201	(4)2
Microcomp. Proficiency . . . . .	CIS	101	(4)

Consult advisor to determine under what category HRT 200, 299, 400, and 499 can be applied.

In addition to above course work, students must complete 800 hours of industry work experience required for graduation.

\*EC 201 is a prerequisite to HRT 275

\*EC 202 is a prerequisite to HRT.

## GENERAL EDUCATION COURSES

### Area 1:

Select one course from each area. . . . . (12)

### Area 2:

Select one course from each area. . . . . (16)

### Area 3:

Select one course from each area. . . . . (28)

### Area 4:

United States History . . . . .	HST	202	(4)
Introduction to American Government . . . . .	PLS	201	(4)

### Area 5: 8 units

Package A: (Select two): COM 314, COM 321, COM 337  
or Package B: (Select two): MHR 318; MHR 438; MHR 452

## COURSE DESCRIPTIONS

### HRT 101 Introduction to the Leisure Industry (4)

Overview of the leisure industry with emphasis on the hotel, restaurant and club fields. Brief history, description and interrelationships of leisure components. Social and economic forces influencing leisure industry development. Career opportunities and requirements for success in each field. 4 lectures.

### HRT 108/108L Computer Applications for the Hospitality Industry (3/1)

Review of hardware and software systems for the hospitality industry. Practical applications will be emphasized in the areas of word processing, spreadsheets, and databases for hospitality. 3 lectures/problem-solving, 1 three-hour laboratory. Corequisites: HRT 108 and HRT 108L.

### HRT 200 Special Problems for Lower Division Students (1-2)

Individual or group investigations, research, studies or surveys of selected problems. Total credit limited to 4 units, with a maximum of 2 units per quarter.

### HRT 201 Travel and Tourism Management (4)

Comprehensive study of travel management, its principles, practices, philosophies and systems. Examination of tourism as a developing industry; its travel modes, organizations, laws, and social and economic impact. 4 lectures.

### HRT 225 Hotel and Restaurant Sanitation and Safety (4)

Safety and sanitation as it affects the individual and the operation. Prevention and control of problems encountered in guest, customer, and employee safety and sanitation. Topics include accident and fire preven-

tion, security maintenance, and food-borne illness. 4 lecture discussions. Prerequisite: HRT 101.

### HRT 235 Quick Food Service (QFS) Management (4)

The quick food service industry (fast foods, limited menu restaurants, cafeterias) will be introduced using case studies, written analyses, student presentations, and operation development projects. Areas covered will include franchiser-franchisee relationships, menu development, and service systems. 4 lectures/problem-solving. Prerequisite: HRT 101.

### HRT 245 Hotel and Restaurant Supervision (4)

Management of personnel in the hospitality industry. Application of supervision concepts and techniques to restaurants and hotels including leadership, communication, selection, training, performance appraisal, motivation, coaching, delegation, decision-making and planning. Case studies. 4 lectures/problem-solving. Prerequisite: HRT 101.

### HRT 255 The Healthy American Gastronome (4)

Healthy and environmentally sound perspectives on culinary customs in America. 4 lecture discussions.

### HRT 274 Hospitality Industry Financial Accounting I

Introduction to financial accounting for the hospitality industry. Emphasis is on developing financial statements using the Uniform System of Accounts for Hotels, Restaurants, and Subs. 4 lectures/problem solving. Prerequisite: MAT 012 Intermediate Algebra or equivalent.

### HRT 275 Hospitality Industry Financial Accounting II

Financial accounting for the hospitality industry. Provides accounting practices for balance sheet data related to operating a hospitality firm. Also enables students to distinguish between accounting for sole proprietors, partnerships and corporations. 4 lecture/problem solving. Prerequisites: HRT 274 and EC 201

### HRT 281/281L Commercial Food Preparation (2/2) FWSp

Study of products and equipment used in food preparation. Kitchen safety emphasized with food preparation techniques. Analysis of menus and service subsystems. 2 lectures/problem-solving, 2 three-hour laboratories. Prerequisites: HRT 225 and consent of instructor. Lab fee required. HRT 281/281L must be taken prior to the quarter of HRT 382/382L. Corequisites: HRT 281 and HRT 281L.

### HRT 299/299A/299L Special Topics for Lower Division Students (1-4)

Group study of a selected topic, the title to be specified in advance. Total credit limited to 8 units, with a maximum of 4 units per quarter. Instruction is by lecture, laboratory, or a combination. Prerequisite: permission of instructor.

### HRT 300 Hotel and Restaurant Purchasing (4)

Policy, procedures, controls, and their implementation in purchasing hotel and restaurant merchandise and supplies: equipment, service ware, furniture, fixtures, art, contract services, food and beverage. Written analyses and evaluation of purchasing procedures, specification manuals, and receiving reports required. 4 lectures/problem-solving. Prerequisite: HRT 225.

