

## PROGRAM REQUIREMENTS

[www.cvtc.edu](http://www.cvtc.edu) - 1-800-547-2882

START DATE(S): August	EFFECTIVE: <b>AUGUST 2011</b>
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### HOTEL AND RESTAURANT MANAGEMENT: Program Outcomes

*Associate Degree*

Course Number	Course Title	Hrs./Week	Credits	Prerequisite(s)/Comments
<b>First Semester</b>				
109-100	<a href="#">Hospitality Industry, Introduction to</a> (T)	2	2	<u>Fall only, Computer literacy required</u>
109-101	<a href="#">Food Service Equipment Fundamentals</a> (T, L)	7	4	<u>Fall only</u>
109-108	<a href="#">Hospitality-Customer/Employee Relations</a> (T)	3	3	<u>Fall only</u>
109-152	<a href="#">Sanitation &amp; Safety Fundamentals</a> (L)	2	1	<u>Fall only</u>
801-195	<a href="#">Written Communications</a>	3	3	<u>(See Prepared Learner Guide)</u>
<b>Total Semester Hrs./Week and Total Credits</b>		<b>17</b>	<b>13 cr.</b>	
<b>Second Semester</b>				
109-120	<a href="#">Restaurant Operations Management</a> (T, L)	9	5	<u>Spring only, 109-101, 109-152, Co-requisite: 109-181</u>
109-160	<a href="#">Beverage Merchandising</a> (T)	2	2	<u>Spring only</u>
109-181	<a href="#">Dining Room Service</a> (T, L)	5	3	<u>Spring only, 109-152, Co-requisite: 109-120</u>
809-172	<a href="#">Race, Ethnic and Diversity</a>	3	3	<u>(See Prepared Learner Guide)</u>
809-198	<a href="#">Introduction to Psychology</a> <b>OR</b>			<u>(See Prepared Learner Guide)</u>
809-199	<a href="#">Psychology of Human Relations</a>	3	3	<u>(See Prepared Learner Guide)</u>
<b>Total Semester Hrs./Week and Total Credits</b>		<b>22</b>	<b>16 cr.</b>	
<b>Summer Semester (8 weeks)</b>				
109-141	<a href="#">Hotel and Restaurant Management Seminar</a>	4	2	<u>Summer only, Pgm student, Co-requisite: 109-192</u>
109-192	<a href="#">Hotel and Restaurant Internship (144 hours)</a>		2	<u>Summer only, Pgm student, Co-requisite: 109-141</u>
<b>Total Semester Hrs./Week and Total Credits</b>		<b>4</b>	<b>4 cr.</b>	
<b>Third Semester</b>				
109-114	<a href="#">Tourism, Introduction to</a> (T)	2	2	<u>Fall only</u>
109-135	<a href="#">Meeting &amp; Special Events Planning</a> (T)	3	3	<u>Fall only</u>
109-136	Hospitality Law (T)	3	3	<u>Fall only</u>
109-171	<a href="#">Hotel Operations</a> (T)	3	3	<u>Fall only</u>
804-123	<a href="#">Math with Business Applications</a> (T, L)	4	3	<u>(See Prepared Learner Guide)</u>
809-196	<a href="#">Introduction to Sociology</a> <b>OR</b>	3	3	<u>(See Prepared Learner Guide)</u>
809-197	<a href="#">Contemporary American Society</a>			<u>(See Prepared Learner Guide)</u>
<b>Total Semester Hrs./Week and Total Credits</b>		<b>18</b>	<b>17 cr.</b>	
<b>Fourth Semester</b>				
109-131	<a href="#">Hospitality Purchasing &amp; Cost Controls</a> (T, L)	4	3	<u>Spring only, 804-106 or concurrent</u>
109-134	<a href="#">Hospitality Supervision</a> (T)	3	3	<u>Spring only</u>
109-144	<a href="#">Hospitality Promotion</a> (T)	3	3	<u>Spring only</u>
801-196	<a href="#">Oral/Interpersonal Communications</a>	3	3	<u>(See Prepared Learner Guide)</u>
809-195	<a href="#">Economics</a>	3	3	<u>(See Prepared Learner Guide)</u>
109-115	<a href="#">Travel Operations</a> <b>OR</b>	3	3	<u>Spring only</u>
109-117	Catering Off Premises <b>OR</b>	5		<u>Fall only, 109-101, 109-152</u>
109-197	Opportunities in Hospitality Management (Independent Study) [162 hrs.]	-		<u>Instructor approval</u>
<b>Total Semester Hrs./Week and Total Credits</b>		<b>24</b>	<b>18 cr.</b>	

**TOTAL CREDITS REQUIRED = 68**

**2.0 MINIMUM PROGRAM CUMULATIVE GPA REQUIRED FOR GRADUATION**

If a student does not enroll in any courses at CVTC for two or more consecutive semesters, the student will be required to reapply with Admissions. Students must abide by any changes in admission requirements and degree requirements.

T = Theory            L = Lab

10-109-2

DeptChair/PgmDir: BHOFFMAN

Dean: BHEIN

Counselor: JPHILEN

PgmAssist: JGOLDSMITH

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11/13/09, 06/08/10,8/18/10

# Hotel and Restaurant Management Tips

## Prepared Learner

Prepared Learner classes are designed to help students prepare for a variety of college-level academics, including reading, writing, math and science. Scores on the COMPASS® or ACT assessments will help us to determine if students need to take one or more Prepared Learner classes, to improve your skills in these areas before enrolling in certain General Education courses. Students must successfully complete each required Prepared Learner class with a grade of “C” or better before registering for certain General Education courses.

## Program Costs

Students will be required to purchase program uniforms and a toolkit for approximately \$340 at the start of the program. Expect additional semester costs for fieldtrips of approximately \$100. Textbook fees for the first year are approximately \$950, <http://www.cvtc.edu/GetStarted/Admiss/FeeEst.pdf>

## Financial Aid Consideration:

Some courses may not be eligible for financial aid. Courses must be part of a program to be eligible. A list of courses not eligible is located on [www.cvtc.edu](http://www.cvtc.edu). Part-time status may affect financial aid eligibility as well.

## Computer Skills

Students entering the Hotel and Restaurant Management program are expected to have basic competency in Microsoft Office software. If you need help in that area, be sure to take 103-102 Microsoft Office Suite (2 credits).

## Hotel and Restaurant Internship

109-192 Hotel Restaurant Management Internship is a 2 credit course that requires 144 hours on-the-job work hours in a hospitality related job. Students locate their own place of employment with the guidance of the instructor. Arrangements can be made to count one third of the required hours at a current hospitality related job a student might hold as long as it meets the class criteria. Summer only offering. The Hotel and Restaurant Management Seminar 109-141 must be taken concurrently with the internship.

## Transfer Credit

To see what courses transfer to a public postsecondary institution in Wisconsin, go to the Transfer Information System at [www.uwsa.edu/tis](http://www.uwsa.edu/tis),

- Click on Credit Transfer Wizard
- Click on Course Wizard

You must contact the college you wish to attend to find out exactly what they expect and when you should seek admission. The Transfer Information System does not include private colleges or out-of-state institutions.

If you plan to transfer to a four-year university/college, please see a program counselor for math advisement.

## Distance Learning

Some courses are now available via distance learning. Check our website [www.cvtc.edu](http://www.cvtc.edu) for distance learning opportunities.