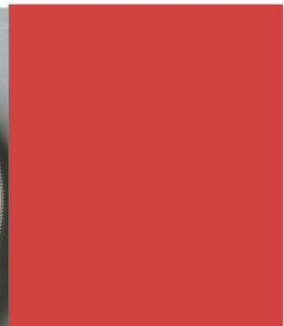


Mt. SAC

Hospitality Management

Program Catalog



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Program Overview

The hospitality management program provides students with an excellent background for a career in the hospitality industry. Students will have the education necessary for many entry-level positions. Students gain practical training and acquire the skills necessary to be successful in the field of hospitality management. Many of the courses in this program are articulate with the California State University System, this provides students the opportunity to transfer to a four-year institution and earn a Bachelor's degree.

Program Description

The hospitality management program is geared towards preparing students for successful careers in the hospitality industry by providing them with quality training and skills. The hospitality program offers an Associates of Science Degree in Hospitality Management and several specified certificate courses to students such as: Food Service, Restaurant Management Level I, Restaurant Management Level II, Hospitality Management Level I, Hospitality Management Level II, Event Planning & Catering, and Culinary Arts. Our program has a mandatory internship component, emphasizes capstone projects, and promotes high standards.

Tuition & Fees *(Estimated)*

The following tables provide an estimated breakdown for student cost for enrolling in the program. The tuition costs are based on the college's current tuition rates of \$46/unit for in-state students and \$241/unit tuition + \$46/unit enrollment fee for out-of-state/non- resident students.

Tuition costs will be lower for students who may have already completed any courses that are part of the certificate requirements.

Associates of Science Degree

Degree No: E0343

The Hospitality & Restaurant Management Program at Mt. San Antonio provides students with an excellent background for a career in the hospitality industry. Students will have the education necessary for many entry-level positions. Many of the courses in this program are articulate with the California State University System, this provides students the opportunity to transfer to a four-year institution and earn a Bachelor's degree. Students wishing to transfer to a 4 years college should consult with Hospitality Management faculty to discuss transfer options.

Required Courses

HRM51 Introduction to Hospitality	3.0
HRM52 Food Safety and Sanitation	1.5
HRM53 Dining Room Service Management	3.0
HRM54 Basic Cooking Techniques	3.0
HRM56 Hospitality Supervision	3.0
HRM57 Hospitality Cost Control	3.0
HRM64 Hospitality Financial Accounting	3.0
HRM66 Hospitality Law	3.0
HRM70 Introduction to Lodging	3.0

Plus: Select 3 units from the following:

HRM61 Menu Planning	3.0
HRM62 Event Planning and Catering	3.0
HRM91 Work Experience in Hospitality	1.0
NF20 Principles of food with Lab	3.0
Total Units	28.5

Tuition

In-State: \$1,311.00 **Out of State:** \$8,179.50

*Note: In addition to the above program requirements, students need to fulfill the General Education requirements towards an A.S. degree. A total of 60 units must be completed: (A.S. degree Major Required Courses + General Education Courses = 60 units minimum).

Certificates

Skill Certificates are lower-unit certificates in various occupational areas. Although the awarding of Skills Certificates is not noted on a student's transcript, the student may apply for and receive a documentation certificate from the college that may be of value in documenting knowledge and skills to potential employers. In many cases, entry-level Skills Certificates may be part of a ladder-track of increasing levels of preparation in an occupational area, and courses used to complete them may form a core of requirements that are augmented as students pursue higher levels of proficiency toward a Certificate of Achievement.

The hospitality program offers seven specified certificate courses to students such as: Food Service, Restaurant Management Level I, Restaurant Management Level II, Hospitality Management Level I, Hospitality Management Level II, Event Planning & Catering, and Culinary Arts

Students that desire help in planning for a vocation or profession, or to prepare for transfer to a four-year institution, should seek the advice of a counselor.



Food Service

Certificate No: E1390

The Food Services Certificate requires the completion of three core HRM courses for a total of 7.5 units. The Hospitality: Food Services Certificate prepares the holder to enter the food service field as a skilled food service worker in either food preparation or service.

