

# HOSPITALITY MANAGEMENT - TWO-YEAR CERTIFICATE OF COMPLETION (CC2)

## Description

The Hospitality Management Two-Year Certificate of Completion is designed to give students a foundation for careers in hospitality management.

## Program Learning Outcomes

Upon successful completion of the certificate, students will be able to:

1. Apply management, leadership, and interpersonal skills.
2. Apply customer service skills.
3. Demonstrate the use of hospitality industry-specific technologies.
4. Identify and apply food safety and sanitation practices.
5. Understand business and financial management.
6. Demonstrate basic measuring, conversion, food costing, and yield management practices.
7. Demonstrate the use of hospitality industry-specific communication.

## Entrance Requirements

### Academic Entrance Requirements

- Completion of or concurrent enrollment in WR 121Z Composition I or BA 214 Business Communications
- Completion of MTH 015 Basic Mathematics or minimum placement Math Level 7

## Additional Costs (Beyond Standard Tuition/Fees and Textbooks)

### Material Costs

- Oregon Liquor Control Commission service permit: \$28.65
- Knives, uniforms, and additional supplies: approximately \$1,500

### Enrollment Fees

- Specified courses: \$185 per credit fee for lab and consumable materials (see [certificate requirements](#) (p. 1) for courses with these fees indicated with: *courses*<sup>7</sup>)

## Course Requirements

Course	Title	Credits
<b>Level 1 Foundation Courses</b>		
BA 169Z	Data Analysis Using Microsoft Excel	4
BA 217	Accounting Fundamentals	4
CIS 120	Computer Concepts (or Computer Competency Test)	0-4
CIS 131	Software Applications	4
CUL 101	Introduction to Culinary Arts <sup>1</sup>	4
CUL 102	Food Safety and Sanitation	2
CUL 104	Applied Math for Culinary Arts	4
HM 101	Introduction to Hospitality	4
HM 130	Hospitality Industry Supervision and Principles of Leadership	4

LIB 100	Introduction to Finding Information	1
WR 121Z or BA 214	Composition I Business Communications	3-4
<b>Level 2 Core Courses</b>		
HM 150	Procurement, Ingredient Identification and Food Cost Control	3
HM 160	Wine and Specialty Beverage Management and Service <sup>1</sup>	4
HM 190	Dining Room Operations	5
HM 210	Menu Composition and Analysis	4
HM 230	Lodging Management	4
<b>Total Credits</b>		<b>54-59</b>

<sup>1</sup> Course carries a \$185 per credit fee for lab and consumable materials.

## Advising Notes

See COCC Bookstore complete Cascade Culinary Institute uniform. Ask CUL 101 instructor about which knives are needed for that course, and/or see bookstore.

Students should consult their advisor if they have transfer credits, are not able to attend full time, or are not at college level in reading, writing, and/or math.

This certificate is designed for students planning to enter the workforce directly after completion. Transferability of course credits to other public, or private, institutions' degree programs is dependent on those institutions' policies.

Culinary program fees of \$185/credit for most lab-based courses with the CUL, BAK, or HM-prefixes cover food costs and equipment maintenance. Courses associated with Elevation Restaurant (such as HM 190, CUL 200, CUL 270, BAK 265) or lecture courses (such as CUL 102, CUL 104, HM 130, HM 150, HM 290) do not have additional culinary program fees.

## Performance Standards

- Academic Requirements:
  - Students must have a 2.0 cumulative GPA to earn a COCC certificate or degree.
  - All courses in the program must be completed with a grade of C or higher.

## Sample Plan

<b>First Year</b>		
<b>Fall</b>		<b>Credits</b>
CIS 120	Computer Concepts	0-4
CUL 104	Applied Math for Culinary Arts	4
HM 101	Introduction to Hospitality	4
LIB 100	Introduction to Finding Information	1

WR 121Z or BA 214	Composition I or Business Communications	3-4
<b>Credits</b>		<b>12-17</b>
<b>Winter</b>		
CUL 101	Introduction to Culinary Arts	4
CUL 102	Food Safety and Sanitation	2
HM 130	Hospitality Industry Supervision and Principles of Leadership	4
HM 210	Menu Composition and Analysis	4
<b>Credits</b>		<b>14</b>
<b>Spring</b>		
BA 217	Accounting Fundamentals	4
CIS 131	Software Applications	4
HM 150	Procurement, Ingredient Identification and Food Cost Control	3
HM 160	Wine and Specialty Beverage Management and Service	4
<b>Credits</b>		<b>15</b>
<b>Second Year</b>		
<b>Fall</b>		
BA 169Z	Data Analysis Using Microsoft Excel	4
HM 190	Dining Room Operations	5
HM 230	Lodging Management	4
<b>Credits</b>		<b>13</b>
<b>Total Credits</b>		<b>54-59</b>