### HRT 302 Hospitality Marketing Management (4)

Provides basic marketing knowledge and experience specific to the hospitality industry. Enables students to develop strategic marketing plans for restaurant and hotel properties. 4 lecture presentations. Prerequisite:

IBM 301.

#### **HRT 304 Hotel Rooms Management (4)**

Examines the techniques, issues, and problems of rooms management systems. Incorporates the examination of front office procedures and housekeeping operations. 4 lecture presentations. Prerequisite: HRT 101.

#### **HRT 305/305L Property Maintenance Management (3/1)**

Comprehensive application of basic science to operation and maintenance of electrical and mechanical equipment via prepared analyses and written reports. Problem-solving and solution techniques are emphasized. Includes refrigeration, heating, ventilation and air conditioning; kitchen and cleaning equipment; fire protection and safety. 3 lectures/problem-solving, 1 three-hour laboratory. Prerequisite: STA 120. Corequisites: HRT 305 and HRT 305L.

#### **HRT 310 Hotel and Restaurant Management Law (4)**

Fundamentals of law of particular importance to hotels, restaurants, resorts, and associated businesses; includes duties, rights and liabilities of the innkeeper-host and the guests. Cases. 4 lectures/problem-solving. Prerequisite: FRL 201.

#### **HRT 315 Wines and Spirits (4)**

Study of grapes, wine-making, spirits processing, storage and inventory, and control of spirits. History, economics, geography, evaluation, and comparative tasting of wines. Selection, storage, service of wines, wine lists, wine pricing, and wine sales promotion and profits. Wine and food evaluations. 4 lecture discussions. Prerequisite: minimum age of student must be 21 years. May be taken on a Credit/No Credit basis.

#### **HRT 320 Club Management (4)**

Prepares the student for operation of private clubs and tourist attractions. Selected topics including organization, personnel practices, controls, housekeeping, finance, marketing, program management, risk management, taxes and regulation are evaluated through case studies, written reports, and student analyses. 4 lecture presentations. Prerequisite: HRT 245.

#### **HRT 338 Computer Applications for the Hospitality Industry**

Introduction to technology-based systems that are used in the hospitality industry. Topics include global distribution systems, yield management, property management systems, food-service management systems, club management systems, and the use of the Internet as a management tool.

#### **HRT 340 Labor Law in the Hospitality Industry (4)**

An examination of current labor law and its impact on the operation of hotels and restaurants. Includes state and federal regulations, court decisions and legislative requirements as they relate to hiring/recruitment, affirmative action, equal employment, collective bargaining, union avoidance, employee relations, discrimination in the workplace, as well as workers' compensation and wages. Lecture and case studies. Prerequisite: HRT 310.

#### **HRT 345 Travel Geography (4)**

The geography of tourism and recreation in selected regions of the world. Aspects of physical and cultural geography that directly affect the tourist industry. 4 lecture discussions.

#### **HRT 365 Hotel and Restaurant Layout and Design (4)**

Evaluation of work analysis, design procedures, human engineering, and activity analysis. Project-based course analyzing and developing solutions to layout and design facilities for hotels and restaurants that address employee needs, productivity, and the guests' needs and comfort. 4 lectures/problem-solving. Prerequisites: HRT 304 or HRT 383.

#### **HRT 374 Hotel and Restaurant Accounting (4)**

Comprehensive application of accounting principles to the hospitality industry: accounting practices, financial statements, income/expense account and statements, and special purpose journals and ledgers. Problem-solving methods applied to managerial decisions. 4 lectures/problem-solving. Prerequisites: ACC 206 and HRT 108.

#### **HRT 375 Food and Beverage Cost Controls (4)**

Analyzing food, beverage, and labor cost controls. Problem-solving and solution techniques are applied by students in realistic operational situations. Areas covered include cost, volume, profit relationships, food cost determination, standard costs, forecasting, sales control, and menu pricing. 4 lectures/problem-solving. Prerequisites: ACC 206 and HRT 108.

#### **HRT 382/382L Food and Beverage Operations I (2/2) FWSp**

Comprehensive study of restaurant and food service management principles, practices, philosophies, and systems. Competency-based skills incorporating the practices of the School of Hotel Restaurant Management restaurant. 2 lectures/problem-solving, 2 three-hour laboratories. Prerequisites: HRT 281/281L, the preceding quarter, HRT 300, HRT 374, and HRT 375. Lab fee required. Corequisites: HRT 382 and 382L.