<i>Core Classes</i>	<i>Units</i>
HRM51 Introduction to Hospitality	3.0
HRM52 Food Safety and Sanitation	1.5
HRM53 Dining Room Service Management	3.0
Total Units	7.5

Tuition

In-State: \$345.00

Out of State: \$2,152.50



Restaurant Management I

Certificate No: E1333

The Restaurant Management – Level 1 Certificate requires the completion of four core HRM courses for a total of 8.5 units. The Hospitality: Restaurant Management – Level 1 Certificate prepares the holder for an entry-level position within a restaurant.

<i>Core Classes</i>	<i>Units</i>
HRM51 Introduction to Hospitality	3.0
HRM52 Food Safety and Sanitation	1.5
HRM53 Dining Room Service Management	3.0
HRM91 Work Experience	1.0
Total Units	8.5

Tuition

In-State: \$391.00

Out of State: \$2,439.50



Restaurant Management II

Certificate No: E0343

The Restaurant Management – Level 2 Certificate requires the completion of the Restaurant Management – Level 1 Certificate (8.5 units), three additional HRM core courses, and one NF (Nutrition & Foods) course for a total of 20.5 units. The Hospitality: Restaurant Management – Level 2 Certificate prepares the holder to enter the restaurant field as a manager-trainee in a food service establishment.

Core Classes

Units

HRM51 Introduction to Hospitality	3.0
HRM52 Food Safety and Sanitation	1.5
HRM53 Dining Room Service Management	3.0
HRM91 Work Experience	1.0
HRM54 Basic Cooking Techniques	3.0
HRM57 Hospitality Cost Control	3.0
HRM61 Menu Planning	3.0
Total Units	17.5

Tuition

In-State: \$805.00

Out of State: \$5,022.50



Hospitality Management I

Certificate No: E1332

The Hospitality Management – Level 1 Certificate requires the completion of four core HRM courses for a total of 10 units. The Hospitality: Hospitality Management – Level 1 Certificate prepares the holder for an entry-level position within the hospitality industry.

<i>Core Classes</i>	<i>Units</i>
HRM51 Introduction to Hospitality	3.0
HRM53 Dining Room Service Management	3.0
HRM70 Introduction to Lodging	3.0
HRM91 Work Experience in Hospitality	1.0
Total Units	10.0

Tuition

In-State: \$460.00

Out of State: \$2,870.00



Hospitality Management II

Certificate No: L1325

The Hospitality Management – Level 2 Certificate requires the completion of the Hospitality Management – Level 1 Certificate (10.0 units) and three additional HRM core courses for a total of 19 units. The Hospitality: Hospitality Management – Level 2 Certificate prepares the holder to enter the restaurant field as a manager-trainee in a hotel or restaurant.

<i>Core Classes</i>	<i>Units</i>
HRM51 Introduction to Hospitality	3.0
HRM53 Dining Room Service Management	3.0
HRM70 Introduction to Lodging	3.0
HRM91 Work Experience in Hospitality	1.0
HRM56 Hospitality Supervision	3.0
HRM64 Hospitality Financial Accounting	3.0
HRM66 Hospitality Law	3.0
Total Units	19.0

Tuition

In-State: \$874.00

Out of State: \$5,453.00



Event Planning & Catering

Certificate No: E0379

The Event Planning & Catering Certificate requires the completion of four HRM courses for a total of 10.5 units. The Hospitality: Event Planning & Catering Certificate program will prepare students for catering and banquet job opportunities in the hospitality industry. The program emphasizes menu planning, food preparation, service and catering management.

Core Classes

<i>Core Classes</i>	<i>Units</i>
HRM52 Food Safety and Sanitation	1.5
HRM54 Basic Cooking Techniques	3.0
HRM61 Menu Planning	3.0
HRM62 Event Planning and Catering	3.0
Total Units	10.5

Tuition

In-State: \$483.00 **Out of State:** \$3,013.50



Culinary Arts

Certificate No: E0373

The culinary arts certificate requires the completion of five core HRM courses and one NF (Nutrition & Foods) course for a total of 16.5 units. The Culinary Arts Certificate program will prepare students for food production job opportunities in the food service industry.

