

# Hospitality Management

Fall 2017 | *Annual Bulletin*



*Coastal Carolina Community College*

444 Western Boulevard | Jacksonville, NC 28546  
[www.coastalcarolina.edu](http://www.coastalcarolina.edu) | 910.455.1221



# Coastal Carolina Community College

## **Equal Education Opportunity and Equal Employment Opportunity Policy**

No person shall on the basis of race, color, creed or religion, age, sex, national origin, political affiliation, or physical disability status, except where age or physical disabilities are found to be a bona fide occupational qualification, be excluded from employment or participation in, be denied the benefits of, or be subject to discrimination under any program or activity of this institution.

It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972.

In conformance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, Coastal Carolina Community College will not discriminate against any student, employee, or applicant for admission or employment because of physical disabilities.

The main campus of Coastal Carolina Community College has been designed with the elimination of physical obstacles so that buildings, restrooms, laboratories, and classrooms are readily accessible to and usable by those with physical disabilities.

Any student or applicant for admission with a disability who wishes to request some accommodation must contact the Admissions Office and ask for the Coastal Carolina Community College Request for Accommodation form. If accommodation is not requested in advance in order to provide the College sufficient and adequate time to meet the student or applicant's needs, Coastal cannot guarantee the availability of a reasonable accommodation when it is needed.

Any student or prospective student who believes that discrimination has limited any educational opportunity, or any College employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning this policy should contact the following designated responsible employee: Affirmative Action Officer and Title IX Coordinator, Henderson Administration Building, (910) 938-6788.



**Coastal Carolina Community College  
Hospitality Management**

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## **General Program Information**

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This curriculum prepares individuals to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Coursework includes guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management, and other critical areas.

Graduates should qualify for management or entry-level supervisory positions in food and lodging operations, including restaurants, food service, beverage service, catering, front office, reservations, and housekeeping. Opportunities are also available in product services, and technology support and sales.

Coastal Carolina Community College offers an Associate in Applied Science degree, a diploma, and certificates in Hospitality Management. This has been identified as a limited enrollment program and may involve certain deadlines. See an Academic Counselor or Advisor for additional information.

## Admissions Information

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The Hospitality Management Program is a limited enrollment program; the first twenty (20) eligible applicants to complete an interest application and return required paperwork by specified deadlines will be accepted into the Fall 2017 Hospitality Management program. All other eligible applicants who complete an interest application and return required paperwork by specified deadlines will be accepted as alternates for the Fall 2017 Hospitality Management Program. Alternates may be called at any time prior to the start of the Fall 2017 semester to begin the program.

### APPLICATION PROCESS:

1. **Complete a Coastal Carolina Community College application for admission.** Visit the Admissions Office in the Student Center building, find the application online at [www.coastalcarolina.edu](http://www.coastalcarolina.edu), or call (910) 938-6332 for additional information.
  - Students not currently taking classes at Coastal Carolina Community College must complete a CCCC application before applying to the Hospitality Management Program.
  
2. **Submit official transcripts from high school (or high school equivalency) as well as any other colleges or universities attended.** Call (910) 938-6255 to verify receipt of your transcripts.
  - Students must submit official high school or high school equivalency transcripts, and transcripts from all post-secondary colleges and schools attended, before applying to the Hospitality Management Program.
  - Students enrolled in Spring 2017 courses at the time of their eligibility application must submit **updated** official transcripts. Transcripts must be received in the Admissions Office by 5:00 p.m. on May 19, 2017. Failure to send transcripts will place eligible applicants at the bottom of the alternate list.
  
