

Hotel Management

HRC's Hotel Management Program provides students with desirable skills in hotel operations, guest services, leadership, law and technology to pursue a career in hotel operations. The hospitality industry is the world's largest employer requiring trained individuals to fill positions in the rooms division, food and beverages, catering, sales, housekeeping, human resources and administration.

| Academic Options | Requirements |
|---|---|
| Skill Certificate – Front Desk Operations | 12 units |
| Skill Certificate – Hotel Operations | 12 units |
| Vocational Certificate – Hotel Operations | 36.5 units |
| Associate in Science Degree in Hotel Management | Vocational Certificate plus GE requirements |

Skill Certificate: Front Desk and Housekeeping Operations Skill Certificates prepare students for entry-level employment and offer a career ladder from which students may experience incremental success as they advance towards a Vocational Certificate.

Vocational Certificate: Prepares students for entry-level supervisory hotel careers. Requires completion of required courses with a "C" or better, and at least 50% of all completed at Cypress College HRC.

Associate of Science Degree: Prepares students for entry-level hotel management careers and/or university transfer. Requires completion of all of the following: 1) Hotel Operations Certificate with a "C" or better, 2) 25 units of General Education Graduation Requirements; 3) Cultural pluralism and reading requirements; 4) Elective courses to meet total of 60 units; and 5) GPA minimum of 2.0 .

| Skill Certificate – Front Desk Operations Code #1K00053 | | | Date Completed |
|---|------------------------------|-----------|----------------|
| HRC 101 C | Intro to Hospitality Careers | 3 | _____ |
| HRC 230 C | Hotel Management | 3 | _____ |
| HRC 160 C | Front Office Operations | 3 | _____ |
| HRC 166 C | Managing Guest Relations | 3 | _____ |
| Total Units Required: | | 12 | |

| Skill Certificate – Housekeeping Operations Code #1K00052 | | | Date Completed |
|---|----------------------------------|-----------|----------------|
| HRC 101 C | Intro to Hospitality Careers | 3 | _____ |
| HRC 131 C | Housekeeping & Property Ops | 3 | _____ |
| HRC 230 C | Hotel Management | 3 | _____ |
| ATC 102 C | Career Communication / Portfolio | 3 | _____ |
| Total Units Required: | | 12 | |

| Hotel Operations Certificate/ Degree Code# 1C03763/Degree 1S03763 | | | Date Completed |
|---|--|-------------|----------------|
| HRC 101 C | Intro to Hospitality Careers (F,S) | 3 | _____ |
| HRC 121 C | ServSafe Food Safety (F,S) *HRC120 waives this requirement | .5 | _____ |
| HRC 131 C | Housekeeping & Property Ops (every third semester) | 3 | _____ |
| HRC 230 C | Hotel Management (F) | 3 | _____ |
| HRC 160 C | Front Office Operations (S) | 3 | _____ |
| HRC 164 C | Hospitality Law (F) | 3 | _____ |
| HRC 166 C | Managing Guest Relations (S) | 3 | _____ |
| HRC 231 C | Cost Controls in Hospitality (S) | 3 | _____ |
| HRC 232 C | Catering and Event Management (F,S) | 3 | _____ |
| HRC 295 C | Hospitality Internship (F) | 3 | _____ |
| MKT 222 C | Principles of Marketing (F,S) | 3 | _____ |
| | Required Electives – select six units minimum | 6 | _____ |
| Total Units Required: | | 36.5 | |

ELECTIVES: HRC 125 Restaurant & Banquet Operations • HRC 135 Basic Cooking • ATC 102 Career Communication /Portfolio • MKT 208 Principles of Selling

(F) = class offered in **fall** semester (S) = class offered in **spring** semester (F, S) = class is typically offered **both** fall and spring semester

Restaurant (Food Service) Management

HRC's Restaurant (Food Service) Management Program provides students with desirable management skills including cost control, restaurant operations, guest services, leadership, legal aspects, catering, technology and personal development to pursue a career in the food service industry. The fast growing food service industry includes careers in restaurants, hotels, resorts, cruise ships, schools, hospitals, meetings and special events.

| Academic Options | Requirements |
|---|---|
| Skill Certificate – Dining Room Operations | 12 units |
| Skill Certificate – Restaurant/Lodging Entrepreneur | 15.5 units |
| Skill Certificate – Special Event Management | 15 units |
| Vocational Certificate – Food Service Management | 36 units |
| Associate in Science in Food Service Management | Vocational Certificate plus GE requirements |

| Skill Certificate – Dining Room Operations Code# 1K00035 | | | Date Completed |
|--|-----------------------------------|-----------|----------------|
| HRC 101 C | Intro to Hospitality Careers | 3 | _____ |
| HRC 120 C | Sanitation and Safety | 3 | _____ |
| HRC 125 C | Restaurant and Banquet Operations | 3 | _____ |
| HRC 166 C | Managing Guest Relations | 3 | _____ |
| Total Units Required: | | 12 | |

| Skill Certificate – Restaurant/Lodging Entrepreneur Code# 1K00030 | | | Date Completed |
|---|--|-------------|----------------|
| HRC 121 C | ServSafe Food Safety | 0.5 | _____ |
| HRC 135 C | Basic Cooking Techniques | 3 | _____ |
| HRC 160 C | Front Office Operations | 3 | _____ |
| HRC 166 C | Managing Guest Relations | 3 | _____ |
| MKT 208 or 222 | Principles of Selling or Principles of Marketing | 3 | _____ |
| MGT 261 C | Small Business Management | 3 | _____ |
| Total Units Required: | | 15.5 | |

