

within the hospitality industry. Special emphasis will be on the study of the Uniform System of Accounts for Hotels.

**3 credits**

#### **HRM 236 SUPERVISORY SKILLS**

Students are shown how to recognize their role as a leader, a motivator, problem solver and team member, while staying focused on the main objective of their function. Seminar topics include leadership styles, forms of organizations and groups, communication, teambuilding and performance review.

**3 credits**

#### **HRM 238 STUDY TOUR**

A domestic or foreign study tour to investigate a destination. Tour itineraries will be planned to meet specific course and degree program objectives; participation in pre and post tour academic activities will be required. Students are normally responsible for the costs of the tour in addition to tuition.

Prerequisite: Permission of the Department Head.

**3 credits**

#### **HRM 240 HUMAN RESOURCE MANAGEMENT**

Students examine the different labor market issues, in legal and political context. They review the different techniques for recruitment and selection. They are shown the importance of setting performance standards, and introducing training and performance evaluation in order to reach and maintain those standards. Participants also review compensation, recognition and promotion programs.

**3 credits**

**HRM 242. HOSPITALITY INDUSTRY PERSONNEL TRAINING.** This course is designed to provide applications of proven training systems and methods for managers in the hospitality industry and covers the elements of training for a new or established hospitality operation.

Topics covered include job analysis, job descriptions and specifications, training programs, coaching, counseling and performance reviews.

**3 credits**

**HRM 243. FRONT OFFICE MANAGEMENT.** This course presents a systematic approach to front office operations in a hotel with a step-by-step illustration of the guest cycle beginning with the reservation process and ending with the checkout and settlement of guest folios.

**3 credits**

(This course was previously listed as HRM103.)

**HRM 244. HOUSEKEEPING MANAGEMENT.** Provides an overview of all aspects of housekeeping management principles and practices relative to the internal maintenance and cleaning of lodging facilities and supplies. Room preparation, cleanliness, record keeping, scheduling and inspection, and departmental organization will be covered.

**3 credits**

**HRM 245. FOOD AND BEVERAGE COST CONTROL.** The control of costs in food and beverage operations will be studied. Students will gain an understanding of the planning and control process focusing on products, labor, material, and sales income and learn to implement effective cost-control procedures. Sanitation management and strategies for avoiding food contamination and spoilage will be addressed.

**3 credits**

**HRM 246. BAR AND BEVERAGE MANAGEMENT.** This course is designed to expose students to the identification, use and service of wines and other alcoholic beverages. The various elements of beverage operations including purchasing, control, merchandising and bar management are analyzed. Special emphasis will be placed on the management of service in food and beverage operations.

**3 credits**

#### **HRM 248 GUEST SERVICE EXCELLENCE**

Students learn to recognize the basic needs of the Caribbean traveler and to explore ways to fulfill unexpressed needs. Different communicative means are reviewed from cyber ethics to body language. Students will explore the possibility of continuity in guest service throughout the stay by the different staff members as a team.

**3 credits**

**HRM 250. INTERNSHIP.** A work study program arranged on an individual student basis with participating hospitality organizations. Each student will be assigned an individual division faculty member as sponsor and counselor who will assist and supervise the student through

his or her work study experience. Both the student and the sponsoring hospitality organization will establish practical learning goals and provide periodic feedback to the division on progress toward meeting these goals. Students will be required to render periodic written and oral reports on their internship experience. They will also be required to participate in professional development activities and internship seminars.

Prerequisites: 18 credit hours of HRM or permission of the Dean.

**3 credits**

#### **JOURNALISM**

#### **JOU 101 INTRODUCTION TO MASS MEDIA**

This is an introductory course to acquaint students with the various media that communicate public information and mold public opinion. Newspapers, magazines, radio, television, trade publications, public relations and the motion picture field are surveyed. Considerable reading and analytical projects on these media are assigned.

**3 credits**

#### **MATHEMATICS**

**MAT 021. PRE-ALGEBRA.** This is a non-credit course designed to provide students, whose scores on the mathematics placement tests indicate a deficiency in arithmetic, the basic skills necessary to succeed in courses requiring computation. An emphasis is placed on problem solving techniques and application of arithmetic skills. It is also designed as a prerequisite for Math 022.

**4 non-degree credits**

**MAT 022. BEGINNING ALGEBRA.** This is a non-credit course designed to provide the basic skills necessary to succeed in university-level mathematics and mathematic dependent course for students whose scores on the algebra section of the mathematics placement test indicate a deficiency. It introduces students to basic algebra concepts and teaches them to use these concepts in problem solving.

**4 non-degree credits**

**MAT 141. COLLEGE ALGEBRA.** Fundamental concepts of college algebra with preparation for calculus. Topic will include factoring, integer and rational exponents, simplifying algebraic expressions, solving equations and inequalities, the function notation, exponential and logarithmic function, graphs of functions and applications.

Prerequisite: Math 022 or placement test.

**4 credits**

**MAT 142. COLLEGE TRIGONOMETRY.** Fundamental concepts of trigonometry and preparation for calculus. Topics will include angle measurement, the circular functions and their graphs, laws of sines and cosines, solution of triangle, solution of trigonometric equations, and inverse trigonometric functions, applications to vectors and complex numbers.

Prerequisite: Mathematics 141.

**4 credits**

**MAT 231. INTRODUCTION TO STATISTICS.** An introduction to statistics and statistical inference. Topics will include descriptive statistics, measures of central tendency and variability, probability theory, the binomial and normal distributions, correlation and linear regression, tests of hypotheses such as the t-test and the chi-square test, and the application and interpretation of statistical measures.

Prerequisite: Math 141.

**4 credits**

**MAT 232. CALCULUS FOR BUSINESS AND SOCIAL SCIENCES.** A calculus course with emphasis on techniques, graphs and applications rather than theory. Topics include functions; limits, continuity and rates of change; the derivative; exponential and logarithmic functions; the definite integral and functions of several variables.

Prerequisite: Math 141.

**4 credits**

#### **MUSIC**

#### **MUS 124. INTRODUCTION TO MUSIC AND MUSIC APPRECIATION.**

A music course to broaden the non-music major's understanding of music as a subject related to other arts and sciences. Class work is divided between the study of music fundamentals, rhythmic structure and form and listening lessons arranged to illustrate the evolution of