This is a hands-on skills-based certificate program taught in a commercial culinary facility. The certificate program covers the preparation and presentation of hot and cold foods including: sauces, soups, salads, sandwiches, appetizers, hors d'oeuvres, and buffets. Preparation of baked goods and pastries will also be covered including: breads, cakes, icing, laminated pastries, cookies, pies, tarts, and plated desserts. Also included are the preparation of international cuisines from Asia, Europe, the Mediterranean, and Latin America. Emphasis will be placed on regional dishes from: China, Japan, India, Thailand, Spain, Italy, France, Greece, Lebanon, and Mexico.

Core Classes

HRM52 Food Safety and Sanitation
HRM54 Basic Cooking Techniques
HRM81 Garde Manger
HRM82 Baking & Pastry
HRM83 International Cuisines

Plus any (one) Nutrition course from below:

NF10 Nutrition for Personal Health and Wellness
NF20 Principles of food with Lab
NF25 Essentials of Nutrition

OR

NF25 Essentials of Nutrition Honors

Total Units

Units

1.5
3.0
3.0
3.0
3.0

3.0
3.0
3.0

3.0

16.5

Tuition: **In-State:** \$759.00 **Out of State:** \$3,013.50

Certificate Requirements & Application

Requirement for all certificate include the following:

- ✓ At least ½ of the credits earned towards the certificate MUST be completed at Mt. San Antonio College.
- ✓ A grade of “C” or better MUST be earned in each course to be applied to the certificate.
- ✓ Eligible Students may apply for multiple certificates.
- ✓ A separate application is required for each certificate.

How to Apply:

- ✓ Students may download the certificate application at:
http://www.mtsac.edu/admissions/pdf/certificate_app.pdf
- ✓ Complete application.
- ✓ Submit application at the Admission & Records Office located in Bldg. 9C (Ground Level).

Note: The unit requirement for Skills Certificates is required for some forms of financial aid eligibility. Students should consult with the Financial Aid Office to determine whether a particular program of study qualifies for financial aid.



Information Regarding Application for Certificate

Admissions and Records ■ Student Services Center, Lower Level

Please read all the following information carefully before completing the application.

1. Answer all questions.
2. Print your name **EXACTLY** as you wish it to appear on your certificate.
3. Indicate the **EXACT** address to which the certificate should be mailed.
4. If you wish to receive credit for this certificate for courses taken at another institution, it is your responsibility to submit transcripts to appropriate Division office(s) to have variance(s) filled out for approval prior to your request for the certificate.

NOTE: At least half of the required number of units for this certificate must have been taken at Mt. SAC.

5. The specific requirements for each certificate program are listed in the Mt. SAC catalog. You must have remained in continuous attendance at Mt. SAC since beginning your certificate program. Please check with an academic advisor or Admissions clerk if there is any confusion regarding your catalog rights and continuous attendance.
6. Sign the application form as indicated and submit it to the Admissions and Records Office.
7. The Admissions and Records office will certify the information and prepare a certificate for mailing to the address provided.

Course Description

Required Courses



HRM 51 Introduction to Hospitality

(54 hours lecture; Degree Appropriate, CSU)

This course gives a brief review of the historical development of the hospitality industry; social and economic influences on the current leisure industry structures. Career opportunities at various levels in hotels, restaurants, food service institutions and private clubs/resorts are investigated. Education and experience requirements, personal qualifications, job responsibilities, job procurement and future opportunities are also discussed.

Perquisite: Eligibility for ENGL 68

Textbook: [Introduction to Hospitality 6th Edition](#) **OR** [MyHospitalityLab](#) with [Pearson Online Access Code](#)

HRM52 Food Safety & Sanitation

(27 hours lecture; Degree Appropriate, CSU)

This course presents the basic principles of sanitation and safety in the food service industry. Emphasis is placed on the role of management in design implementation, and training to establish an effective Hazard Analysis Critical Control Point (HACCP) system. Students will have the opportunity to earn the National Restaurant Association's ServSafe Certificate upon completion of the course.