| Skill Certificate – Special Event Management Code#1K00552 | | | Date Completed |
|---|-----------------------------------|-----------|----------------|
| HRC 101 C | Intro to Hospitality Careers | 3 | _____ |
| HRC 125 C | Restaurant and Banquet Operations | 3 | _____ |
| HRC 232 C | Catering and Event Management | 3 | _____ |
| MKT 222 C | Principles of Marketing | 3 | _____ |
| MGT 261 C | Small Business Management | 3 | _____ |
| Total Units Required: | | 15 | |

| Food Service Management Certificate/ Degree Code# 1S07848/ 1C07848 | | | Date Completed |
|--|---|-----------|----------------|
| HRC 101 C | Intro to Hospitality Careers (F, S) | 3 | _____ |
| HRC 120 C | Sanitation and Safety (F, S) | 3 | _____ |
| HRC 125 C | Restaurant and Banquet Operations (F, S) | 3 | _____ |
| HRC 135 C | Basic Cooking Techniques (F, S) | 3 | _____ |
| HRC 144 C | Quantity Cooking Techniques (F, S) | 3 | _____ |
| HRC 152 C | Menu/ Kitchen Layout and Design (F) | 3 | _____ |
| HRC 164 C | Hospitality Law (F) | 3 | _____ |
| HRC 166 C | Managing Guest Relations (S) | 3 | _____ |
| HRC 231 C | Cost Controls in Hospitality (S) | 3 | _____ |
| HRC 232 C | Catering and Event Management (F,S) | 3 | _____ |
| HRC 295 C | Hospitality Internship (F) | 3 | _____ |
| | Required Electives – select three units minimum | 3 | _____ |
| Total Units Required: | | 36 | |

ELECTIVES: HRC 230 Hotel Management • HRC 299 Independent Study • ATC 102 Career Communication /Portfolio • MKT 208 Principles of Selling • MKT 222 Principles of Marketing

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Culinary Arts

HRC's Culinary Arts Program provides students with basic competencies in the methods of food handling, cooking, and culinary management. Designed to help students develop a working knowledge for a successful fast track culinary management career.

| Academic Options | Requirements |
|--|---|
| Skill Certificate – Basic Baking | 12 units |
| Skill Certificate – Basic Cooking | 12 units |
| Vocational Certificate – Culinary Arts | 42 units |
| Associate in Science Degree in Culinary Arts | Vocational Certificate plus GE requirements |

Skill Certificate: The Basic Baking and Basic Cooking Skill Certificates prepare students for entry-level employment in culinary arts and offer a career ladder from which students may experience incremental success as they advance to a Vocational Certificate.

Vocational Certificate: Prepares students for entry-level supervisory careers in culinary arts. Requires completion of required courses with a "C" or better, and at least 50% of all completed at Cypress College HRC.

Associate of Science Degree: Prepares students for entry-level management careers in culinary arts and/or university transfer. Requires completion of all of the following: 1) Culinary Arts Certificate with a "C" or better, 2) 25 units of General Education Graduation Requirements; 3) Cultural pluralism and reading requirements; 4) Elective courses to meet total of 60 units; and 5) GPA minimum of 2.0.

| Skill Certificate – Basic Baking Code# 1K00034 | | | Date Completed |
|--|------------------------------|-----------|----------------|
| HRC 101 C | Intro to Hospitality Careers | 3 | _____ |
| HRC 120 C | Sanitation and Safety | 3 | _____ |
| HRC 135 C | Basic Cooking Techniques | 3 | _____ |
| HRC 136 C | Baking and Pastry | 3 | _____ |
| Total Units Required: | | 12 | |

| Skill Certificate – Basic Cooking Code# 1K00033 | | | Date Completed |
|---|------------------------------|-----------|----------------|
| HRC 101 C | Intro to Hospitality Careers | 3 | _____ |
| HRC 120 C | Sanitation and Safety | 3 | _____ |
| HRC 135 C | Basic Cooking Techniques | 3 | _____ |
| HRC 243 C | The Art of Garde Manger | 3 | _____ |
| Total Units Required: | | 12 | |

| Culinary Arts Certificate/ Degree Code# 1C03813 | | | Date Completed |
|---|--|-----------|----------------|
| HRC 100 C | Nutrition (F, S) * Summer and Online | 3 | _____ |
| HRC 101 C | Intro to Hospitality Careers (F, S) | 3 | _____ |
| HRC 120 C | Sanitation and Safety (F, S) | 3 | _____ |
| HRC 125 C | Restaurant and Banquet Operations (F, S) | 3 | _____ |
| HRC 135 C | Basic Cooking Techniques (F, S) | 3 | _____ |
| HRC 136 C | Baking and Pastry (F, S) | 3 | _____ |
| HRC 144 C | Quantity Cooking Techniques (F, S) | 3 | _____ |
| HRC 152 C | Menu/ Kitchen Layout and Design (F) | 3 | _____ |
| HRC 231 C | Cost Controls in Hospitality (S) | 3 | _____ |
| HRC 232 C | Catering and Event Management (F,S) | 3 | _____ |
| HRC 233 C | International Gourmet Foods (F) | 3 | _____ |
| HRC 243 C | The Art of Garde Manger (F, S) | 3 | _____ |
| HRC 245 C | Advanced Cooking Techniques (S) | 3 | _____ |
| HRC 295 C | Hospitality Internship (F) | 3 | _____ |
| Total Units Required: | | 42 | |

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