

# HOTEL/MOTEL MANAGEMENT (HMM)

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Division: Business Division

## **HMM 103 Intro. to Hospitality Mgmt. (3 Credits)**

This course provides an introduction to the field of hospitality and to the career opportunities and specific skills required for various positions in the hospitality industry.

**Pre-requisites:** (Companion Essay with a score of 08 or Write Placer Essay with a score of 07 or Write Placer Essay with a score of 08 or ENG 096 with a minimum grade of C or ENG 098 with a minimum grade of C or Move Up English 096 with a score of P or ENG 096 Summer Bridge with a score of P or ESL 063 with a minimum grade of C or TRANSFERRED ENG 101 with a score of 889 or Elig. for Eng 101 with a score of 904 or Pre-reg. Eng 101 waiver only with a score of 906 or SAT/ACT Elig for Eng 101 with a score of 993 or TRANSFERRED ENG 102 with a score of 998) or COLLEGE DEGREE with a score of 988 or SAT/ACT Elig Eng101 Mth100 with a score of 995 or Transf. Eng 101 Mth 100 with a score of 999

## **HMM 226 Supervisory Development (3 Credits)**

This course is designed to build students' knowledge and skills in administration with respect to the hospitality industry. Importance is given to methods of motivating people, delegating duties, handling grievances, discipline, and training of subordinates.

**Pre-requisites:** HMM 103 with a minimum grade of C

## **HMM 256 Hotel/Motel Management (3 Credits)**

This course is designed to familiarize students with laws pertaining to the operation of hotels and motels. The laws include those on accommodations and discrimination, liability for premises, liability of products sold and supplied, property of guest, checks and credit cards, liens and eviction, employer-employee relationships, and related criminal and civil responsibilities.

**Pre-requisites:** HMM 103 with a minimum grade of C

## **HMM 261 Hotel/Motel Housing Management (3 Credits)**

This course identifies, defines, and describes the fundamentals of housekeeping and laundry management in the hotel-motel industry. It covers proper record keeping, organizing, functions, and responsibilities. Practical skills are developed. The course covers the essentials of proper management including proper planning and implementation, efficiency, and meeting standards with regard to purchasing, hygiene, staffing, and scheduling.

**Pre-requisites:** HMM 103 with a minimum grade of C

## **HMM 263 Front Office Procedures (3 Credits)**

This course analyzes jobs in the hotel-motel front office including that of cashiering, switchboard operating, auditing and posting machine operations, registering, credit, and checking out of guests.

**Pre-requisites:** HMM 103 with a minimum grade of C

## **HMM 264 Food & Beverage Management (3 Credits)**

This course examines standards of quality, grades, methods of purchasing, receiving, issuing, storage, inventory, and service of food commodities. Basic principles of beverage management and merchandising as related to the hospitality industry are studied. The course includes detailed examination of wines and spirits, their origins, manufacturing process, and service.

**Pre-requisites:** HMM 103 with a minimum grade of C