Note: Students who already hold a current ServSafe Food Protection Manager Card are not required to take this course.

Prerequisite: Eligibility for ENGL 68

Textbook: [ServSafe Manager 6th Edition](#)

Course Description (Cont.)

HRM 53 Dining Room Service Management

(54 hours lecture; Degree Appropriate)

In this course, students will learn the skills and knowledge needed for all aspects of dining room service. Exploration of the five different service styles and their relationship to various environments. Table setting styles, buffet set-ups, wine and beverage service, and service as a sales tool are covered. Safety of both customer and staff are discussed.

Advisory: ENGL 86

Textbook: [Management of Food and Beverage Operations 5th Edition](#)



HRM54 Basic Cooking Techniques

(36 hours lecture; 54 hours lab; Degree Appropriate, CSU)

Professional cooking, tasting, and evaluating techniques for commercial operations. Emphasis on identification and use of proper equipment and ingredients in the production of: stocks, sauces, soups, salads, dressing, meats, poultry, fish, vegetables, starch, and desserts. Uniform and student knife set are required.

Note: Uniform required

Advisory Prerequisite: [HRM 52](#)

Textbook: [On Cooking 5th Edition](#) **OR** [MyCulinaryLab with Pearson Online Access Code](#)



HRM 56 Hospitality Supervision

(54 hours lecture; Degree Appropriate)

This is a management skills course for students pursuing a career in supervision within the restaurant/hospitality industry. Application of basic management concepts and techniques necessary to achieve objectives in the management of operations and human resources in restaurant and hospitality businesses including analysis of hospitality workplace; the manager's responsibilities in training, coaching, and performance appraisal of employees; decision making, leadership, and planning.

Textbook: [Supervision in the Hospitality Industry 5th Edition](#)



Course Description (Cont.)

HRM 57 Hospitality Cost Control

(54 hours lecture; Degree Appropriate, CSU)

This course covers methods for controlling resources within the hospitality operation to maximize profits without compromising products. Discusses controls in front of the house, back of the house, purchasing and receiving.

Core-requisite: HRM 51 (May have been taken previously)

Textbook: [Planning and Control for Food and Beverage Operations 8th Edition](#)



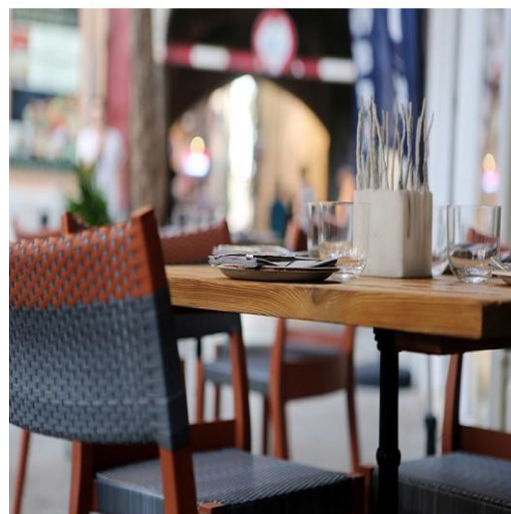
HRM 61 Menu Planning

(54 hours lecture; Degree Appropriate, CSU)

Menu development for all facets of the food service industry including retail and contract operations; emphasis on the economics of the menu and the demographics of the area. Analysis of menus with regard to limitations of the facility and staff, pricing and menu design relative to the economy and culture of the target area. Specialty menus such as ethnic, fast food, catering and various contract situations are included.

Advisory: HRM 51

Textbook: [Profitable Menu Planning 4th Edition](#)



HRM 62 Event Planning & Catering

(54 hours lab; Degree Appropriate, CSU)

Comprehensive exploration of the catering business with in-depth study of organizing and creating both on premise and off-premise events. Marketing and working with clients to combine menu with price. Contracting outside vendors, problem solving and avoiding common problems before they occur.

Textbook: [Catering: A guide to Managing a Successful Business Operation](#)



Course Description (Cont.)

