

CASPER COLLEGE COURSE SYLLABUS
HOSP 1520-Intro to Hospitality Management-N1
Fall 2015



Lecture Hours: **0** On-line Hours: **3** Credit Hours: **3**

Class Time: **Online** Days: **Online**

Room: **Online**

Instructor's Name: **Ginny Garner**

Instructor's Contact Information: **BU #109**

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www.facebook.com/CreatingExperienceMakers

www.facebook.com/CasperCollege.HospitalityManagement

(I will respond to emails within 24-hours, Monday-Friday)

Office Hours:

Monday and Wednesday: 1:00 p.m. to 2:30 p.m.

Tuesday and Thursday: 11:00 a.m. to 12:30 p.m.

Friday: By Appointment

Course Description: Overview of the Hospitality Management. For individuals having a career interest in the field of Hospitality which includes: Hotel/Motel/Restaurant/Casino management or for those wishing to develop their overall knowledge and job skills. Includes the history, structure, social aspects and economic background of the industry.

Prerequisites: None

Course Description: Give students a general overview of what the hospitality industry is all about and what potential careers it has to offer. It will also allow you to broaden your knowledge of a very large industry and improve job skills.

Institutional Outcomes:

- Demonstrate effective oral and written communication
- Solve problems using critical thinking and creativity
- Appreciate aesthetic and creative activities
- Use appropriate technology and information to conduct research

Program Goals:

- The School of Business and Industry provides students with the academic programs of general and specialized learning in preparation for responsible careers in the world of business.
- Hospitality majors have the opportunity to pursue a top-quality two-year degree in Hospitality Management that provides the skills and abilities to succeed in the business world upon graduation.
- This educational experience enables students to develop the expertise needed to function in a retail environment and to develop an understanding of the social and economic forces shaping the future of the world's economy.

Course Goal: To identify potential hospitality careers and to sharpen student's hospitality skills.

Course Objectives: At the completion of this course, students should be able to:

- Explain the relationship of lodging and food and beverage operations to the travel and tourism industry.
- Describe the scope of the travel and tourism industry and its economic impact on local, national and international levels.
- Cite opportunities for education, training and career development in the hospitality industry.
- Describe the effects of globalization of the hospitality industry.
- Evaluate and discuss several major factors, developments and trends which have affected lodging and food service operations in recent years and which will continue to affect the industry in the future.
- Compare and contrast the effects of the industry of franchising, management contracts, referral organizations, independent and chain ownership, and condominium growth.
- Identify the general classification of hotels and describe the most distinctive features of each.
- List the common division of functional areas of hotel organization (room, food & beverage, engineering, sales & marketing, human resource and security) and explain the responsibilities and activities of each. Outline the functional areas or departments typically found in each hotel division.
- List and explain the major classifications of food services, beginning with the distribution between commercial and institutional operations.
- Outline the organization structure and functional areas which pertain to food and beverage in commercial and institutional food service operations.
- Analyze the importance of each division in achieving the objections of a lodging and/or food service operation.
- Demonstrate knowledge of food and beverage controls which pertain to food and beverage sales, payroll, planning and production standards.
- Identify the benefits of energy management programs and outline steps for organizing such a program.

Methodology: A three-hour, online course with successful completion of online discussion question, assignments, and tests.

Evaluation Criteria: This course is set-up with a possible **1,000 points for the course**. These points will be earned through:

- **Four tests= 400 points (100 points each)**
- **Weekly Assignments=500 points**
- **Research Presentation=100 points**
 - **1,000 points/course.**

(THIS SYLLABUS IS TENTATIVE AND SUBJECT TO CHANGE.)

Tests: There will be four (4) tests throughout the course. Tests will be given online and will consist of multiple choice and true/false questions. Each tests is worth 100 points.

Assignments: You will complete weekly, online and homework assignments and then participate in a class discussion worth a total of 500 points, 125 points per Module. Each assignment will vary in design and point value. Weekly assignments and module tests will be due on Sundays by 11:59 p.m. (MST)

Research Presentation: You will complete a research presentation as a Capstone for the class worth 100 points. More information about the project will be distributed at a later date.

Moodle: A Moodle shell will be set-up for the class. You can access your grade download PowerPoint presentations, complete assignments, complete module tests, and view class announcement via Moodle.

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Grading:

Tests:	400 Points	100 points/Each
Assignments:	500 Points	125 points/Module
Research Presentation	100 Points	
Total:	1,000 Points	

- Grades will be posted in the grade book section of your Moodle account.
- Grades will not be given over the phone or to anyone other than the student without the proper documentation.
- Your final grade will be based on the percentage points you receive on the tests and discussion assignments.

90-100= A

80- 89= B

70- 79= C

60- 69=D

59- 0= F

Required Text, Readings, and Materials:

- Introduction to Hospitality Management, 4th Ed., Walker, Pearson, with an Access Code to My Hospitality Lab.

Class Policies: Last Date to Change to Audit Status or to withdraw with a “W” Grade is **November 12, 2015**. No extensions will be given or drop slip signed after this date.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty: (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Class Schedule & Dates to Remember

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Module One: Introducing Hospitality and Lodging

Week of August 24th: Class Overview & Introduction

Week of August 31st: Chapter 1, Introducing Hospitality

Week of September 7th: Chapter 2, The Hotel Business

Week of September 14th: Chapter 3, Rooms Division Operations

Week of September 21st: Chapter 4, F&B Operations &

Module One Test

Module Two: Beverages, Restaurants, and Managed Services

Week of September 28th: Chapter 5, Beverages

Week of October 5th: Chapter 6, The Restaurant Business

Week of October 12th: Chapter 7, Restaurant Operations

Week of October 19th: Chapter 8, Managed Services &

Module Two Test

Module Three: Tourism, Recreation, Attractions, Clubs and Gaming

Week of October 26th: Chapter 9, Tourism

Week of November 2nd: Chapter 10, Recreation, Attractions, & Clubs

Week of November 9th: Chapter 11, Gaming Entertainment &

Module Three Test

Module Four: Assemblies, Events, Attractions, Leadership, & Management

November 16th: Chapter 12, Meetings, Conventions and Expos

November 23rd: Thanksgiving Break

November 30th: Chapter 13, Special Events

December 7th: Chapter 14, Leadership & Mgt & **Module Four Test**

December 15th: Capstone Presentation due by 11:59 p.m. (MST)