Hotel Management (HM)

HM 010   **Intro to Hotel Management**   **(3)**

> **Class Hours:** *54 Lecture*
> **Advisory(s):** *CUL-050*
> **Transfers to:** *Transfers to both UC/CSU*

Introduction to Hotel Management

HM 010 is designed provide an overview of hotel management functions, operational requirements, and procedures. This course will provide instruction in the development of the hotel industry, hotel structure, reservation process, forecasting room availability, managing guest services, guest arrival process, room rates, hotel revenue cycle, rooms management technology, and property management system interfaces. (AA/AS, CSU)

HM 011   **Hotel Design, Planning & Dev.**   **(3)**

> **Class Hours:** *54 Lecture*
> **Transfers to:** *Transfers to both UC/CSU*

Hotel Design, Planning and Development

HM 011 provides an overview of the considerations involved in the hotel design, planning and development process. This course will provide instruction in the development of the hotel industry, essential design elements, planning and development criteria, site selection and in-depth analysis of emerging trends within the industry. (AA/AS, CSU)

HM 061   **Front Office Mgmt & Operations**   **(3)**

> **Class Hours:** *54 Lecture*   *P/NP*
> **Advisory(s):** *CUL 050*
> **Transfers to:** *Not transferable*

Front Office Management and Operations

HM 061 is an introductory course in hotel front office management and operational procedures. This course provides instruction in the fundamental duties and responsibilities related to hotel facility management. This course explores key front office functions and related systems and emphasizes details task, including personnel staffing, reservation systems, room rates, registration of guests, accounting for the guests stay, night audit procedures, checkout and collection procedures, safety and security of guests and employees, training relating to guest relations and customer service, budgeting within the rooms department and technology infusion within the industry. (AA/AS)

HM 063   **Housekeeping Management**   **(3)**

> **Class Hours:** *54 Lecture*   *P/NP*
> **Advisory(S):** *CUL 050*
> **Transfers to:** *Not transferable*

Housekeeping Management

HM 063 is an introductory course in hotel housekeeping management. This course provides instruction in the administrative, managerial, professional and technical skills and duties related to the executive housekeeping position. This course explores the three key areas of expertise required of an executive housekeeper: management of resources, administration of assets and knowledge of housekeeping technical operations. The course content will include a historical prospective of the lodging industry, application management concepts, interdepartmental communication procedures, structural planning of the housekeeping department, staffing requirements, inventory and equipment requirements, housekeeping equipment and supplies, linen management, laundry room management, cleaning functions, human resource management, administrative controls and risk and environmental management. (AA/AS)

HM 064   **Maintenance Management**   **(3)**

> ***Class Hours:*** *54 Lecture*   *P/NP*
> ***Advisory(s):*** *CUL 050*
> ***Transfers to:*** *Not transferable*

Maintenance Management

HM 064 is an introductory course in hotel maintenance management. This course provides instruction in the fundamental duties and responsibilities related to hotel facility management. This course will emphasize management functions, energy management systems, blueprints and computer applications, temperature and quality controls systems, electrical, water and sound systems as well as waste and pollution management of electromechanical systems. (AA/AS)

HM 065   **Conf., Convention & Event Plan**   **(3)**

> ***Class Hours:*** *54 Lecture*
> ***Transfers to:*** *Not transferable*

Conference, Convention & Event Planning

HM 065 provides an overview for designing and producing successful conferences, conventions, or special events. This course emphasizes planning development, budgeting tasks, organizational structure, transportation issues, audio-visual assessments, food and beverage requirements, entertainment, staffing, volunteer coordination, and legal compliance with health, safety, and security regulations.(AA/AS)