

Business Administration: Hospitality Management Option

Division of Business — Curriculum Code: 200H

Will Earn Upon Program Completion: Associate in Applied Science (A.A.S.) Degree

Why major in Hospitality Management?

This program prepares you to pursue careers in resorts, hotels, motels, and other lodging and hospitality properties. Students will acquire knowledge that will enable them to work as unit managers, assistant managers, or food and beverage managers. They will also be able to advance to positions such as front office manager or sales and marketing manager.

If I major in Hospitality Management, can I transfer to an upper-division college or university?

The major is job-oriented and not designed for transfer to a baccalaureate program. However, many colleges and universities will apply most or all the courses you have taken toward a bachelor's degree.

Are there any requirements I must satisfy before I start taking courses in my major?

Based on your placement test scores, you may have to take developmental courses in reading, English, and/or mathematics before taking courses in your major.

How long will it take for me to complete this degree?

If you do not need developmental courses and you register for an average of 16 credits each semester, you can complete the degree in two years. You may shorten the amount of time by taking courses in the summer sessions.

Where should I direct specific questions about this program?

Contact the Business Division at (973) 877-3222.

Upon completion of this program, graduates will be able to:

- ◆ Use the terms and concepts of the hospitality industry in oral and written communications;
- ◆ Demonstrate knowledge of management theory and practice;
- ◆ Demonstrate knowledge of the skills required for various positions in the industry;
- ◆ Coordinate and facilitate the many tasks associated with running the front office of a hotel or motel;
- ◆ Apply the basic principles of food and beverage management and merchandising;
- ◆ Plan and implement a housekeeping and laundry department for a hotel or motel;
- ◆ Demonstrate understanding of the laws pertaining to the operation of hotels and motels;
- ◆ Prepare basic accounting documents related to the front office of a hotel or motel; and
- ◆ Adhere to globally accepted standards in leadership and management.

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A.A.S. Degree Program

<p>GENERAL EDUCATION REQUIREMENTS: (22 credits)</p> <p>Communications (6 credits) ENG 101 College Composition I 3 ENG 102 College Composition II 3</p> <p>Social Science (6 credits) Select two courses from: ANT 101, 105; POL 101, 104; PSY 101, 102, 219; SOC 101, 108 6</p> <p>Lab Science/Math (4 credits) MTH 100 or higher or a Lab Science course: BIO 101, 102, 103, 104, 121, 122; CHM 101, 102, 103, 104; PHY 101, 102, 103, 104, 113, or 114 4</p> <p>Humanities (3 credits) Select a History course from: HST 101, 102, 111, 112, 121, 122, 131, 132, 134, 135, 136, 137, 161 or 162 3</p> <p>Additional Soc. Sciences Requirement (3 credits) ECO 101 Principles of Economics Course (Macro) 3</p> <p>MAJOR COURSE REQUIREMENTS: (21 credits)</p> <p>BUS 101 Business Org. and Mgmt. 3 BUS 141 Business Mathematics 3 HMM 103 Intro. To Hospitality Mgmt. 3 HMM 226 Supervisory Development In Hospitality Management 3 HMM 261 Hospitality Housing Management 3 HMM 263 Hospitality Mgmt. Front Office Proc. 3 HMM 264 Food & Beverage Management 3</p> <p>ADDITIONAL COURSE REQUIREMENTS: (17 credits)</p> <p>ACC 101 Prin. of Accounting I - Financial 4 ACC 102 Prin. of Accounting II - Managerial 4 CIS 131, 135, 137, or 139 3 HMM 256 Hospitality Management Law 3 (strongly recommended) or a 200-level BUS course or a CIS course. Free elective (CEE 298 Cooperative Education Experience I recommended) 3</p> <p>Total Credits Required for Degree 60</p>	<p>RECOMMENDED SEQUENCE OF COURSES:*</p> <p><u>First Semester</u></p> <p>BUS 101 Business Organization & Mgt. 3 ACC 101 Prin. of Accounting I - Financial 4 ENG 101 College Composition I 3 Lab Science/Math requirement 4 Social Science requirement 3</p> <p><u>Second Semester</u></p> <p>BUS 141 Business Mathematics 3 HMM 103 Intro. To Hospitality Mgmt. 3 ACC 102 Prin. of Accounting II - Managerial 4 ENG 102 College Composition II 3 Social Science requirement 3</p> <p><u>Third Semester</u></p> <p>HMM 226 Super. Dev. In Hospitality Mgmt. 3 HMM 261 Hospitality Housing Management 3 ECO 101 Prin. of Economics (Macro) 3 CIS requirement 3 History requirement 3</p> <p><u>Fourth Semester</u></p> <p>HMM 263 Hospitality Mgmt. Front Office Proc. 3 HMM 264 Food & Beverage Management 3 HMM 256 Hospitality Management Law or a 200-level BUS course or a CIS course 3 Free elective 3</p>
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***NOTE:** This plan assumes the completion of all required developmental courses in reading, writing, and mathematics as well as other pre- and co-requisites for some of the courses, as listed in the Course Descriptions section.