

## ABOUT THE PROGRAM

The associate degree in Hotel/Hospitality Management prepares individuals for a management career in the hotel/hospitality industry. Coursework emphasizes theory and application of skills needed for mid-management and supervisory level of employment in food and lodging facilities. Hotel/hospitality management skills are also applicable to a variety of other hospitality operations which include conference centers, sports and entertainment facilities, front office managers, food and beverage operations, and other careers.

## PROGRAM OUTCOMES

- Demonstrate the principles of hospitality management.
- Provide exemplary customer service.
- Utilize marketing techniques in a hospitality environment.
- Recognize and interpret legal issues relating to the hospitality industry.
- Utilize accounting and costing skills necessary for profitable hospitality operations.
- Demonstrate professionalism and managerial and leadership skills in a diverse hospitality environment.

## CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit [gotoltc.edu/future-students/transfer](http://gotoltc.edu/future-students/transfer).

## PROGRAM ADMISSIONS STEPS

- Work with Career Coach to:
  - Submit application and \$30 fee.
  - Submit official transcripts (high school and other colleges).

## ENROLLMENT PROCESS

After you are admitted to your program you will meet with your Advisor to plan your first semester schedule, review your entire plan of study, discuss placement assessment results and complete any additional enrollment requirements. Enrollment requirements for this program's courses include:

- Complete an assessment for placement (Accuplacer or ACT).
- Complete Functional Abilities Statement of Understanding form.
- Meet with your program's advisor.

## APPROXIMATE COSTS

- \$140 per credit (resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health related exams, etc.) Visit [gotoltc.edu/financial-aid/tuition-and-fees](http://gotoltc.edu/financial-aid/tuition-and-fees) for details.

## FINANCIAL AID

This program is eligible for financial aid. Visit [gotoltc.edu/Financial-Aid](http://gotoltc.edu/Financial-Aid) or talk with your Career Coach about how to apply for aid.

## SPECIAL NOTE

LTC offers its Hotel/Hospitality Management program in cooperation with Moraine Park Technical College (MPTC), Fond du Lac. As a Hotel/Hospitality Management student you'll attend classes in a convenient delivery method and take general studies classes at your local technical college.

## CONTACT

LTC Career Coach  
920.693.1162 • [CareerCoach@gotoltc.edu](mailto:CareerCoach@gotoltc.edu)

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
10104109	Customer Service Techniques	2
10103181	Word 2013 - Level 1	1
10103131	Excel 2013 - Level 1	1
10109113	Food and Beverage Operations	2
10109112	Sanitation for Food Service	1
10109121	Introduction to Hotel/Hospitality Management	3
10109128	Hospitality Personal Branding	2
10801195	Written Communication OR 10801136 English Composition 1	3
10804123	Math with Business Applications	3
		<b>18</b>
<b>Term 2</b>		
10196191	Supervision	3
10109110	Front Office Procedures and Management	2
10109108	Dining Room and Beverage Service	2
10109105	Culinary Practicum 1	2
10104128	Leadership and Professionalism	3
10801198	Speech OR 10801196 Oral/Interpersonal Communication	3
		<b>15</b>
<b>Summer</b>		
10109144	*Hospitality Internship	3
		<b>3</b>
<b>Term 3</b>		
10109111	Housekeeping Management	2
10116105	Recruitment & Retention of Employees	3
10101158	Hotel/Hospitality Cost Control	2
10104170	Marketing Tourism and Hospitality	3
10809122	Introduction to American Government OR 10806112 Principles of Sustainability	3
10809172	Introduction to Diversity Studies OR 10809196 Introduction to Sociology	3
		<b>16</b>
<b>Term 4</b>		
10101102	Hospitality Accounting	3
10109115	Hospitality Law	3
10809195	Economics	3
10109122	Hospitality Field Study/Experience	2
10809198	Introduction to Psychology	3
		<b>14</b>
		<b>TOTAL 66</b>

\* Verification of current First Aide/CPR card or proof of having taken 42531416CA class

Curriculum and Program Acceptance requirements are subject to change. Program start dates vary; check with your advisor for details.



**CULINARY PRACTICUM 1...**will incorporate fundamental theories and techniques learned during the first semester in a restaurant setting. Safety, sanitation and cost control concepts are applied. Activities may include day, evening, and weekend requirements. **CONDITION:** 103161 or 103161Z Culinary Arts or 313161 or 313161Z Culinary Technical Diploma program requirements met and **COREQUISITES:** 10316102 Skill Development and 10316104 Intro to Baking and Pastry

**CUSTOMER SERVICE TECHNIQUES...**assess participants' skills in customer relations, judgment and business development and provides training in connecting with customers, healing customer relationships, and dealing with customer needs.

**DINING ROOM AND BEVERAGE SERVICE...**introduces learners to dining room and beverage service including wine, spirits, beer, mixology, and non-alcoholic drinks. Helps learners refine their customer service and meal delivery skills through the study and application of proper, customer-oriented dining room service environments including etiquette, dining room safety, set-up, American and French table service, and menu knowledge skills. Concepts include histories of table service, psychology of the customer, and service sequence.

**ECONOMICS...**provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. **COREQUISITE:** 10838105 Intro Reading and Study Skills or equivalent

**EXCEL 2013 - LEVEL 1...**introduces the student to creating, modifying and formatting worksheets; entering formulas and functions; working with charts; and developing multiple-sheet workbooks. This course is offered in a self-paced format.