3. **Take the placement test and receive the following minimum test scores OR demonstrate proficiency in the areas of reading, writing, and mathematics.** Call (910) 938-6332 for information on testing dates and times, or visit [www.coastalcarolina.edu/admissions/placement-testing](http://www.coastalcarolina.edu/admissions/placement-testing).
  - Placement testing must be completed on or after August 1, 2012 to be valid. Minimum scores are below.
  - Successful completion (grade of “C” or higher) of College Composition, ENG 111 (Writing and Inquiry) or equivalent, and a College level math course, 100 level or higher, will replace the placement test requirement **if the class has been completed within five years of the entry term of the program (Fall 2012).**

| NC DAP          |     | COMPASS     |    | ASSET     |    | SAT<br>(taken prior to 3/16) |     | SAT<br>(taken after 3/16) |     | ACT               |    | Accuplacer/CPT |    |
|-----------------|-----|-------------|----|-----------|----|------------------------------|-----|---------------------------|-----|-------------------|----|----------------|----|
| Reading/English | 151 | Writing     | 70 | Writing   | 41 | Writing                      | 500 | Reading and Writing       | 480 | Writing <b>OR</b> | 18 | English        | 86 |
| DMA 010         | 7   | Reading     | 81 | Reading   | 41 | Reading                      | 500 | Math                      | 530 | Reading           | 22 | Reading        | 80 |
| DMA 020         | 7   | Pre-Algebra | 47 | Numerical | 41 | Mathematics                  | 500 |                           |     | Mathematics       | 23 | Mathematics    | 55 |
| DMA 030         | 7   |             |    |           |    |                              |     |                           |     |                   |    |                |    |

- Students testing at Coastal Carolina Community College must wait at least 2 days after testing for scores, and must confirm test scores, in person, with an Academic Counselor or Advisor.

- According to Coastal Carolina Community College’s testing guidelines, students may take the entire placement test twice within a twelve (12) month period.
- If a student does not receive the necessary minimum scores, it is recommended that he/she take the appropriate developmental courses in the indicated areas before re-testing

**Test Waiver Options – must be in process prior to applying to the Hospitality Management Program**

- If the minimum Reading/English score is not attained **after the student’s second (2<sup>nd</sup>) attempt**, and they have not completed a College Composition, ENG 111 Writing and Inquiry, or equivalent within the stated time limit, the applicant has the option to make up the deficiency by successfully completing Developmental Reading and English, DRE 098 **or** DRE 099 prior to completing an eligibility application.
- If the minimum math score is not attained **after the student’s second (2<sup>nd</sup>) attempt**, and they have not completed a College level math course, 100 level or higher within the time limit, the applicant has the option to make up the deficiency by successfully completing Developmental Math Modules, DMA 010 Operations with Integers, DMA 020 Fractions with Decimals, **and** DMA 030 Propor/Ratio/Rate/Percent prior to completing an eligibility application.

**Frequently Asked Questions**

Q: When applying to the Hospitality Management Program, can I use the placement test scores I received at a previous school?

A: Yes, as long as they are NC DAP, COMPASS, ASSET, SAT, ACT, or Accuplacer scores taken on or after August 1, 2012. Additionally, the scores must be officially sent to Coastal from the school in which testing occurred.

Q: If I do not achieve the minimum score in one area of the placement test, do I have to retake the whole test?

A: No, only the portion in which the score was not achieved must be repeated. You must meet with an Academic Counselor or Advisor to receive a partial testing slip.

**4. Once steps 1-3 have been completed, meet with an academic counselor to complete a Hospitality Management Interest Application.**

Completing a Hospitality Management Interest Application **does not guarantee** a student will be accepted in the program. It only indicates that the student has met the requirements for admission to the program.

**After May 19, 2017, students who have completed a Hospitality Management Interest Application will:**

**5. Receive either an Acceptance Agreement or an Alternate Agreement; return by deadline.**

- Acceptance Agreements will be mailed to the first twenty (20) students who have met all eligibility requirements and have completed the Hospitality Management Interest Application by the May 19, 2017 deadline.
- All other students who have met eligibility requirements and completed a Hospitality Management Interest Application by May 19, 2017 will be mailed Alternate Acceptance Agreements. Alternates will be listed in the order in which they completed the Hospitality Management Interest Application.