#### **HRT 383/383L Food and Beverage Operations II (4/8) FWSp**

Comprehensive application of food and beverage principles, practices, philosophies, and systems in operating a casual and fine dining restaurant. Analysis of daily operations with a focus on developing viable solutions to problems. 4 lectures/problem-solving, 8 three-hour laboratories. Prerequisites: HRT 382/382L which must be taken immediately prior to this course. Corequisites: HRT 383 and HRT 383L.

#### **HRT 385/385L Beverage Management (3/1)**

Planning, organizing and analysis of a beverage facility. Problem-solving methods and solution techniques are applied through written projects and an on-the-job laboratory. Topics include alcoholic beverage control regulations, examination of product, service methods and computerized control systems. 3 lectures/problem-solving, 1 three-hour laboratory. Prerequisites: HRT 300, HRT 382 and HRT 108. Corequisites: HRT 385 and HRT 385L.

#### **HRT 390 Hotel Marketing, Sales, and Public Relations (4)**

Analysis and application of the principles of marketing to hotel operations. A project-based course that includes problem-solving and solution techniques applied to factors that impact the marketing and promotion of the hotel business. 4 lectures/problem-solving. Prerequisite: HRT 302.

#### **HRT 395 Hospitality Property Development R/H (4)**

Project-based course. Planning a restaurant or hotel from concept to opening: location and market analysis; competitor analysis; menu development and pricing; equipment selection; organizing and staffing; feasibility and forecasting income, costs and profits; employee training and management development; and promoting and advertising. 4 lectures/problem-solving. Prerequisites: HRT 375 and HRT 383.

#### **HRT 400 Special Problems for Upper Division Students (1-2)**

Individual or group investigation, research, studies, or surveys of selected problems. Total credit limited to 4 units.

#### **HRT 401/401L Catering and Banquet Management (2/2)**

Planning, marketing, financing, organizing and implementing a catered banquet function. As managers and crew, students produce a series of catered banquet meals. 2 lectures/problem-solving, and six hours laboratory. Prerequisites: HRT 375 and 383. Corequisites: HRT 401 and HRT 401L.

#### **HRT 410 Hospitality Management Policy (4)**

Integrated seminar in the application and development of policy matters for hospitality management. Case-problem analysis involving hospitality business functions and application of analytical techniques to this industry. 4 seminars. Prerequisites: HRT 375 and HRT 382.

#### **HRT 415 International Travel and Tourism (4)**

Description and analysis of international travel from the view of the American traveler and the travel entrepreneur. Communication of solu-

tions to problems of travel and tourism development; analysis of popular international travel destinations. 4 lectures/problem-solving. Prerequisite: HRT 201.

#### **HRT 425 Hotel Operation Seminar (4)**

Analysis and simulation of a hotel operation. Competency-based skills developed by student analyses, written reports, and on-the-job learning opportunities in the front office, guest services, maintenance and engineering, housekeeping, and function coordination. 4 seminars. Prerequisites: HRT 304 and senior standing.

#### **HRT 441 Internship in Hotel and Restaurant Management (1-4)**

On-the-job training in some phase of hotel, restaurant, or travel. The experience must be new to the student. Analytical reports are made periodically to the faculty coordinator. One unit of credit is granted for each 100 hours of training. Units of college credit are dependent upon departmental approval. Total credit limited to 4 units. Prerequisite: consent of advisor.



**HRT 461, 462 Senior Project (2) (2)**

Selection of a current development or problem in the hotel, restaurant, or travel industry. Completion of a written project under faculty supervision. Required minimum of 120 hours. Prerequisites: senior standing and HRT 410.

**HRT 474 Hospitality Industry Finance**

Comprehensive application of financial management for the hospitality industry: managerial finance approach to ratio analysis, risk and value, timing and value of cash flows, project valuation, capital expenditures, financial markets, and income taxes. Problem solving methods applied to managerial decisions. 4 lecture/problem solving. Prerequisite: HRT 374.

**HRT 476 Hospitality Operations Analysis Seminar (4)**

A capstone course to integrate various disciplines within the hospitality industry and utilize conceptual, analytical, and problem-solving skills. Problem identification, data collection, data analysis, and generation of viable solutions are emphasized. 4 seminars. Prerequisites: HRT 410.

**HRT 480 Hospitality Information Systems Seminar (4)**

An advanced seminar on hospitality information systems. Topics include optimal utilization of property management systems, yield management, system reliability/flaws, purchasing systems for large organizations, hospitality systems analysis, implementation, and training. 4 seminars. Prerequisite: HRT 108.

**HRT 499/499A/499L Special Topics for Upper Division Students (1-4)**

Group study of a selected topic, the title to be specified in advance. Total credit limited to 8 units, with a maximum of 4 units per quarter. Instruction is by lecture, laboratory, or a combination. Prerequisite: consent of instructor.