CURRICULUM COMMITTEE WECM COURSE CHANGE FORM
2009-2010

DATE: October 12, 2009

DEPARTMENT CHAIR: Kristen Wilkerson

DEPARTMENT: Human Sciences and Education

DISCIPLINE WHERE COURSE RESIDES: Hotel & Motel Management

☑ WECM CHANGE TO EXISTING COURSE
(Indicate all applicable changes)

<table>
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<tr>
<th>EXISTING COURSE INFORMATION</th>
<th>PLACE A ✓ CHECK IN SECTION(S) THAT WILL BE CHANGED</th>
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<td>Course Prefix</td>
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Signature Indicates Approval:

Department Chair: Kristen Wilkerson

Date: 10-14-09

Dean:

Date: 10-14-09

Curriculum Committee Approval: ☐ Yes ☐ No

Curriculum Committee Chair: 

Date: 

Vice President of Instruction: 

Date: 

Distribution of Copies by the Office of the Vice President of Instruction: 

☐ Curriculum Committee Website ☐ Division Dean ☐ Financial Aid Director

☐ Registrar ☐ Dept. Chair
COURSE DESCRIPTIONS

GOVT 2304. INTRODUCTION TO POLITICAL SCIENCE (3-0-3) 4510015225
Topics covered include comparative government, international relations, traditional political theory and empirical political theory. Examination of the subjects of public law and public administration and exploration of careers in the field. Students who have taken a government course at another college or university should contact an advisor or the Department of Social Sciences before enrolling in a Del Mar College government course. Assessment Levels: R3, E3, M1.

GOVT 2311. MEXICAN-AMERICAN POLITICS (3-0-3) 0502035425
Topics covered include historical, cultural, socioeconomic and constitutional issues that pertain to the study of Mexican Americans in the United States. Other topics such as political participation, governmental institutions, and public policies, as related to Mexican Americans, will also be addressed. State, local, regional and national issues will be examined. Students who have taken a government course at another college or university should contact an advisor or the Department of Social Sciences before enrolling in a Del Mar College government course. Assessment Levels: R3, E3, M1.

HAMG - Hotel/Motel Management

HAMG 1313. FRONT OFFICE PROCEDURES (3-1-3) 52.0901
Study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine assisted and computer-based methods for each front file function.

HAMG 1317. RECREATIONAL SERVICES (3-0-3) 52.0901
The study of guest recreation and entertainment including available space requirements, cost of operation and maintenance, layout and design and direct and indirect benefits.

HAMG 1321. INTRODUCTION TO HOSPITALITY INDUSTRY (3-0-3) 52.0901
Introduction to the elements of the hospitality industry.

HAMG 1340. HOSPITALITY LEGAL ISSUES (3-0-3) 52.0901
Course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations and product liability laws. Prerequisite: HAMG 1321.

HAMG 1342. GUEST ROOM MAINTENANCE (3-1-3) 52.0901
Demonstrates the working relationship in the lodging industry between housekeeping and maintenance.

HAMG 2301. PRINCIPLES OF FOOD AND BEVERAGE OPERATIONS (3-0-3) 52.0901
Introduction to food, beverage and labor cost controls with an overview of the hospitality industry from procurement to marketing. Examination of cost components including forecasting, menu planning and pricing, logistical support, production, service, purchasing and quality assurance.

HAMG 2307. HOSPITALITY MARKETING AND SALES (3-0-3) 52.0901
Identification and application of the core principles of marketing and their impact on the hospitality industry. Assessment Levels: M2.

HAMG 2330. CONVENTION AND GROUP MANAGEMENT AND SERVICES (3-0-3) 52.0901
Course in the scope of various segments of the convention market. Exploration of individual needs and methods and techniques to provide better service to conventions and groups. Assessment Levels: R1, E1, M1.
COURSE DESCRIPTIONS

HAMG 2332. HOSPITALITY FINANCIAL MANAGEMENT (CAPSTONE) (3-0-3) 52.0901
Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls and report analysis. Assessment Levels: R2, E2, M2.

HAMG 2381. HOSPITALITY ADMINISTRATION AND MANAGEMENT COOPERATIVE EDUCATION (CAPSTONE) (1-20-3) 52.0901
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Prerequisites: HAMG 1313 and 1342. Assessment Levels: R2, E2, M2.

HAMG 2388. INTERNSHIP - HOSPITALITY ADMINISTRATION AND MANAGEMENT (0-18-3) 52.0901
Work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: HAMG 1313, 1321. Assessment Levels: R2, E2, M2.

HART - Heating, Air Conditioning, Refrigeration Technology

HART 1301. BASIC ELECTRICITY FOR HVAC (1-7-3) 15.0501
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits and component theory and operation. Assessment Levels: R1, E1, M1.

HART 1351. ENERGY MANAGEMENT (1-7-3) 15.0503
Study of basic heat transfer theory; sensible and latent heat loads; building envelope construction; insulation, lighting and fenestration types; and conducting energy audit procedures. The course also develops energy audit recommendations based on local utility rates, building use and construction. Laboratory activities include developing energy audit reports, installing energy saving devices and measuring energy consumption. Assessment Levels: R1, E1, M1.

HART 1401. BASIC ELECTRICITY FOR HVAC (2-6-4) 15.0501
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits and component theory and operation. Assessment Levels: R1, E1, M1.

HART 1403. A/C CONTROL PRINCIPLES (2-6-4) 15.0501
A basic study of electrical, pressure and temperature controls including motor starting devices, operating relays and troubleshooting safety controls and devices. Emphasis on use of wiring diagrams to analyze high and low voltage circuits. A review of Ohm's law as applied to A/C controls and circuits. Prerequisite: HART 1407. Assessment Levels: R1, E1, M1.