**FOOD AND BEVERAGE OPERATIONS...**introduces and applies principles of menu planning, food preparation, laws and sale of alcoholic beverages. Emphasis is on operation of a professional food and beverage facility.

**FRONT OFFICE PROCEDURES AND MANAGEMENT...**emphasizes front office techniques and management principles for the organization and operation of the lodging facility. The human and public relations responsibilities of the front office as well as routine procedures are an integral part of the course.

**HOSPITALITY ACCOUNTING...**provides students with an understanding of the basic structure of accounting in the hospitality area and how to interpret and understand financial statements to learn some internal controls. Students will learn some bottom-up cost control and some budgeting. Student will recognize the differences in hotel/hospitality accounting and emphasis is placed on analysis and interpretation as well as recording, classifying, and summarizing processes. **PREREQ:** 10101158 Hospitality Cost Control

**HOSPITALITY FIELD STUDY/EXPERIENCE...**explores emerging trends in international, national, and local hospitality management and innovative solutions are evaluated. Students will develop an academic portfolio which reflects upon the program outcomes, core abilities, career goal, educational goal, and course summary of learning. Students will meet with their program instructor to explain their portfolio and complete the TSA documentation. **COREQUISITE:** 10109115 Hospitality Law and **PREREQUISITE:** 10109109 Front Office Procedures and Management

**HOSPITALITY INTERNSHIP...**affords students on-the-job experience while providing instructor and workplace supervision. Students are responsible for seeing and obtaining the internship position with instructor approval. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students meeting periodically at LTC. **CONDITION:** Verification of eligibility by the instructor and Verification of current First Aide/CPR card or proof of having taken 42531416CA class

**HOSPITALITY LAW...**will apply legal practices in hospitality environments including analysis of the impact of U.S. employment laws, the global economy, vendor/supplier contract negotiations, reacting to legal charges, documenting the hiring/firing process, dealing with harassment issues, privacy issues, and summarizing legal issues facing hospitality/culinary employees. **COREQUISITE:** 10109121 Introduction to Hotel/Hospitality Management or 10325101 Golf Operation Management

**HOSPITALITY PERSONAL BRANDING...**focuses on the importance of developing a strong brand identity for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development.

**HOTEL/HOSPITALITY COST CONTROLS...**applies concepts of controlling costs with emphasis on cost-to-sales relationship. Students calculate the costs of goods, selling price and relative percentages, forecast sales, conduct yield analysis and calculate break-even periods. **PREREQUISITE:** Microsoft Excel or equivalent

**HOUSEKEEPING MANAGEMENT...**investigates the functions of the housekeeping department and the role of managers in operating the department. Students are introduced to requirements for guest satisfaction including room and facility appeal, order, and cleanliness.

**INTRODUCTION TO PSYCHOLOGY...**introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. **COREQUISITE:** 10838105 Intro Reading and Study Skills or equivalent

**INTRODUCTION TO AMERICAN GOVERNMENT...**introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

**INTRODUCTION TO DIVERSITY STUDIES...**introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, religion are explored. **COREQUISITE:** 10838105 Intro Reading and Study Skills or equivalent

**INTRODUCTION TO HOTEL/HOSPITALITY MANAGEMENT...**will trace the development of the hotel/motel industry from early inns to modern high-rise and commercial hotels and highway motels. The organization of the hotel, including food and beverage operations, is discussed.

**LEADERSHIP AND PROFESSIONALISM...**prepares the student to accept a leadership role in their chosen occupation and provides opportunities to demonstrate business etiquette and professionalism in a variety of settings.

**MARKETING TOURISM AND HOSPITALITY...**introduces the student to various aspects of tourism, the development and classification of hotel businesses, the hotel and rooms division operation, the duties and responsibilities of the key food and beverage executives, the history and development of the restaurant business, noncommercial food service segments, beverage management and liquor liability, recreation and leisure, the history of gaming entertainment, and the different types of meetings, conventions, and expositions.

**MATH WITH BUSINESS APPLICATIONS...**covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications. **PREREQUISITE:** 10834109 Pre-Algebra or equivalent and **COREQUISITE:** 10838105 Intro Reading and Study Skills or equivalent

**RECRUITMENT & RETENTION OF EMPLOYEES...**applies and skills and tools necessary to hire and retain qualified employees. Legal issues, testing, screening, interviewing, selecting and negotiating techniques will be demonstrated and assessed for each learner.

**SANITATION FOR FOOD SERVICE...**develops skills to follow sanitation and hygiene provisions in state codes. The NRA certification test is included.

**SPEECH...**explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course. **COREQUISITE:** 10838105 Intro Reading and Study Skills or equivalent

**SUPERVISION...**allows the learner to apply the skills and tools necessary to perform the functions of a frontline leader. Students learn the application of strategies and transition to a contemporary supervisory role including day-to-day operations, controlling, staffing, leadership, problem-solving, team skills, motivation, and training.

**WORD 2013 - LEVEL 1...**introduces the student to word processing features such as creating, saving, editing, formatting, and printing documents, creating basic diagrams, and applying these concepts to produce usable documents. This course is offered in a self-paced format.

**WRITTEN COMMUNICATION...**teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents. **PREREQUISITE:** 10831103 Intro to College Wrtg equivalent and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or equivalent