



# **INSTRUCTIONAL PACKAGE**

HOS 150  
Hotel Management

Effective Term  
2021-2022

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: AY 2021-2022

COURSE PREFIX: HOS 150      COURSE TITLE: Hotel Management

CONTACT HOURS: 3      CREDIT HOURS: 3

### **RATIONALE FOR THE COURSE:**

Lodging operations are a major component of the hospitality industry. Exposure to the major facets of hotel management is necessary for success in the industry. Students will have an understanding of all departments within a lodging facility, different types of lodging facilities, understanding responsibilities and roles of each department as a part of the entire lodging facility.

### **COURSE DESCRIPTION:**

This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping, and engineering.

### **PREREQUISITES/CO-REQUISITES:**

( ( ACT Reading 14 or SAT Critical Reading 380 or ACCUPLACER Reading Comp 056 or New ACCUPLACER Reading Comp 235 or COMPANION Reading 056 or Multiple Measures English 1 or Writing Sample ENG101 1 or WS ENG101 with Lab 1 or Writing Sample ENG155 1 or Credit level [ENG 155](#) Minimum Grade of C or Credit level [ENG 155](#) Minimum Grade of TC or Credit level [ENG 101](#) Minimum Grade of TC or Credit level [ENG 101](#) Minimum Grade of C ) )

**\*Online/Hybrid** courses require students to complete the [Dli Orientation Video](#) prior to enrolling in an online course.

### **REQUIRED MATERIALS:**

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.  
[myHGTC](#) and [college](#) email access.

### **STUDENT IDENTIFICATION VERIFICATION:**

2021-2022

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

### **CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

## **Part II: Student Learning Outcomes**

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

1. Classify lodging accommodations based on products and services offered.
2. Calculate common hotel performance measures such as ADR, OCC, and RevPAR
3. Explain the different types of management/ownership a lodging facility may have.
4. Demonstrate the platinum and gold standards of service and what they mean to the lodging industry and guest service
5. Explain what it takes to be an effective manager in any size lodging operation and what major responsibilities they have
6. Explain the role of the front office before, during, and after a guest arrives at the hotel.
7. Showcase the importance of the housekeeping department to a hotel including cleanliness of guest rooms and common areas and why they are the “heart” of the hotel.
8. Describe the benefit and reasoning for Routine, Preventative and Emergency maintenance
9. Evaluate the importance of Food and beverage to a lodging operation, including their profit, operating procedures and benefit to the operation as a whole.

Discussion Questions: Student will participate in a Discussion Question, once per Unit, to understand different viewpoints, thoughts, practices, and experiences in the lodging industry

#### *Learning Outcomes*

- 1) Demonstrate the platinum and gold standards of service and what they mean to the lodging industry and guest service
- 2) Explain what it takes to be an effective manager in any size lodging operation and what major responsibilities they have
- 3) Classify lodging accommodations based on products and services offered.
- 4) Explain the role of the front office before, during, and after a guest arrives at the hotel.

Unit Assignments: Student will complete a homework assignment, once per unit, to emphasize and demonstrate the concepts in their reading, power points, and other methods of instruction and

education.

*Learning Outcomes*

- 1) Classify lodging accommodations based on products and services offered.
- 2) Calculate common hotel performance measures such as ADR, OCC, and RevPAR
- 3) Explain the different types of management/ownership a lodging facility may have.
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Unit Exams/Final Exam: There will be a Unit Exam after each Unit is complete and a Final exam that is cumulative where all of the above Learning outcomes will be addressed.

*Learning Outcomes*

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Project: Student will have an individual project based on lodging/management skills and abilities.

*Learning Outcomes*

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- 3) Explain the role of the front office before, during, and after a guest arrives at the hotel.

- 4) Showcase the importance of the housekeeping department to a hotel including cleanliness of guest rooms and common areas and why they are the “heart” of the hotel.
- 5) Describe the benefit and reasoning for Routine, Preventative and Emergency maintenance
- 6) Evaluate the importance of Food and beverage to a lodging operation, including their profit, operating procedures and benefit to the operation as a whole.

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

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## **GENERAL EDUCATION OUTCOMES:**

This course fulfills the following General Education Outcomes through:

### **Communication**

Indicator – Composing well organized and logical text with proper sentence structure and grammar.

Items to Assess:

1. No grammatical errors
2. Addresses all elements of the project required
3. Was well organized and written as measureable statements
4. Clearly identifies and explains the project components and requirements

### **Critical Thinking**

Indicator – Devising a reasonable plan for resolving a problem or issue.

Items to assess:

1. Ability to research and organize hotel standards properly
2. Project could be understood and followed easily
3. Ability to think/act like a manager in the scenario
4. Applying technology proficiently

### **Professionalism**

Indicator – Collaborating well in a team environment

Items to assess:

1. Shows how to create and foster leadership in the hotel
2. Acknowledges how to assess employee abilities, train, and hire them

Upon completion of this course, students will be able to:

Communicate effectively;

- Think critically;
- Self and professional development.

## Part III: Grading and Assessment

### EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\*:

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

#### EVALUATION\*

\*Varies – please see the Instructor Information Sheet for a breakdown of points/weighted assignments.

***\*Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

### GRADING SYSTEM:

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources



### THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



### STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment, **financial aid, registration, and payment plan support!**
2. Use the [Online Resource Center \(ORC\)](#) including **Office 365 support, password resets, and username information.**
3. **In-person workshops, online tutorials and more services** are available in **Desire2Learn, Student Portal, Degree Works, and Office 365.**
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), **Option #2.**

### STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through **our online**

**proctoring service**. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

### **DISABILITY SERVICES:**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

### **STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:**

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

### **TITLE IX REQUIREMENTS:**

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

### **INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:**

**Student and prospective student** inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

**Dr. Melissa Batten, VP Student Affairs**

*Title IX Coordinator*

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)



**Employee and applicant** inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

**Jacquelyne Snyder, VP Human Resources**

*EEO and Title IX Coordinator*

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

[Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)