HART 1407. REFRIGERATION PRINCIPLES (2-6-4) 15.0501
Introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment and refrigeration components. Assessment Levels: R1, E1, M1.

HART 1441. RESIDENTIAL AIR CONDITIONING (2-6-4) 15.0501
Study of components, applications and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair and charging of air conditioning systems. Prerequisites: HART 1403, MAIR 1449. Assessment Levels: R1, E1, M1.

HART 1445. GAS AND ELECTRIC HEATING (2-6-4) 15.0501
Study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces. Prerequisites: HART 1403, MAIR 1449. Assessment Levels: R1, E1, M1.
## Recreational Services

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**Course Level:** Introductory

**Course Description:** The study of the recreation and entertainment industry. Emphasizes sporting and entertainment venues, tourism attractions, and other public and private sector special events.

**End-of-Course Outcomes:** Identify various segments of the recreation and entertainment industry; and discuss management techniques as they pertain to operating recreation and entertainment environments.

**Cross Reference(s):** HAMG 1017: Recreational Services

**CIP Code Description:** 52.0901 (Hospitality Administration/Management, General)

**Year:** 2009
**Course Title:** Principles of Food and Beverage Operations

**Course Level:** Intermediate

**Course Description:** An introduction to food and beverage management in various hospitality environments. Emphasizes cost controls from procurement to marketing and sales. Examines forecasting, menu planning and pricing, logistical support, production, purchasing, and quality assurance.

**End-of-Course Outcomes:** Examine methods for incorporating cost control techniques and identify areas of excessive cost and waste; compare a forecasted budget to an actual budget; and identify techniques that impact sales.

**Cross Reference(s):** HAMG 2001: Principles of Food and Beverage Operations

**CIP Code Description:** 52.0901 (Hospitality Administration/Management, General)

**Year:** 2009
## WECM Course

**Introduction to Hospitality Industry**

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**Course Level:** Introductory

**Course Description:** Introduction to the elements of the hospitality industry.

**End-of-Course Outcomes:** Identify the segments and career opportunities in the hospitality industry; discuss current issues facing the hospitality industry; and discuss the impact of customer service.

**Cross Reference(s):** HAMG 1021: Introduction to Hospitality Industry

**CIP Code Description:** 52.0901 (Hospitality Administration/Management, General)

**Year:** 2009
## WECM Course

### Hospitality Financial Management

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**Course Level:** Advanced

**Course Description:** Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls, and report analysis.

**End-of-Course Outcomes:** Calculate cost percentages and ratios; interpret managerial reports; and assess internal controls as they relate to cost and budgeting.

**Cross Reference(s):** HAMG 2032: Hospitality Financial Management

**CIP Code Description:** 52.0901 (Hospitality Administration/Management, General)

**Year:** 2009
### WECM Course

**Convention and Group Management and Services**

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**Course Level:** Advanced

**Course Description:** An application of the essential components of successful convention and meeting planning.

**End-of-Course Outcomes:** Identify the economic impact of the conventions industry; describe and compare the various types of conventions, exhibitions, conferences, and the marketing tools used for pre-planning strategies; and identify requirements for food and beverage service, meeting room set-ups, and post-meeting evaluations.

**Cross Reference(s):** HAMG 2030: Convention and Group Management and Services

**CIP Code Description:** 52.0901 (Hospitality Administration/Management, General)

**Year:** 2009

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http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/wecmcourse.cfm 10/12/2009
## WECM Course

### Front Office Procedures

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**Course Level:** Introductory

**Course Description:** Functions of front office operations as they relate to customer service. Includes a study of front office interactions with other departments in the lodging operation.

**End-of-Course Outcomes:** Discuss the various service levels and market segments in the lodging industry as they pertain to the front office area of the hotel; and identify front office responsibilities, accounting procedures, revenue management, checkout and settlement procedures, and night audit functions and verification.

**Lab Recommended**

**Cross Reference(s):** HAMG 1013: Front Office Procedures

**CIP Code Description:** 52.0901 (Hospitality Administration/Management, General)

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**Course Level:** Intermediate

**Course Description:** A study of the working relationship among housekeeping, front office, and maintenance in the lodging industry.

**End-of-Course Outcomes:** Identify the steps for planning, organizing, and staffing as they relate to guest room operations; explain how housekeeping operations are directed and controlled; explain the budgeting function; and identify cleaning duties, cleaning supplies, and laundry needs of guest room services.

**Lab Recommended**

**Cross Reference(s):** HAMG 1042: Guest Room Management

**CIP Code Description:** 52.0901 (Hospitality Administration/Management, General)

**Year:** 2009
## WECM Course

### Hospitality Legal Issues

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**Course Level:** Intermediate

**Course Description:** A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws.

**End-of-Course Outcomes:** Identify the basic legal principles governing the hospitality industry as they relate to guests, employees, vendors, and contractors; articulate the legal environment in which the hospitality industry must exist; and analyze the impact of laws and regulations on the industry.

**Cross Reference(s):** HAMG 1040: Hospitality Legal Issues

**CIP Code Description:** 52.0901 (Hospitality Administration/Management, General)

**Year:** 2009
**Course Title**: Hospitality Marketing and Sales

**Course Level**: Intermediate

**Course Description**: Identification of the core principles of marketing and sales and their impact on the hospitality industry.

**End-of-Course Outcomes**: Identify the components of the marketing mix; develop or critique a marketing plan as it relates to an organizational mission statement and strategy plan; and demonstrate successful approaches and techniques to sales.

**Cross Reference(s)**: HAMG 2007: Hospitality Marketing and Sales

**CIP Code Description**: 52.0901 (Hospitality Administration/Management, General)

**Year**: 2009