- All students receiving either an Acceptance or Alternate Agreement must return these forms by the deadline specified on the form in order to keep their acceptance or alternate status. Failure to return the forms by the deadline specified on the form will result in the student being placed at the end of the alternate list.
  - Eligible students can continue to complete a Hospitality Management Interest Application after May 19, 2017, and will be offered alternate status in the order in which they completed the interest application.
6. **Attend a mandatory orientation prior to the first day of classes.**

## Pertinent Program Information

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### Academic Regulations

- Hospitality Management students must take all required courses within the semester designated in his/her catalog of record. Exceptions must be approved by the Department Head and the Division Chair.
- A Hospitality Management student who drops or receives an “F” in any non-HRM/CUL (related) courses **may** be permitted to progress in the program, provided the student can complete the course by the end of the summer session following their expected date of graduation.
- A student will be on probation with the Hospitality Management Program if a final grade of “D” or "D-" is earned in one HRM course. A student will be suspended from the Hospitality Management Program if a final grade of “F” or more than one final grade of “D” or "D-" is earned in a HRM course.

### Readmission Policy

Any student applying for readmission must contact the department head of the Hospitality Management Program to discuss educational goals and plans for readmission. Readmission will be based on a space-available basis and Department Head approval. Students must meet any admission criteria for the year in which they are being readmitted.

### Communicable Disease Statement

Students enrolled in the Hospitality Management Program are at risk of exposure to blood and bodily fluids, and the potential does exist for transmission of blood borne and other infectious diseases during various lab activities. Students who enter the Hospitality Management Program will be required to read and sign a communicable disease statement and waiver of liability form. This form will become a part of the student’s permanent record and will state that the student:

1. Has been informed of his/her risk for exposure to blood and body fluids.
2. Understands the potential for transmission of blood borne diseases during various lab activities.

The student and a witness must sign the communicable disease statement. Students who are minors must have the statement signed by a parent or legal guardian.

## Special Requirements

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**Physical Requirements:** Many of the program courses will require standing for extended lengths of time. Students may also be required to bend down to lift items onto tables or carts, squat underneath table tops to retrieve or place items, and lift up to 20 pounds, such as a shoulder tray, to shoulder height. Concerns over these requirements must be discussed with the Department Head prior to enrolling in the program.

**Uniform and Name Tag:** Uniforms and name tags are required for all Hospitality Management and Culinary Arts courses. Uniform specifics will be discussed at orientation.

**Vaccinations:** Students are required to have Hepatitis A shot #1 (of 2) by orientation. Shot #2 of the vaccine must be completed within 6 to 12 months of the first vaccine.

**Piercings:** Students with pierced ears may wear only one small post earring in each ear. During Work-Based Learning, students will follow agency personnel policies regarding wearing any other body piercing/gauging ornaments.

**Fingernails:** Must be clean with no dirt visible under the nail, with a working length of no more than 1/8 inch. Fingernail polish or decorations are not allowed.

**Work-Based Learning:** The Work-Based Learning courses provide for industry on-site work experience. These courses are usually one semester in length and may or may not be a paid position. It is important to understand that many employers give their potential employees a drug test prior to formally confirming a job offer.

**Attendance:** Students must be aware of the importance of regular class attendance in order to be successful in their classes. It is vital to have child care arrangements worked out in advance in case of children's illnesses, teacher work days, etc. If excessive absences are accumulated, then the student will be dropped from the program in accordance with the attendance guidelines in the college catalog.

**Success Tip:** Candidates are strongly advised to limit the number of hours they are employed in order to maximize their potential for academic success in the Hospitality Management Program.

## Curriculum Description – Hospitality Management (A25110)

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This curriculum prepares individuals to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Coursework includes guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management, and other critical areas.

