

# Hotel Technology

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## **HT101 Introduction to the Hospitality Industry**

**Cr-3**

This course provides an overview of the organizational structure of hotels, restaurants, and clubs from a management perspective. Topics include analysis of the hospitality industry, career opportunities, management theory, practical management techniques, and social responsibility of the industry.

## **HT105 Front Office Procedures**

**Cr-3**

This course provides an overview of hotel operations beginning with the front office guest cycle. Information on front office computer technology, yield management, and reservation systems are presented. Emphasis is placed on the responsibilities and tasks of front office personnel.

## **HT201 Internship/Co-op**

**Cr-3**

This internship provides a variety of practical experiences such as hotel front office procedures, telecommunications, guest reception, cash handling and control, housekeeping, and convention sales and services. Field supervisors and MVCC program coordinators evaluate student performance. A minimum of six hours per week over fifteen weeks, or a total of 90 hours is required for successful completion.

## **HT205 Housekeeping/Property Management**

**Cr-3**

This course provides an overview of the phases of staffing, planning, and organizing the technical details of each area of a hotel

## **HT210 Hospitality/Human Resources Management**

**Cr-3**

This course provides an overview of the role of human resources in the food service and lodging industries. Topics include employee job description, recruitment, orientation, training, performance appraisal, and compensation. Current federal legislation and labor relations are presented with emphasis on EEO laws, OSHA standards, and union negotiation and grievance processes.

## **HT211 Convention Services Management**

**Cr-3**

This course introduces convention sales and marketing techniques. Topics include convention promotion, planning, and post convention evaluation.

## **HT215 Supervisory Leadership in Hospitality**

**Cr-3**

This course provides an overview of supervisory management skills for the hospitality industry. Topics include planning, organizing, coordinating, staffing, directing, controlling, evaluating, and leading. The development of technical, human relations, and conceptual skills is emphasized.