
COURSES

HOTEL AND MOTEL MANAGEMENT COURSES

**HMT 075 Housekeeping in Hotels, Motels and Institutions
(3.0 Lecture) 3.0 UNITS**

In a hotel, housekeeping is the largest department and is responsible for the delivery of the hotel's basic product, a clean room. A highly diverse workforce in this department necessitates skilled managers, according to hotel industry advisory board members. Standards today are such that managers whose ultimate goal is to achieve the executive position as general manager must have experience successfully managing the housekeeping department. This course provides students with fundamental principles for managing housekeeping operations. This is an elective course that is part of the Associate of Sciences Degree Foodservice/Restaurant Management, as well as the Hospitality Management transfer major.

**HMT 076 Hotel and Motel Front Office Management (3.0
Lecture) 3.0 UNITS**

This course is an introduction to the principles of effective front office management. Students examine the guest services role, reservations, registration, account settlement, the audit process and evaluate a hotel operation. Computer simulation provides a hands-on interactive learning experience. C-ID # HOSP 140.