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|  |      |   | Hours Per Week |           |           |
|--|------|---|----------------|-----------|-----------|
|  |      |   | Class          | Lab       | Credit    |
| <b>FALL SEMESTER (1<sup>st</sup> Year)</b>   |      |   |                |           |           |
| ACA  | 111  | College Student Success                 | 1              | 0         | 1         |
| CIS  | 110  | Introduction to Computers               | 2              | 2         | 3         |
| CUL  | 110  | Sanitation and Safety                   | 2              | 0         | 2         |
| ENG  | 111  | Writing and Inquiry                     | 3              | 0         | 3         |
| HRM  | 110  | Intro to Hosp and Tourism               | 3              | 0         | 3         |
| HRM  | 125  | Etiquette for Hospitality               | 1              | 0         | 1         |
| HRM  | 140  | Legal Issues – Hospitality              | 3              | 0         | 3         |
|  |      |   | <b>15</b>      | <b>2</b>  | <b>16</b> |
| <b>SPRING SEMESTER (1<sup>st</sup> Year)</b> |      |   |                |           |           |
| ACC  | 120  | Principles of Financial Accounting      | 3              | 2         | 4         |
| CUL  | 135  | Food and Beverage Service               | 2              | 0         | 2         |
| CUL  | 135A | Food and Beverage Service Lab           | 0              | 2         | 1         |
| HRM  | 120  | Front Office Procedures                 | 3              | 0         | 3         |
| HRM  | 220  | Cost Control – Food and Beverage        | 3              | 0         | 3         |
| MAT  | 110  | Math Measurement & Literacy <b>or</b>   | 2              | 2         | 3         |
| MAT  | 143  | Quantitative Literacy                   | (2)            | (2)       | (3)       |
|  |      |   | <b>13</b>      | <b>6</b>  | <b>16</b> |
| <b>SUMMER SEMESTER (1<sup>st</sup> Year)</b> |      |   |                |           |           |
| WBL  | 111  | Work-Based Learning I                   | 0              | 10        | 1         |
| HRM  | 210  | Meetings and Event Planning             | 3              | 0         | 3         |
| HRM  | 240  | Marketing for Hospitality               | 3              | 0         | 3         |
|  |      |   | <b>6</b>       | <b>10</b> | <b>7</b>  |
| <b>FALL SEMESTER (2<sup>nd</sup> Year)</b>   |      |   |                |           |           |
| COM  | 110  | Introduction to Communication <b>or</b> | 3              | 0         | 3         |
| COM  | 120  | Intro Interpersonal Comm                | (3)            | (0)       | (3)       |
| HRM  | 115  | Housekeeping                            | 3              | 0         | 3         |
| HRM  | 215  | Restaurant Management                   | 3              | 0         | 3         |
| HRM  | 215A | Restaurant Management Lab               | 0              | 2         | 1         |
| HRM  | 225  | Beverage Management                     | 3              | 0         | 3         |
|  |      | Humanities/Fine Arts Elective           | 3              | 0         | 3         |
|  |      |   | <b>15</b>      | <b>2</b>  | <b>16</b> |
| <b>SPRING SEMESTER (2<sup>nd</sup> Year)</b> |      |   |                |           |           |
| WBL  | 121  | Work-Based Learning II                  | 0              | 10        | 1         |
| HRM  | 245  | Human Resource Mgmt – Hospitality       | 3              | 0         | 3         |
| HRM  | 275  | Leadership – Hospitality                | 3              | 0         | 3         |
| HRM  | 280  | Management Problems – Hospitality       | 3              | 0         | 3         |
|  |      | Social/Behavioral Sciences Elective     | 3              | 0         | 3         |
|  |      |   | <b>12</b>      | <b>10</b> | <b>13</b> |
| <b>Total Semester Hours:</b>                 |      |   |                |           | <b>68</b> |

| <b>Approved Humanities/Fine Arts Electives</b> |                                 |
|--|---------------------------------|
| ART 111 Art Appreciation*                      | HUM 212 Humanities II           |
| ART 114 Art History Survey I*                  | MUS 110 Music Appreciation*     |
| ART 115 Art History Survey II*                 | MUS 112 Introduction to Jazz*   |
| DRA 111 Theatre Appreciation                   | MUS 210 History of Rock Music   |
| DRA 112 Literature of the Theatre              | PHI 215 Philosophical Issues*   |
| DRA 211 Theatre History I                      | PHI 240 Introduction to Ethics* |
| DRA 212 Theatre History II                     | REL 112 Western Religions       |
| HUM 130 Myth in Human Culture                  | REL 211 Intro to Old Testament  |
| HUM 160 Introduction to Film                   | REL 212 Intro to New Testament  |
| HUM 211 Humanities I                           | REL 221 Religion in America     |

