COUNTY COLLEGE OF MORRIS CURRICULUM CHECK SHEET

Requirements for Graduation Certificate of Achievement

#0421
HOSPITALITY MANAGEMENT
& EVENT PLANNING
Certificate of Achievement

Name:Total Transfer Credits					FALL 2020	
Date				-		
COURSE	CODE	CR	GR	TR	NOTES:	
Serv-Safe Food Handling*	HOS 100	1			This is an unofficial document and should be used for academic planning purposes only. All students are required	
Intro to Hospitality*	HOS 118	3				
Human Resources in the Hospitality Industry*	HOS 211	3				
Food & Beverage Purchasing & Cost Controls*	HOS 213	3				
					to see their Academic Advisors each semester to discuss and approve their	
For Event Planning:				selection of courses before they register.		
Marketing and Event Planning	HOS 201	3			selection of coarses before they register.	
Meeting & Event Sales	HOS 234	3			This Certificate of Achievement is designed to fulfill the needs of a student	
For Restaurant Management:				working in the hospitality field, either as		
Food Management*	HOS 102	3			preliminary training to the career or as	
Hotel and Hospitality Management	HOS 120	5 120 3		continuing education within the industry. The coursework provides basic skills and		
					training in the many areas of Food Safety Production, and Management.	
	TOTAL	16				
					Remember that your advisor can also	
					help you choose the best courses for transfer into a degree program. Contact the Hospitality Management & Culinary	
		Arts Department, mcosgrove@ccm.edu				
					973-328-5629, SCC 241A.	
					Certificate of Achievement awarded	
					after successful completion of all	
					courses with an overall average of 2.0 c	
					better.	
					*See reverse side for course description	
					and NRAEF ManageFirst information.	

Hospitality Management & Event Planning Certificate of Achievement

#0421

HOS-100.Serv-Safe Food Handling.1 Credit

LECT 1 hr.

Students are introduced to the basic principles and guidelines of sanitation and food safety in a professional food service environment. Topics include foodborne illness, microbiology, food allergens and facility sanitation. This course provides the benchmark to begin work in a safe food production environment. Included in the course is the opportunity to receive one NRAEF Certificate (Serv-Safe Food Handling) towards the ManageFirst Certification.

HOS-102. Food Management. 3 Credits

LECT 3 hrs.

The management of food and related costs in the professional environment is an underlying factor throughout the hospitality industry. This course provides the framework from which to examine any organization and understand the principles by which they operate and manage food production. Included in the course is the opportunity to receive one NRAEF certificate in Controlling Costs towards the ManageFirst Certification.

HOS-118. Introduction to Hospitality. 3 Credits.

LECT 3 hrs

A survey course of the hospitality industry which provides students with an overview of the role of management within the profession. Fundamentals of lodging management including luxury, convention, all-suite, gaming and resort hotels, and food service management, including restaurants, catering, and institutional and business food service are studied. In addition, travel and tourism, recreation and leisure management (theme parks, clubs and public parks), meeting and event sales, planning and management, senior living services and support infrastructure, and casino and gaming management, as the balance of the eight areas which comprise the main business segments of the hospitality industry, are studied. Basic concepts of ownership, franchising, management, human resources, marketing, cost control, facilities management, service and career opportunities are examined.

HOS-120. Hotel and Hospitality Management. 3 Credits.

LECT 3 hrs.

This course provides Hospitality Management students and aspiring hotel management professionals within the industry strong conceptual management underpinnings while addressing the unique requirements of lodging managers. Students are taken on a department-by-department tour of a full-service hotel. The organization and operation of lodging properties are analyzed from the perspective of the front office manager. This course combines discussions of hotel departmental managerial responsibilities, roles and practices with information directly relevant to careers in lodging management. Students learn about the procedures effective managers use to ensure their hotels and, thus, their own ultimate success.

HOS-201.Marketing and Event Planning. 3 Credits.

LECT 3 hrs.

The field of event planning is one of the most exciting and dynamic aspects of the hospitality industry. In order to be successful, the marketing of not just the business but also the individual is of primary importance. This course offers the opportunity to experience actual event planning while also studying menu, restaurant and personal marketing in relation to the hospitality industry.

HOS-211. Human Resource Management in the Hospitality Industry. 3 Credits.

LECT 3 hrs.

This course applies human resource management principles to the hotel and restaurant industry. Topics covered include recruitment, training, motivation, job descriptions and alternative personnel policies. The course emphasizes the vital role of the diversity within the industry. Students will consider human resources in the context of a complete operating business. Included in the course is the opportunity to receive one NRAEF Certificate in Human Resources towards the ManageFirst Certification.

HOS-213. Food and Beverage Purchasing and Cost Controls. 3 Credits.

LECT 3 hrs.

A more advanced course dealing with the concepts of selection and procurement in the hospitality industry. Special Track is given to food cost, the purchasing function, procurement and inventory controls. In addition, forecasting, budgeting, cash management, and profit and loss statements also are studied. Included in the course is the opportunity to receive one NRAEF certificate (Inventory and Purchasing) towards the ManageFirst Certification.

HOS-234. Meeting and Event Sales. 3 Credits.

LECT 3 hrs

Meeting and Event Sales, Planning and Management offers Hospitality Management majors, other students and aspiring professional in this discipline an in-depth study of generally accepted principles and practices in this segment of the hospitality industry. Career opportunities, corporate meeting planning, catering organization and administration, and other various types of meetings and events are examined.