HRM 64 Hospitality Financial Accounting

(54 hours lecture; Degree Appropriate, CSU)

Financial accounting specific to hospitality business. Emphasis on: bookkeeping, financial statements development and analysis, and tailoring the Uniform System of Accounting to hotels, restaurants, clubs and other food service operations.

Prerequisite: BUSA 11 or Eligibility for MATH 50

Textbook: [Basic Hotel and Restaurant Accounting 7th Edition](#)



HRM 66 Hospitality Law

(54 hours lecture; Degree Appropriate, CSU)

Basic principles of contracts, liability, and labor as they apply specifically to the hospitality industry. Students will discuss previous cases and decide the fates of fictional litigations as a preventive approach to problems that can occur.

Textbook: [Hotel, Restaurant & Travel Law 7th Edition](#)



HRM 70 Introduction to Lodging

(54 hours lecture; Degree Appropriate, CSU)

Operations in the lodging industry including: hotel organization, front office operations, reservations, registration, guest services, security, front office accounting, housekeeping, night audit, sale and marketing, planning and evaluating, revenue management, and human resources. Independent field trips required for this course.

Note: Independent field trips required

Textbook: [Managing Front Office Operations 8th Edition](#)



Course Description (Cont.)

HRM 81 Garde Manager

(36 hours lecture; 54 hours lab; Certificate Appropriate)

Preparation and presentation of cold kitchen foods including: sauces, soups, salads, sandwiches, appetizers, hors d'oeuvres, and buffets.

Note: Uniform required

Textbook: [On Cooking 5th Edition](#) [OR](#) [MyCulinaryLab](#) with [Pearson Online Access Code](#)



HRM 82 Baking & Pastry

(36 hours lecture; 54 hours lab; Certificate Appropriate)

Preparation of baked goods and pastries including: breads, cakes, icing, laminated pastries, cookies, pies, tarts, and plated desserts.

Note: Uniform required

Textbook: [On Cooking 5th Edition](#) [OR](#) [MyCulinaryLab](#) with [Pearson Online Access Code](#)



HRM 83 International Cuisines

(36 hours lecture; 54 hours lab; Certificate Appropriate)

Preparation of international cuisines from Asia, Europe, the Mediterranean, and Latin America. Emphasis will be placed on regional dishes from China, Japan, India, Thailand, Spain, Italy, France, Greece, Lebanon, and Mexico.

Note: Uniform required

Textbook: [International Cuisines](#)



Course Description (Cont.)



HRM 91 Hospitality Work Experience

(73-300 hours; Degree Appropriate, CSU)

Provides students with actual on-the-job experience in an approved worksite, which is related to classroom-based learning. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. Work experience placement is not guaranteed, but faculty provides assistance.

Advisory Prerequisite: Compliance with Work Experience regulations as designated in the college catalog.

***Note:** The Following Nutrition Courses are only applicable towards the Culinary Arts Certificate.

NF 10 Nutrition for Personal Health & Wellness

(54 hours lecture; Degree Appropriate, CSU)

Principles of nutrition and its relationship to optimum health; with emphasis on nutrient needs, food selection, and weight control during the various life stages from prenatal to adult. Student food intake is evaluated in several ways including computer diet analysis. This course is intended for non-science majors.

Note: Students who have already completed any of the following nutrition classes, do not need to enroll in this course: NF20 or NF25

Prerequisite: Eligibility for ENGL 68

Textbook: [Nutrition for Life 3rd Edition MyDietAnalysis Student Access Code Card](#)

Course Description(Cont.)



NF 20 Principles of Food with Lab

(36 hours lecture; 54 hours lab; Degree Appropriate, CSU)

Introduction to basic food science principles and food preparation procedures with emphasis on ingredient functions and interaction; food preparation techniques and skills; sensory evaluation standards; food safety and sanitation; food preparations equipment and utensils; storage standards; and nutrient retention.

Textbook: [Understanding Food: Principles and Preparation 3rd Edition](#)

NF 25 Essentials of Nutrition

(54 hours lecture; Degree Appropriate, CSU, UC)

Scientific concepts of nutrition related to the function of nutrients in basic life processes with emphasis on current health issues; individual needs; functions and sources of nutrients; scientific method for analysis and evaluation of nutrition information; dietary guidelines and current nutrition recommendations; digestion, absorption and metabolism; health, fitness and disease; nutrition in the life span. Course is appropriate for health science majors.

