



PROGRAM REQUIREMENTS

www.cvtc.edu - 1-800-547-2882

START DATE(S): August	EFFECTIVE: AUGUST 2010
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HOTEL AND RESTAURANT MANAGEMENT: Program Outcomes

Associate Degree

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

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

Dept/Chair/PgmDir: BHOFFMAN

Education Director: BHEIN

Counselor: JPHILEN

PgmAssist: JGOLDSMITH

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03/23/09,09/22/09,11/13/09

Hotel and Restaurant Management Tips

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. 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,

- 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 for distance learning opportunities.