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

| <b>Approved Social/Behavioral Sciences Electives</b> |                                    |
|--|------------------------------------|
| ANT 210 General Anthropology                         | HIS 122 Western Civilization II    |
| ECO 151 Survey of Economics                          | HIS 131 American History I*        |
| ECO 251 Prin of Microeconomics                       | HIS 132 American History II*       |
| ECO 252 Prin of Macroeconomics*                      | POL 110 Intro to Political Science |
| GEO 111 World Regional Geography                     | POL 120 American Government*       |
| HIS 111 World Civilizations I*                       | PSY 118 Interpersonal Psychology   |
| HIS 112 World Civilizations II*                      | PSY 150 General Psychology*        |
| HIS 115 Intro to Global History                      | SOC 210 Intro to Sociology*        |
| HIS 121 Western Civilization I                       | SOC 220 Social Problems            |

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

## Approximate Expenses

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### First Year

|                                  | Fall Semester     | Spring Semester   | Summer Semester | Total             |
|----------------------------------|-------------------|-------------------|-----------------|-------------------|
| Tuition and Fees                 | \$1,231.00        | \$1,231.00        | \$537.00        | \$2,999.00        |
| Hospitality Management Textbooks | \$500.00          | N/A               | N/A             | \$500.00          |
| Uniform and Shoes                | \$170.00          | N/A               | N/A             | \$170.00          |
| Hepatitis Vaccine                | \$100.00          | N/A               | N/A             | \$100.00          |
| Related Textbooks                | Varies            | Varies            | Varies          | Varies            |
| <b>Total</b>                     | <b>\$2,001.00</b> | <b>\$1,231.00</b> | <b>\$537.00</b> | <b>\$3,769.00</b> |

### Second Year

|                                  | Fall Semester     | Spring Semester | Summer Semester | Total             |
|----------------------------------|-------------------|-----------------|-----------------|-------------------|
| Tuition and Fees                 | \$1,231.00        | \$996.00        | N/A             | \$2,227.00        |
| Hospitality Management Textbooks | \$900.00          | N/A             | N/A             | \$900.00          |
| Related Textbooks                | Varies            | Varies          | Varies          | Varies            |
| <b>Total</b>                     | <b>\$2,131.00</b> | <b>\$996.00</b> | <b>Varies</b>   | <b>\$3,127.00</b> |

- All of the costs listed are estimates. Tuition rates are determined by the North Carolina General Assembly and are subject to change. **The tuition listed above is based on the in-state rate of \$76.00 per credit hour plus a Student Fee.**
- Methods of payment: check, cash, money order, credit or debit cards (VISA, Master Card, American Express or Discover), financial aid, and scholarships.
- Candidates must secure any financial aid and/or scholarship awards prior to enrolling in the program.
- Candidates should consider miscellaneous expenses such as childcare, meals, gas, notebooks, pens, planner, etc.

## Financial Aid Information

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### Federal Aid Sources

- FAFSA (Pell Grant, Work Study)
  - Apply online as soon as possible at FAFSA.org. Awards are made until funds are depleted.
  - For more information or help completing the FAFSA paperwork, contact Student Services at (910) 938-6332
  - Needed: 2016 federal tax returns and 2016 W-2s

### State Aid Sources

- Human Services (WIOA)
  - Complete the FAFSA
  - Visit the Kenneth B. Hurst Continuing Education Building, room 108, or call (910) 938-6258
  - Assistance may be available for childcare and uniforms

### Local Aid Sources

- Coastal Carolina Community College Scholarships
  - Complete the FAFSA
  - Submit transcripts and two letters of reference to the Foundation Office in the James Leroy Henderson, Jr. Administration Building
  - Additional questions can be answered by calling (910) 938-6792
  - Deadline is July 1, 2017

Visit [CFNC.org](http://CFNC.org) for additional financial aid opportunities and information.

## Contact Information

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For questions regarding admission to the Hospitality Management Program, please visit the Admissions Office in the Student Center building, or call (910) 938-6332.

If you have program-specific questions, please contact:

Robert Touhey  
Hospitality Management Program Department Head  
Assistant Division Chair  
(910) 938-6379

Transcripts and applications should be mailed (or dropped off) to:

Coastal Carolina Community College  
Attn: Admissions  
444 Western Boulevard  
Jacksonville, NC 28546

(Official transcripts can be submitted electronically to [etranscripts@coastalcarolina.edu](mailto:etranscripts@coastalcarolina.edu))

## Notes

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