Prerequisite: Eligibility for ENGL 68

Textbook: [Nutrition: Concepts and Controversies 12th Edition](#)

Rules and Regulations

Dress Code and Grooming Standards

Students must purchase and wear the official Mt.SAC Culinary Arts uniform comprised of a white chef's coat with the Mt.SAC logo, checkered chef pants, black skullcap, white bistro-apron, black non-slip shoes and knife set. All of the following items **except** the black non-slip shoes may be purchased at the Mt.SAC bookstore.



Mt. SAC Culinary Arts Uniform. *Neckerchief is optional*

Uniform **MUST** be:

- Clean, spotless, and ironed (wrinkle-free)
- Apron, wrapped around the waist
- Black polished non-slip shoes

Grooming Standards:

- Shower and use deodorant before class.
- Hair: No smell of hair (clean). Keep it neatly trimmed and tie it back if it is long (for female). Males need to have short hair (above the collar line)
- Personal appearance, be fresh all day long. (Female) avoid too much make up and no perfume.
- No jewelry is to be worn except the wedding ring and a wrist watch
- Facial hair: Clean shave or well-trimmed moustache and beard (male).
- Sideburns may not extend beyond earlobe.
- No visible bodily piercings including tongue rings (no spacers either)
- Nails must be kept short and clean. (No polish, studs, or acrylics)

Students who fail to abide by the dress code or grooming standards may be dismissed from class. Repeat offenders may be dropped from the class.

Attendance and Tardiness Policy

Class attendance is mandatory. Absent students are responsible for the material covered in class. Students who miss a class are expected to get the assignment from a classmate or professor during designated office hours or via email. Unexcused tardiness and/or absences WILL NOT BE TOLERATED! Students will be expected to attend all class meetings on time and in uniform. Uniforms are only required for the cooking classes (HRM54, HRM81, HRM82, HRM83).

Professionalism & Student Expectations

Behavior:

1. Behave in professional and courteous manner at all times.
2. You are expected to comply with your professor's instructions; failure to do so may result in your dismissal from class and/or failing the course.
3. Be polite, display common courtesy, and respect towards your classmates and professor.

Refrain from talking during lectures. Disruptive students may be asked to leave the class, marked as absent, and reported to the Student Life office.

4. Use of profanity, disrespecting classmates, or the professor will not be tolerated. You will be dismissed from class and may be dropped from the class and receive an "F".

Performance:

1. Contact your professor immediately if you are having difficulties with the course or understanding any assignment. Do not wait until it is too late (i.e.: after the mid-term or right before the final exam or deadline).
2. Inactive or unprepared students may be dropped from class due to poor performance as determined by the professor.
3. You are expected to participate in all course activities including lectures and group work.
4. You are expected to comply with your professor's instructions; failure to do so may result in your dismissal from class and/or failing the course.

Drop, Withdrawal, and Dismissal Policy

The Hospitality Management Program is specially designed to serve the needs of serious and committed students who want to complete their Hospitality Management Program certificates.

The Hospitality Management Program has a very strict withdrawal, performance, and dismissal policy. Students are responsible for dropping the class; those who do not officially drop the class will receive an “F”. Student wishing to retake a class are allowed two attempts.

Hospitality Club

The Hospitality Club at Mt. San Antonio College is a social organization that enables students to connect with other students and faculty interested in the hospitality industry. Students are able to develop their leadership skills, improve professional abilities, build relationships, as well as gain recognition for their achievements. The hospitality club aims to create a proactive learning experience for students and club members through workshops, fundraisers, and tours of hospitality businesses.



Apply & [here](#) today! Add & Like us on [Facebook](#)!



HOSPITALITY CLUB @ Mt. SAC
WWW.FACEBOOK.COM/MTSACHOSPITALITYCLUB

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Mt. SAC

HOSPITALITY MANAGEMENT Program